

MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE
COUNTY OF PLACER

TO: Honorable Board of Supervisors
FROM: Thomas M. Miller, County Executive Officer
DATE: November 23, 2010
SUBJECT: Placer Administrative Manual

ACTION REQUESTED

1. Introduction of an ordinance (Attachment A):
 - a. Adding Article 2.040.040 Expense Reimbursement for Elected Officials, and Article 2.040.050 Ethics Training for Elected Officials to Placer County Code
 - b. Amending Chapter 8, Articles 8.12.010, 8.12.020 and 8.12.030 of the Placer County Code, Smoking in County-owned or County-leased buildings.
2. Approve resolutions (3) adopting:
 - a. Placer County Meals, Lodging, Travel and Transportation Policy (Attachment B)
 - b. Placer County Code of Ethics (Attachment C)
 - c. Placer County Purchasing Policy Manual (Attachment D).
3. Adopt a Resolution deleting specific Chapters of the Administrative Rules and transferring two Chapters not substantively amended to the Placer Administrative Manual (Attachment E).

BACKGROUND

At its September 7, 2010 meeting, the Board of Supervisors: (1) authorized the County Executive Officer to develop and implement the Placer County Placer Administrative Manual ("PAM"), a comprehensive, consolidated Countywide policies and procedures manual, (2) took first actions to delete some Administrative Rules, and (3) adopted new policies.

The primary objectives with the completion of the PAM project will be increased standardization of business practices and processes and enhanced operational efficiencies countywide. Major components of this project include, deleting the current Administrative Rules and consolidating updated or replacement Administrative Rule provisions into the PAM or County Code. As needed, existing County policies and new policies will also be developed.

It is intended that technical procedures and guidelines contained in the PAM will be implemented through the County Executive Office, while documents with broader policy implications will be adopted by the Board of Supervisors by resolution.

A coordinated workgroup comprised of Administrative Services, Auditor-Controller's Office, Personnel, CEO Risk Management, County Counsel, and CEO Administration, jointly known as the PAM Committee ("Committee") meet regularly to implement the project. Subject matter experts are included as needed.

Today your Board is requested to take next actions that will complete the deletion of Administrative Rules and further construct the PAM with approval of five amendments to County Code, adoption of three new policies, and deletion of specific Chapters of the Administrative Rules. Attachment E summarizes how replacement provisions are occurring with the deletion of the Administrative Rules.

Amendments to Code

Introduction of an ordinance (Attachment A):

- a. Adding Article 2.040.040 Expense Reimbursement for Elected Officials, and Article 2.040.050 Ethics Training for Elected Officials to Placer County Code. Committee recommends amending County Code to include provisions related to expense reimbursements and statutory ethics training for elected officials in order to comply with recent legislation (AB 1234). These provisions currently exist in Chapter 3 of the Administrative Rules
- b. Amending Chapter 8, Articles 8.12.010, 8.12.020 and 8.12.030, Smoking in County-owned or County-leased buildings, of the Placer County Code. The PAM Committee and Facility Services recommend amending County Code to comply with California Government Code sections prohibiting smoking in County-owned and County-leased buildings.

Adoption of Policies

Placer County Meals, Lodging, Travel and Transportation Policy

Meals, Lodging, Travel and Transportation Policy in Attachment B is proposed to replace the existing Administrative Rule: Chapter 2, Meals, Lodging, Travel and Transportation which prescribes the policies, procedures and rules related to meals and expense reimbursement, meeting attendance, travel and related expenses, and expense and reimbursement rates. The Policy includes: (a) updates to some provisions, (b) deletions of vehicle provisions contained in the Vehicle Policy adopted in September, (c) specific provisions transferred with technical amendments from Administrative Rule Chapter 3, BOS Expense Reimbursement, and (d) recommendations from the travel and transportation cost saving subcommittee and internal audit reports.

Code of Ethics Policy

Code of Ethics Policy in Attachment C is proposed to replace the existing Administrative Rule Chapter 16, Code of Ethics, which prescribes the policy and guidelines for the ethical conduct of officials and county employees. The revised policy has been slightly amended to add an existing provision in code regarding professional and courteous behavior in the workplace.

Purchasing Policy Manual

The current Purchasing Policy Manual prescribes the policy and rules for procurement of goods and services for County business. The revised policy (Attachment D) includes several technical and procedural changes, as well as enhanced provisions related to requests for proposals, biddable specifications, requests for qualifications, violations, receipt of goods and services, and bid protests.

Specific Chapters of the Administrative Rules deleted by resolution

The following Chapters of the Administrative Rules can be deleted in that the Chapter is otherwise provided for as described in Attachment E. The effective date for the deletion will be immediate with the exception of Chapter 3 which will coincide with the effective date of the above ordinance additions (2.040.040 and 2.04.050).

1. Chapter 2, Meals, Lodging, Travel & Transportation (transferred as amended to the PAM by resolution)
2. Chapter 3, Board of Supervisors Expense Reimbursement and Elected Officials Ethics Policy, transferred without substantive amendments:
 - a. Expense Reimbursement language (Sections I, II & III (1&2)) to the Meals, Lodging, Travel & Transportation Policy in the PAM and to County Code by ordinance (Article 2.040.040),
 - b. Elected Officials Ethics Training Policy language (Sections I, II, & III (3) to County Code by ordinance (Article 2.040.050)
3. Chapter 4, County Offices (transferred as amended to the PAM by policy directive)
4. Chapter 5, Legal Advertising (transferred as amended to the PAM by policy directive).
5. Chapter 7, Use of Employees vs. Independent Contractors (transferred without substantive amendments to the PAM by policy directive and topic covered in state law)
6. Chapter 12, Use of County Facilities (transferred without substantive amendment to the PAM by resolution)
7. Chapter 13, Paper Recycling Policy (replaced with Resource Policy and separate Reuse and Recycling Policy in PAM by policy directive)
8. Chapter 15, Board of Supervisors' Procedures (transferred without substantive amendment to the PAM by resolution)
9. Chapter 16, Code of Ethics (transferred as amended to the PAM by resolution)

FISCAL IMPACT

There is no adverse fiscal impact anticipated with these actions. It is expected that productivity enhancements/organizational efficiencies will result countywide from the uniform administration of policies and procedures.

Attachments

- A. Ordinance amending: Placer County Code, Article 2.040.040 Expense Reimbursement for Elected Officials, Article 2.040.050 Ethics Training for Elected Officials, and Articles 8.12.010, 8.12.020 and 8.12.030, Smoking in County-owned or County-leased buildings
- B. Resolution and Meals, Lodging, Travel & Transportation Policy
- C. Resolution and Code of Ethics Policy
- D. Resolution and Placer County Purchasing Policy Manual
- E. Resolution deleting specific Chapters of the Administrative Rules, Exhibit 1-Summary of Changes/Deletions and transferring specific Chapters not amended to the PAM

Copies of Chapters of the Administrative Rules proposed to be deleted are on file with Clerk of the Board along with copies of Chapters transferred without amendment to the PAM, and copies of the strikeout versions showing revisions to Policies.

Before the Board of Supervisors
County of Placer, State of California

In the matter of:

Ord. No. _____

AN ORDINANCE ADDING ARTICLES
2.04.040 AND 2.04.050 TO CHAPTER 2 OF
THE PLACER COUNTY CODE AND
AMENDING CHAPTER 8, ARTICLES
8.12.010, 8.12.020 AND 8.12.030 OF THE
PLACER COUNTY CODE

First Reading: _____

The following ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held on _____, 2010, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Kirk Uhler, Chair
Board of Supervisors

Attest:

Ann Holman
Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA,
does hereby ordain as follows:

Section 1: Sections 2.04.040 and 2.04.050 are added to Chapter 2 of the Placer County Code and shall read as follows:

2.04.040 ***Expense Reimbursement for elected officials.***

In compliance with Assembly Bill 1234, all Elected Officials, including Board of Supervisors, shall comply with those provisions set out in the Placer Administrative Manual – Meals, Lodging, Travel, and Transportation, as well as the County Credit Card Policy.

2.04.050 ***Ethics training for elected officials.***

In compliance with Assembly Bill 1234, all Elected Officials, including the Board of Supervisors, shall comply with the Biennial Ethics Training requirements as outlined in this section.

- 1) Each Elected Official shall receive at least two hours of training in general ethics principles and “Ethics Laws” relevant to his or her public service every two years.
 - a) “Ethics Laws” include, but are not limited to the following:
 - (1) Laws relating to personal financial gain by public servants, including, but not limited to laws prohibiting bribery and conflict-of-interest laws.
 - (2) Laws relating to claiming pre-requisites of office, including, but not limited to gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
 - (3) Government transparency laws, including, but not limited to financial interest disclosure requirements and open government laws.
 - (4) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.
- 2) Each Elected Official in county service as of January 1, 2006, except for officials whose term of office ends before January 1, 2007, shall receive ethics training before January 1, 2007. Thereafter, each Elected Official shall receive ethics training at least once every two years.
- 3) Each Elected Official who commences service with the County on or after January 1, 2006, shall receive ethics training no later than one year from the first day of service with the County. Thereafter, each Elected Official shall receive ethics training at least once every two years.
- 4) Each Elected Official who serves more than one local agency shall satisfy the requirements of this policy once every two years without regard to the number of local agencies with which he or she serves.

- 5) The County Executive Officer shall maintain records indicating both of the following:
 - a) The dates that the Elected Officials satisfied the requirements of this article.
 - b) The entity that provided the training.
- 6) Notwithstanding any other provision of law, the County shall maintain these records for at least five years after the Elected Official receives the training. These records are public records subject to disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1).

Section 2: Sections 8.12.010, 8.12.020 and 8.12.030 of Chapter 8 of the Placer County Code are amended and shall read as follows:

8.12.010 Purpose.

- A. The Ceeounty of Placer is dedicated to providing a healthy, comfortable, and productive environment for the public and its employees. To that end, this article contains rules about smoking on Ceeounty-owned or Ceeounty-leased property.
- B. Its intent is to protect air quality and contribute to public health, safety, and well being by ~~striking a reasonable balance between the needs of smokers and nonsmokers by striking a reasonable balance between the needs of smokers and nonsmokers.~~
- C. It requires thoughtfulness, consideration, and cooperation between smokers and nonsmokers. All persons share the responsibility for adhering to, and enforcing, these requirements.
- D. The provisions of this section shall be broadly construed to protect the rights of the nonsmoker.
- E. This section provides as follows: Smoking is prohibited except in designated smoking areas. (Ord. 5006-B (part), 1999: prior code § 2.60(a))[M1]

8.12.020 Designation of smoking areas.

- A. Buildings. ~~Except as provided in subsection C of this section and Section 8.12.030, s~~Except as provided in subsection C of this section and Section 8.12.030, sSmoking is prohibited in any Ceeounty-owned or Ceeounty-leased building. ~~Such prohibition includes, but is not limited to, offices, meeting rooms, lobbies, break areas, and restrooms. Such prohibition includes, but is not limited to, offices, meeting rooms, lobbies, break areas, and restrooms.~~

—There shall be posted at the main entrance to each such building a sign providing notice that smoking is prohibited pursuant to California Government Code Section 7596-7598, and such signage shall indicate that this prohibition also exists within a defined distance from main entrances, exits and operable windows[M2].

- B. Vehicles. Smoking is prohibited in any Ceeounty-owned or Ceeounty-leased vehicle, and prohibited in any privately-owned vehicle -when occupied by two or more persons if one or more persons therein object.
- C. Smoking is permitted only in ~~those areas:~~

1. — those areas:

1. — **Outdoor areas surrounding County-owned or County-leased buildings, unless otherwise prohibited by state law or local ordinance and a sign describing the prohibition is posted by the state, county, or city agency or other appropriate entity.** ~~Designated for smoking~~
~~Designated for smoking by administrative rule adopted by the board of supervisors, and~~

2. — ~~Where one or more signs are prominently posted designating such area as a smoking area. (Prior code § 2.60(b)) by the board of supervisors, and~~

2. — ~~Where one or more signs are prominently posted designating such area as a smoking area. (Prior code § 2.60(b))~~

8.12.030 Exceptions—Areas not covered by this Policy.

~~Memorial Halls and Fairgrounds. County memorial halls and all buildings at the county fairgrounds in Roseville are exempted from this rule and policy. (Prior Code § 2.60(e))~~ Memorial Halls and Fairgrounds. County memorial halls and all buildings at the county fairgrounds in Roseville are exempted from this rule and policy. (Prior code § 2.60(e)) **None**

Section 3: These ordinance additions and amendments shall take effect and be in full force and effect thirty (30) days after its passage. The Clerk is directed to publish a summary of this ordinance within fifteen (15) days in accordance with Government Code Section 25124.

Before the Board of Supervisors County of Placer, State of California

In the matter of:

Resol. No: _____

A Resolution adopting the Placer County Meals,
Lodging, Travel and Transportation Policy

The following Resolution was duly passed by the Board of Supervisors of the County
of Placer at a regular meeting held on _____ by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:

Clerk of said Board

WHEREAS, the Placer County Board of Supervisors authorized the County Executive Officer to develop and implement the Placer County Placer Administrative Manual ("PAM") by resolution dated September 7, 2010;

WHEREAS, it is necessary to provide rules for incurring and reimbursing business related expenses for meals, lodging, travel and transportation;

WHEREAS, existing rules, policies and ordinances provide for the proper reimbursement of County expenses;

AND WHEREAS, the County Executive Officer, through consultation with the PAM Committee, made up of representatives of different departments, has developed a comprehensive Placer County Meals, Lodging, Travel and Transportation Policy incorporating many existing reimbursement related rules, policies and ordinances as well as new provisions for inclusion in the PAM.

NOW, THEREFORE, BE IT RESOLVED, that the attached Placer County Meals, Lodging, Travel and Transportation Policy is hereby adopted.



PLACER COUNTY
**MEALS, LODGING, TRAVEL
AND TRANSPORTATION
POLICY**

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1.0 PURPOSE

The purpose of these policies is to provide written rules and guidelines to Board of Supervisors, Elected Government Officials, and Department Heads for expending public funds for meals, lodging, and travel.

2.0 POLICY STATEMENT

It is the policy of the Board of Supervisors that public funds may be expended for meals, lodging, and travel when conducting official County business.

Department Heads are responsible for ensuring that meals, lodging, and travel expenses are incurred only for authorized purposes and at the least possible cost.

The County Executive Officer, in conjunction with the Auditor-Controller, is responsible for developing and administering such policies and procedures as necessary to carry out this Board policy.

The County Executive Officer may waive any requirement or other policy under this chapter as it relates to meals, lodging and travel, and transportation.

3.0 RULES, POLICIES, AND PRACTICES¹

To carry out the direction of the Board, the County Executive has established the following rules, policies, and practices. For purposes of these rules, policies, and practices, the word employee shall include all County employees, officers, Grand Jurors, volunteers, and persons appointed by the Board of Supervisors to a County commission, advisory board, or joint powers authority governing board.

3.1 GENERAL AND MISCELLANEOUS POLICIES

A. Department Head Authority

Department Heads may authorize expenditures of budgeted funds for meals, lodging, and travel when such expenditures are necessary for the conduct of County business and conform to County policies and procedures. They are also authorized to implement additional or more stringent internal expenditure controls for their respective departments than provided for by these rules.

B. Attendance Guidelines

Department Heads are responsible for determining if it is appropriate for staff to attend conferences and meetings in which costs will be incurred for meals, lodging, or travel. The following are general guidelines for making such determinations:

¹ These policies and practices supersede all previous written policies and practices, including Chapters 2 and 3 of the former Administrative Rules.

1. Attendance at training or conferences *by more than a single representative of the County is not normally required* and will not usually justify additional travel, lodging, and meal costs. However, attendance by multiple staff of a department to such conferences due to mandatory training, concurrent training schedules, or to gain required continuing educational units (CEUs), meets the general guidelines of this section.
2. Attendance at pre-conference dinners, receptions, general opening sessions, introductory sessions, and business meetings at conferences *is not normally required, and will not usually justify additional travel, lodging, and meal costs* to accommodate attendance unless employees are officers, committee chairs, presenters, or involved in conference host activities.
3. Attendance at out-of-state training (usually technical or professional in nature) is permitted if such training is not reasonably available in state.
4. Travel to attend conferences and training is by the *most efficient and least costly* mode of transportation consistent with time requirements and work schedules.
5. Reimbursement of costs for travel between an employee's home and their designated work location is prohibited.
6. Travel should *commence the first and last day* of a training session or conference unless there is a valid reason this is not possible, practical, or cost-effective.

C. Paying for Meals, Lodging, and Travel

The preferred method of payment for travel and lodging shall be with a County credit card, however, in the absence of a County credit card, employees may obtain travel advances, or pay costs directly and then be reimbursed. Although Section 3.6 (Reimbursement Rates and Conditions) of these policies and practices sets forth basic requirements concerning time frames and information needed when submitting claims for reimbursement of costs paid directly by an employee, the Auditor-Controller's Office prescribes the policies, procedures, instructions, and standard forms for each of these alternatives.

Regardless of the method of payment, a detailed receipt shall support all purchases, except as provided in these rules. In addition, each employee that uses a County credit card for expenditures shall follow guidelines as set forth in the County Credit Card Policy and these Rules, Policies and Practices.

D. Meals, Lodging, and Travel Paid by Vendors

Upon the *prior approval of the County Executive Officer*, vendors may be required to reimburse the County for the costs of travel (including the cost of transportation, lodging, and meals) necessary for:

1. Evaluations, investigations, or inspections related to a contract or bidding process;
or
2. Staff training related to a contract.

Without such prior approval, any solicitation or acceptance by an employee of travel, lodging, or meals from any person or company in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement, specification, standard, or contract is prohibited.

With *prior approval by the County Executive Officer*, other vendor-paid or organization-paid travel may be authorized including travel, lodging, and meal expenses for the following:

1. Training, conferences, or trade shows that offer information and benefit to the County and its operations.
2. Professional seminars or workshops used to update the knowledge and administrative practices of employees.

E. Persons Providing Uncompensated Services

Department Heads, *with the prior approval of the County Executive*, may authorize the expenditure of budgeted department funds to furnish or reimburse the costs of transportation, meals, and lodging for persons providing uncompensated services to the County if:

1. The person is required to travel on behalf of the County to provide such services or will receive training that will benefit the County; and
2. Transportation, meals, and lodging are necessarily incidental to the performance of such services or training.

F. County Executive Office Oversight

If a department fails to exercise proper control of its travel budget or the appropriate nature of the travel including the number of employees, their classification, and the frequency of the travel, the County Executive Officer may decide to review all travel requests of the department before approval is granted.

In addition, the County Executive Officer may request the Auditor-Controller to conduct audits of approved travel to determine compliance with these rules, policies, and practices.

G. Emergency Circumstances

Expenditures made under emergency conditions, or other unusual circumstances, may be authorized by the following:

1. Department Heads, *with the prior verbal approval of the County Executive*, may authorize the expenditure of department funds for lodging, meals, and related needs for employees and volunteers during emergencies or unusual circumstances such as natural disasters, severe inclement weather, or extended search and rescue activities. Such verbal approval is effective for not more than 72 hours but may be extended by written approval of the County Executive for an indefinite period.
2. Incidental and emergency expenditures made directly by an employee may be reimbursed when supported by receipt, vouchers, or other documentation, except as otherwise provided by these rules. Such delegated and emergency expenditures must comply with the County Purchasing Manual.
3. An exemption to the provisions of this section is made for the Sheriff's Department when conducting emergency operations.

3.2 MEAL POLICIES

A. Department Head Authority

The Department Head or designee must authorize all meal allowance expenditures in advance for the following:

1. Non-Taxable Meal Allowance for Meals Directly Related to County Business. Attending a breakfast, luncheon, dinner or other meal meeting or gathering where the main purpose is to conduct business directly affecting the County, County business is actually conducted during the meal period, and there is some specific County business benefit contemplated by County employees at some future time.
 - a) There must be a specifically identifiable reason for conducting the County's business during the meal. Examples of allowable business meals include when it is impractical to meet during normal working hours, or a meeting does not adjourn during lunch, or an employee is required to go to lunch as a member of a group, such as a Board or Commission where official business is conducted, or when the meal otherwise takes place in a clear business setting.
2. Non-Taxable Meal Allowance for Overnight Travel. Employees will receive a non-taxable per diem rate for meals when traveling on County business on a temporary basis (one year or less), that results in the employee being away from the location of his or her principal place of business overnight.
 - a) For these purposes, there are two principal places of business for employees. They are the Western Slope of the County (defined in Placer County Code section 4.16.030.E) or the Eastern Slope of the County (defined in Placer County Code section 4.16.030.D). Examples of situations covered by the allowance include: an employee stays overnight in a County other than Placer

County, or an employee who is permanently assigned to the Western Slope of the County stays overnight in the Eastern Slope of the County and vice versa.

3. Non-taxable Meal Allowance due to Emergency Situations. Department heads, with the prior verbal approval of the County Executive, may authorize meal allowance expenditures for employees during emergencies or extraordinary or unusual circumstances such as natural disasters, severe inclement weather, imminent or actual failure of county facilities, systems or processes, a health or safety emergency or threat, or extended search and rescue activities. Such verbal approval is effective for not more than 72 hours but may be extended by written approval of the county executive for an indefinite period.
4. Non-taxable Employer Provided Meals. With the prior approval of the County Executive, the Department Head may provide, on County facilities, meals to employees when such meals are provided for a substantial non-compensatory reason and are provided in one of the following circumstances:
 - a) Employees need to be on call for emergencies during the meal period (examples: A Correctional Officer, Sheriffs Deputy or Sergeant working in the jail; a Public Safety Dispatcher in the Dispatch Center; a Wastewater Treatment Plant Operator covering a flood assignment, etc.);
 - b) The nature of the assignment (not merely a preference) requires a short meal period;
 - c) There is an absence of available eating facilities in the area of the work assignment; or,
 - d) The meal is furnished immediately after working hours because the employee's duties prevented him or her from obtaining a meal during working hours.
5. Taxable Meal Allowance. Employees may receive a taxable meal allowance when required to:
 - a) Work more than two hours before or after a normal shift and it is impractical or would be an inconvenience or imposition for the employee to go home for a meal and return to work.
 - b) Travel on official business, i.e. training, that results in the employee being more than thirty (30) miles away from his or her primary work location.

Allowance Amount. The meal allowance amount will be that amount set by and contained in the Federal Domestic Per Diem Rate for breakfast, lunch and/or dinner, in effect on the date the meal allowance is incurred for the geographical location that the meal allowance is incurred in. A

receipt is not necessary to receive the per diem meal allowance amount. Information sufficient for the Auditor to determine that the allowance is being paid under one of the above provisions will be required prior to the allowance being paid.

Incidental Expenses. Reasonable and necessary incidental expenses will be reimbursed for the amount incurred upon presentation of a receipt evidencing the expense. An employee traveling overnight may instead opt to receive the combined meal and incidental expense Federal Domestic Per Diem Rate instead of receipted reimbursement for incidentals.

B. Meals Provided as Part of a Fee, Lodging, or Flight

Meal related expenses are not reimbursable *if meals are provided as part of a tuition or registration fee*, with lodging or during an airline flight unless the meal was a separate cost above and beyond the cost of the airline ticket. However, incidental meals, such as continental breakfasts provided as part of lodging, will not be counted as a pre-paid meal and employees may be reimbursed for regular meals.

C. Incidental Expenses for Meetings and Special Events

Department Heads may authorize other incidental expenses (e.g., coffee, non-alcoholic beverages, and food), for special events if, in the opinion of the Department Head, such expenses would be conducive to the efficient conduct of County business, and the cost is reasonable. For example, it may be appropriate to provide beverages and food at board or commission meetings, seminars, and workshops that extend over normal "break" periods, or when it is to the benefit of the County to keep the participants together and not have them disperse for breaks. However, public funds may not be expended to purchase beverages and food for normal day-to-day County operations or routine staff meetings.

D. Expenses for Employee Morale Events

The County Executive Officer may approve Department Head requests for funding of employee morale events. The County Executive Officer is responsible for developing guidelines for approval of Department employee morale events.

3.3 LODGING POLICIES

A. Department Head Authority

Department Heads may authorize the expenditure of public funds for lodging expenses for a County employee if because of official business:

1. The employee is more than 75 miles from home and being detained so that the employee would not normally reach home until three hours after the normal work assignment ending time, or 10:00 p.m., whichever is later; or
2. The employee is more than 75 miles from home and duties require remaining at that location the following day; or

3. Severe inclement weather, physical exhaustion, or other circumstances pose a compelling safety hazard that would warrant overnight lodging to ensure the safety of the employee.

SUMMARY OF WHEN LODGING EXPENSES MIGHT BE AUTHORIZED	
Department Head may authorize:	Employee is more than 75 miles away from home and would not normally reach home until 3 hours after work assignment has ended or 10:00 p.m. (whichever is later).
Department Head may authorize:	Employee is more than 75 miles away and duties require remaining at that location the following day.
Department Head may authorize:	Severe inclement weather, physical exhaustion, or other circumstances pose a compelling safety hazard to the employee.

B. Lodging Guidelines

Department Heads should use their best judgment about determining the appropriateness of lodging accommodations. The following are general guidelines for making such determinations:

1. Lodging should be in a safe location.
2. Lodging should be reasonably and competitively priced, given the location and the circumstances related to the need for lodging.
3. Lodging should usually be at the same location of a training or conference meeting (e.g., the host hotel) if a lodging discount has been arranged and additional travel can be avoided.

C. Special Rates, Discounts and Transient-Occupancy Tax Exemption

Departments and travelers *should ask for government rates, group rates and conference rates and request a Transient-Occupancy Tax exemption*. Employees are cautioned to confirm special rates, discounts, tax exemption requirements, and identification requirements when making reservations.

3.4 TRAVEL POLICIES²

A. Department Head Authority

1. **The Department Head** may authorize one-day travel to any location in the United States as long as overnight lodging *is not required*.
2. **The Department Head** may authorize overnight travel, and any related expenditure of public funds or related employee reimbursements (including transportation, lodging, meals, and conference or training costs), if:

² For purposes of these administrative policies and practices, overnight travel means travel that requires overnight lodging.

- a. The overnight travel is *within* California and/or Washoe County-Douglas County (Carson City, Reno) area of Nevada, and requires overnight lodging **of five or less nights**; or
- b. The overnight travel is *within* the United States and is for the purpose of conducting criminal investigations, extraditing fugitives, transporting prisoners or court wards, and interviewing juvenile wards.

B. County Executive Office Approval Required

The Department Head, ***after prior approval of the County Executive Office***, may authorize overnight travel and any related expenditure of public funds or related employee reimbursements (including transportation, lodging, meals, and conference or training costs), if:

1. The travel requires overnight lodging of ***six or more nights*** within California and the Washoe County - Douglas County (Carson City, Reno) area, for purposes not included in Section 3.4.A.2.b.
2. The travel is outside California and the Washoe County - Douglas County (Carson City, Reno) area for purposes not included in Section 3.4.A.2.b.
3. The overnight travel is within the United States and the cost of such travel, including tuition and registration fees, but excluding staff costs, does not exceed \$3,500 and such travel does not entail the absence of an employee from a normal work location for more than five consecutive work days.

C. Board of Supervisor Approval Required

1. *The Department Head, after prior approval of the Board of Supervisors*, may expend public funds for overnight travel, and any related employee reimbursements (including transportation, lodging, meals, and conference or training costs), if:
 - a) The overnight travel is for a person appointed by the Board of Supervisors to a County commission or advisory board, and requires overnight lodging of ***six or more nights***.
 - b) The overnight travel is outside the United States.
 - c) Overnight travel is within the United States but exceeds \$3,500 in costs.

SUMMARY OF APPROVAL AUTHORITY FOR TRAVEL	
Department Head Approves	<ul style="list-style-type: none"> ◦ One-day travel to any location in the United States as long as overnight lodging is <i>not</i> required. ◦ Overnight travel of <i>5 nights or less</i> within CA and Washoe County-Douglas County (Carson City, Reno). ◦ Overnight travel within the U.S. for the purpose of conducting criminal investigations, extraditing fugitives, transporting prisoners or court wards, and interviewing juvenile wards.
County Executive Office Approves	<ul style="list-style-type: none"> ◦ Overnight travel of <i>6 or more</i> nights within CA and/or Washoe County-Douglas County (Carson City, Reno) of NV. ◦ Overnight travel outside CA and Washoe County-Douglas County (Carson City, Reno) of NV for purposes not included in bullet 3 above. ◦ Overnight travel within the U.S. and the total cost (excluding staff costs) does not exceed \$3,500 and does not detain the employee from their normal work location for more than 5 consecutive work days. ◦ Per diem allowance for employees working a temporary assignment. See section 3.4.G. ◦ Temporary assignments of more than 31 days or training of more than 14 days. See section 3.4.G.
Board of Supervisors Approves	<ul style="list-style-type: none"> ◦ Overnight travel outside the United States. ◦ Overnight travel for a person appointed by the Board of Supervisors to a County commission or advisory board requiring overnight lodging of 6 or more nights. ◦ Overnight travel is within the United States but exceeds \$3,500 in costs.

D. Travel in Conjunction With Vacation, Compensatory Time Off, or Leave Without Pay

1. Department Heads may authorize an employee to take vacation leave, compensatory time off, or leave without pay in conjunction with official County travel if the employee files a written travel plan with the department. The travel plan must clearly identify which portions of travel-related costs (including staff time) are related to County business.
2. Department Heads are responsible for setting up departmental procedures to document the location and activities of staff for workers' compensation purposes and to ensure that public funds are not expended for private purposes.

E. Travel Involving Spouses, Companions, or Other Family Members

1. Department Heads may authorize an employee to be accompanied by a spouse, companion, or other family members in County vehicles, or private vehicles used for County business, if public funds are not expended for costs associated with the

travel of such individuals. However, in no instance shall an employee routinely travel with such individuals as in the course of their day-to-day assignments that may require frequent travel.

2. Employees are responsible for ensuring that adequate receipts (such as a lodging receipt noting the cost of a single occupancy room) are obtained to clearly document that public funds are not expended for the spouse or companion.

F. Travel Involving Returns During Non-Workdays and Holidays

When job requirements do not require that a traveler remain at a temporary work location over a non-workday or holiday, the Department Head may exercise discretion and direct or authorize the employee to return home if the travel cost of the return trip is the same as or less than the estimated expense of having the employee remain at the temporary work location.

G. Long Term Travel/Per Diem Expenses

The Department Head, *after prior approval of the County Executive Office*, may authorize overnight travel, *of a long-term nature*, and any related expenditure of public funds or related employee reimbursements (per diem) (including transportation, lodging, meals, and conference training costs) as indicated below.

Notwithstanding any other provisions of this chapter, including incidental expenses described in Sections 3.2.C. and 3.6.B., an employee authorized to travel under the following conditions may claim up to **\$70.00 per day** for lodging, meals, and other related expenses:

1. The travel involves temporary assignment of an employee at least 50 miles from the normal work location, and the assignment is expected to last more than 31 consecutive days.
2. The travel involves extended training of more than 14 days.

To receive reimbursement the employee must submit a claim to the County Auditor-Controller by itemizing claimed expenses, and attaching receipts, except where receipts are not required by these rules, and other documentation as required by that office.

3. An exception to the limit of the daily reimbursement rate for lodging, meals, and other related expenses may be granted by the County Executive Officer if the cost for such expenses is paid by another agency or jurisdiction and its reimbursement rate exceeds the daily rate established by this section. An example may be training costs of law enforcement officers reimbursed by state or federal funds. However, in no instance shall an employee claim or receive the daily reimbursement rate established by (G) *in addition* to the reimbursement of expenses by state or federal agencies.

3.5 TRANSPORTATION POLICIES

A. General

1. Provisions related to vehicles are now contained in a separate, new Vehicle Policy. Reimbursement provisions for travel remain in this policy.
2. Employees on out-of-town trips *should use public conveyances* (e.g., airport and hotel shuttles, buses, and taxis) whenever such uses are more economical than a rental car.
3. Fines and penalties imposed by a court for a traffic violation while on County business are the personal responsibility of the driver.

B. Use of Rented Vehicles During Travel on County Business

1. Generally, a rental car *should not* be requested unless public conveyances are unavailable or impractical.
2. If a rental car is necessary, it should be for the *least expensive available* vehicle that is appropriate for the intended use.
3. Employees are required to purchase additional insurance offered by automobile rental companies. This is a reimbursable travel expense. Contact the Risk Management division for current instructions regarding this purchase.

C. Airline Travel

1. Air travel should be "air coach" via regularly scheduled commercial airline flights.
2. Reservations should be made as far in advance as possible to take advantage of available discounts.
3. Employee use of owned or rented private aircraft for County business purposes is prohibited.

D. Purchase of Airfare

1. The most cost-effective method of purchasing airfare will depend on flexibility (ability to make changes or cancellations without a fee or penalty), and/or the number of days the airline ticket is being purchased in advance.
2. Recommended best practice is to purchase an airline ticket more than 14 days in advance of the required travel. If there are no anticipated changes or cancellations to the purchased ticket, it is recommended that the ticket is

purchased through the airline direct website or through a discount airfare website.

3. If travel is required within 14 days of the purchase of the airline ticket, the recommended method of purchase is to use a Travel Agency. A service charge will be assessed; however, the pricing in most cases will be more favorable than other methods.
4. If the nature of the travel requires the ability to make changes to or cancel the airline ticket, the recommended method of purchase is to use a Travel Agency. A service charge will be assessed, however, the pricing in most cases will be more favorable than other methods.

3.6 EXPENSE & REIMBURSEMENT RATES AND CONDITIONS

A. Expenses not Eligible for Reimbursement

Expenses not eligible for reimbursement under these policies include:

1. Personal care items
2. Traffic and parking violations
3. Airline, travel, or personal property insurance
4. Entertainment
5. Fees, service charges, and interest related to personal credit cards even if they are used exclusively for County business
6. Lodging with relatives or friends while on approved County travel
7. Fuel for privately owned vehicles unless emergency circumstances exist
8. Any expenditure not directly related to official County business

B. Lodging, Travel and Incidental Expenditures

1. Costs will be allowed only for actual travel costs, bridge tolls, parking, lodging, and registration fees. Receipts are preferred but not required for parking, tolls, tips and other incidental items individually costing less than \$7.00. After the second day of approved travel, employees are eligible to be reimbursed \$3.00 daily to defray miscellaneous expenses.

Reimbursement for items purchased or services paid for must be itemized, including the date, time, location and purpose of the expense.

2. Employees traveling away from their offices should use a County telephone charge card for telephone calls. However, employees will be reimbursed for the actual cost of telephone charges, facsimile charges, and copying costs related to County business.

C. Meals, Lodging, and Transportation

Reimbursement will be allowed only for actual travel costs, bridge tolls, parking, lodging, and registration fees. Meal reimbursement will be that amount set by and contained in the Federal Domestic Per Diem Rate for breakfast, lunch and/or dinner, in effect on the date the meal allowance is incurred for the geographical location that the meal allowance is incurred in. A receipt is not necessary to receive the per diem meal allowance amount. Information sufficient for the Auditor to determine that the allowance is being paid under one of the above provisions will be required prior to the allowance being paid in accordance with the federal per diem rate for the location of the travel.

Exceptions may be permitted when attending an official luncheon or banquet at a specified facility and the luncheon or banquet offers a menu selection that exceeds the maximum federal per diem rate. However, any amounts claimed above the federal per diem rate may be taxable. Exceptions may be permitted for other special circumstances when approved in advance by the County Executive Officer.

D. Private Vehicles

1. Reimbursement is limited to the non-taxable rate permitted by the Internal Revenue Service (IRS) as promulgated from time to time from their regulations.
2. Reimbursement at the IRS rates will be considered complete payment of expenses incidental to the use of a privately owned vehicle, including insurance, repairs, fuel, and other related costs except that employees will be reimbursed for the actual cost of toll fares, installing and removing tire chains in inclement weather, and insurance deductibles in case of an accident that is not the fault of the employee.
3. When an employee uses a personal vehicle to travel between home and a training or meeting site at a location other than a designated work location, the mileage reimbursement *is calculated upon the distance measured from the employee's home or designated work location, whichever is less.*

E. Recreational Vehicles

Reimbursement for the use of a privately owned recreational vehicle cannot exceed the least costly alternative mode of transportation and lodging expenses.

F. Reimbursements for Travel Expenses for Interview Candidates

The County Executive Officer (CEO) is authorized to reimburse those reasonable, actual,

and necessary travel expenses incurred by candidates interviewing for department head positions. Additionally, County department heads, with CEO approval, may authorize the reimbursement of the reasonable, actual, and necessary travel expenses for candidates interviewing for their assistant department head positions as well as management and professional level positions that pose recruiting challenges. The only recruitments eligible for this reimbursement are those that the Personnel Director, CEO and Department Head agree should be reimbursed. Interviews include both oral examinations conducted by the Personnel Department and selection interviews held by the hiring department. All associated costs will be reimbursed to the Personnel budget from the budget of the department where the vacancy exists.

Applicants will be responsible for their own travel arrangements and will be reimbursed for their expenses through the claim process for expenditures up to established limits and as agreed to by the Department Head and approved by CEO.

Procedures for Claims for Travel Expense Reimbursement

Once the Personnel Director and the Department Head in the hiring department agree that the recruitment is eligible for travel reimbursement, the hiring department will advise the applicant of the expenses that will be eligible for reimbursement, and request that the applicant(s) complete a Travel and Reimbursement Claim form, to be accompanied by original receipts for expenditures as detailed below:

1. Lodging Costs

- a. The County will reimburse for the cost of lodging, not to exceed \$125 per night (excluding tax) at the single occupancy rate. If the bill is for double occupancy, single rate will be noted on the bill.
- b. Original hotel/motel bill must be provided.

2. Transportation Costs

The County reimburses for the most economical mode of transportation suitable to the interview:

- a. Private Car- mileage reimbursement; mileage reimbursement paid for use of private vehicles is adjusted by any periodic change to Internal Revenue Service allowable non-taxable mileage rates.
- b. Airline travel - The County will reimburse the cost of a round-trip coach or economy ticket, not to exceed \$1,000. A copy of airline ticket or invoice must be submitted.
- c. Rental Car - The County will reimburse the actual cost of a compact car, not to exceed \$60 per day plus mileage. Original receipt must be provided.

3. Meal Costs

The County will reimburse meal costs at the federal per diem meal rate effective for the location and the date of the incurred meal expense and will be that amount set by and contained in the Federal Domestic Per Diem Rate for breakfast, lunch and/or dinner, in effect on the date the meal allowance is incurred for the geographical location that the meal allowance is incurred in.

4. Miscellaneous Travel Costs

- a. Parking fees - actual cost of parking (submit receipt).
- b. Transportation costs from airport to lodging or interview site by most economical method (e.g., shuttle, taxi, rental car, etc.). For rental car, receipt must be submitted. For other modes of transportation, submit a receipt, if available.

Claim forms must be submitted to the County within ten working days of the interview. Claim forms will include the name and address of the departmental representative who will receive and process the form and submit it to the Auditor-Controller.

G. Reimbursement of Relocation Expenses

1. This policy is aimed at improving Placer County's ability to recruit and hire well-qualified employees by providing for the partial payment of moving expenses for new County employees in executive/management or hard to recruit for classifications who are moving to the area to accept employment with the County.
2. Reimbursement of moving expenses may be authorized in those instances where it is necessary to employ well-qualified candidates who might not otherwise accept employment with the County.
3. Expense Reimbursement Procedure
 - a. The County Executive Officer may authorize reimbursement of not more than 50% of the costs of moving, not to exceed \$3,000 in any one case. If an employee chooses to leave County employment prior to completing two full years of employment, such employee will reimburse the County for all moving expenses paid by the County.
 - b. Costs covered by this policy include direct moving costs such as a moving company or van, rental trucks, related moving equipment and mileage fees for the truck or van used during the process of moving. Indirect costs such as storage fees and repairs are not reimbursable.

- c. Advance authorization in writing from the County Executive Officer is required. Payment will be made when receipts or other evidence of costs incurred are received and verified by the Auditor-Controller.

H. Reimbursements for Department Heads and Members of the Board of Supervisors

1. Notwithstanding other provisions of these policies and practices, Department Heads, Assistant County Executive Officer, Deputy County Executive Officer, and members of the Board of Supervisors who do not have permanent overnight assignment of a county vehicle shall receive \$6,600 per calendar year as reimbursement for all private vehicle mileage on official County business, unless they elect not to receive such flat rate reimbursement³
 - a. Such officials electing to receive the flat rate reimbursement may, in addition, receive mileage reimbursement at the IRS rate for mileage driven within the county east of Baxter and outside the boundaries of Placer County.
 - b. The flat rate reimbursement shall be payable no later than the tenth day of each calendar month for mileage expenses incurred the previous calendar month.
 - c. The flat rate reimbursement shall not be payable to elected officials electing to receive additional hours of administrative leave per Section 14.450(d) of the Placer County Code.
 - d. For officials whose employment begins or ends during a calendar year, there shall be a prorated reduction in the flat rate reimbursement.
 - e. Officials electing to receive the flat rate reimbursement shall not use County vehicles on official County business except as required in extraordinary circumstances.
2. Each Supervisor shall receive reasonable expenses, including expenses for meals incurred when attending meetings of the Board and on County business, both within and outside of the County. Each Supervisor, in addition to other expenses, shall receive the current standard mileage reimbursement rate for travel to and from their residence to the place of meeting of the Board at the county seat, and for travel within and without the county on County business.

I. Time Frames for Claims for Reimbursement

Claims for employee reimbursements shall be submitted to the Auditor-Controller's Office not later than the 120th calendar day after the employee incurred the expense. Claims for employee reimbursements submitted after the 120th calendar day shall require a letter from the employee's department head explaining the reason for the lateness of the claim and the corrective action taken to prevent a recurrence, and the

subsequent written approval of the County Executive or his designee. No claim shall be accepted for payment more than one calendar year after the expense was incurred, unless approved for payment by the Board of Supervisors.

J. Combined Claims of Multiple Employees and Departments

Claims of employees of one department or of two or more departments may be *combined* on one claim form if:

1. One employee has paid the expenses for all such employees and there is only one supporting receipt, where a receipt is necessitated by these rules;
2. Such expenses are itemized by individuals and dates, and are payable out of a single account.

K. Claims Information

1. Except for meal expenditures made directly by a department head or their chief assistant, claims for reimbursement of costs incurred for meals, lodging, and transportation provided to non-County employees must include a summary explanation of the reason, and the names and organizations of the non-County employees.
2. Claims for reimbursement of costs related to travel (including combined claims for meals, lodging, and transportation) must include a brief statement of the purpose of the travel, the position of the employee, and the dates, duration and destination of the travel.

L. Personal Property Losses

Personal Property Losses will be reimbursed to employees pursuant to Chapter 3 of the County Code , Section 3.04.140.

4.0 ELECTED GOVERNMENT OFFICIALS, INCLUDING THE BOARD OF SUPERVISORS, EXPENSE REIMBURSEMENT POLICIES AND PRACTICES¹

In addition to Sections 1.0, 2.0, and 3.0 of the Meals, Lodging, Travel and Transportation Policy, the Board of Supervisors established the following administrative policies and practices specifically pertaining to Elected Officials, including the Board of Supervisors. The term Board shall refer to the Placer County Board of Supervisors, and the term Elected Official shall refer to all Placer County Elected Government Officials, including the Board of Supervisors.

¹These policies and practices supersede all previous written policies and practices, including Chapters 2 and 3 of the former Administrative Rules.

4.1 GENERAL AND MISCELLANEOUS POLICIES

A. General Provisions

1. When reimbursement is otherwise authorized by statute, the County may reimburse members of the Board for actual and necessary expenses incurred in the performance of official duties.
2. The types of occurrences that qualify a member of the Board to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses include the following:
 - a. Communicating with representatives of regional, state and national Governments on County adopted policy positions.
 - b. Attending educational seminars designed to improve officials' skill and information levels.
 - c. Participating in regional, state and national organizations whose activities affect the County's interests.
 - d. Attending County events.
 - e. Implementing a County-approved strategy for attracting or retaining businesses to the County, which will typically involve at least one staff member.
3. All other expenditures require approval by the Board of Supervisors.

B. Reimbursement Rates

1. The reasonable reimbursement rates for travel, meals, and lodging, and other actual and necessary expenses are those set out in this manual.
2. If the lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board at the time of booking. If the group rate is not available, the member shall use comparable lodging that is consistent with the requirements of this manual.
3. Members of the Board shall use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available.

4. All expenses that do not fall within this policy or the Internal Revenue Service reimbursable rates shall be approved by the Board of Supervisors, in a public meeting before the expense is incurred, or ratified after the expense is incurred when prior action is not possible due to the urgency of the requirement for the expense.

C. Expense Reports

1. The County Auditor-Controller shall provide expense report forms to be filed by the members of the Board for reimbursement of actual and necessary expenses incurred on behalf of the local agency in the performance of official duties.
2. The expense reports shall document that expenses meet this, and all other applicable County policies, for expenditure of public resources.
3. Members of the Board shall submit expense reports to the County Auditor-Controller no later than the 120th calendar day after the expense is incurred.
4. Receipts shall accompany each expense report submitted for reimbursement.

D. Miscellaneous Provisions

1. Members of the Board shall provide brief reports on meetings attended at the expense of the County at the next regularly scheduled Board of Supervisors meeting.
2. All documents related to reimbursable County expenditures are public records, subject to disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title1).

4.2 PENALTIES

A. Penalties for Misuse

1. Penalties for misuse of public resources or falsifying expense reports in violation of expense reporting policies may include, but are not limited to the following:
 - a. The loss of reimbursement privileges.
 - b. Restitution to the County.
 - c. Civil penalties for misuse of public resources pursuant to Government Code Section 8314.
 - d. Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code.

Memorandum to Interview Candidate Form

Date _____

To _____

The _____ has authorized reimbursement up to _____ for
(Department Head, County Executive.)
your travel expenses related to the _____ recruitment.

Please complete the attached claim form and return it to:

(Name)

(Department)

(Address)

A copy of the County's travel reimbursement policy is attached. Thank you.

Relocation Reimbursement Form

Date _____

To _____

The Placer County Executive Officer has authorized reimbursement of 50% of your relocation expenses up to a \$3,000 maximum. Please be advised that costs covered by this policy include direct moving costs including:

- Moving van
- Rental truck
- Related moving equipment
- Mileage fees for the truck or van used during the process of moving

Please note that indirect costs such as storage fees and repairs are not reimbursable. Payment will be made when receipts or other evidence of costs incurred are received and verified by the Auditor Controller.

Please complete the attached claim form and return it to:

(name)

(department)

(address)

Please also note that, by accepting the relocation expense reimbursement, you agree to reimburse the County in full if you choose to leave County employment prior to completing two full years of employment.

A copy of the County's Relocation Expense Reimbursement policy is attached. Thank you.

Before the Board of Supervisors County of Placer, State of California

In the matter of:

Resol. No: _____

A Resolution adopting the Placer County Code
of Ethics

The following Resolution was duly passed by the Board of Supervisors of the County
of Placer at a regular meeting held on _____ by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:

Clerk of said Board

WHEREAS, the Placer County Board of Supervisors authorized the County Executive Officer to develop and implement the Placer County Placer Administrative Manual ("PAM") by resolution dated September 7, 2010;

WHEREAS, it is necessary to provide rules for ethical conduct of all Placer County employees in order to provide the public with the most efficient, economical and professional service and to provide a safe and civil workplace;

WHEREAS, existing rules, policies and ordinances provide for the ethical conduct of Placer County employees;

AND WHEREAS, the County Executive Officer, through consultation with the PAM Committee, made up of representatives of different departments, has developed a comprehensive Placer County Code of Ethics incorporating many existing ethical rules, as well as new provisions for inclusion in the PAM.

NOW, THEREFORE, BE IT RESOLVED, that the attached Placer County Code of Ethics is hereby adopted.



PLACER COUNTY

CODE OF ETHICS

This document outlines the expectations for professional and courteous behavior, and requirement for high ethical standards in the workplace, for all county employees.

A. PROFESSIONAL AND COURTEOUS BEHAVIOR

Employees and officials should always set an example of appropriate and professional behavior both toward the County's customers and co-workers.

B. CONFIDENTIAL INFORMATION - DISCLOSURE PROHIBITED

Disclosure of confidential information by any county employee or official is prohibited. Employees and officials must respect and protect information that they have access to by virtue of their position and office. No employee or official shall be a party to illegal or improper activity associated with access to confidential information.

C. INCOMPATIBLE ACTIVITY

No employee or official shall engage in any business, or have a financial interest in a business which is in conflict with the proper discharge of their official duties. Employees and officials are also subject to compliance with Government Code sections 1090, 1126 and 87100.

C. GIFTS AND GRATUITIES

No employee or official shall accept any fee, compensation, gift, or payment of expenses which results in private gain in return for preferential treatment.

D. FAVORED TREATMENT

No employee or other official shall grant any special consideration, treatment or advantage to any person beyond that which is available to every other person in similar circumstance.

E. INFLUENCE DECISION

It is the duty of every employee and official to discourage any inappropriate contact or encroachment on one's official duties by others seeking to influence a decision.

F. UPHOLD LAWS

All employees and officials must uphold and adhere to all federal state and local laws, ordinances and regulations and never be a party to their evasion.

G. DILIGENT WORK AND EFFORT

All employees and officials shall conduct and perform duties and responsibilities diligently and promptly giving a full day's work for a full day's pay.

H. BE EFFICIENT AND ECONOMICAL

All employees and officials should, on a continuous basis, seek to find ways to do their jobs more efficiently and economically.

I. EXPOSE CORRUPTION

It is the duty of every employee and official to expose corruption wherever discovered.

J. PUBLIC OFFICE HELD AS PUBLIC TRUST

All employees and officials of the County shall uphold these principles mindful that public office is a public trust and that local government exists to serve the needs of all the citizens of the county.

K. PRIVATE USE OF GOVERNMENT RESOURCES PROHIBITED

Employees and officials are prohibited from using county owned equipment, materials, records and other informational resources, and any other property for their private or personal benefit.

L. HONESTY AND INTEGRITY IN PUBLIC DUTIES

Employees and officials shall dedicate themselves to the highest ideals of honor and integrity and conduct official duties in a professional and caring manner.

Before the Board of Supervisors County of Placer, State of California

In the matter of:

Resol. No: _____

A Resolution amending the Placer County
Purchasing Policy Manual

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held on _____ by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:

Clerk of said Board

WHEREAS, the Placer County Board of Supervisors authorized the County Executive Officer to develop and implement the Placer County Placer Administrative Manual ("PAM") by resolution dated September 7, 2010;

WHEREAS, it is necessary to provide rules for guidance on how goods and services are procured by County Departments;

WHEREAS, the existing Placer County Purchasing Policy Manual is in need of updating in order to better provide for the efficient and economical purchasing of goods and services;

AND WHEREAS, the County Executive Officer, through consultation with the PAM Committee, made up of representatives of different departments, has developed an amended comprehensive Placer County Purchasing Policy Manual incorporating many revisions to the current Purchasing Policy Manual for inclusion in the PAM.

NOW, THEREFORE, BE IT RESOLVED, that the attached Placer County Purchasing Policy Manual is hereby adopted.

PLACER COUNTY

PURCHASING POLICY MANUAL

Adopted by the
Board of Supervisors
pursuant to Chapter 2, Section 2.440
of the Placer County Code



**DEPARTMENT OF
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
DIVISION**

DATE ISSUED: January 18, 1994
Last Revised:
November 23, 2010

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INTRODUCTION

The purpose of this Purchasing Policy Manual, which has been approved by the Board of Supervisors, is to set forth how purchasing activities are to be conducted in Placer County. It applies to all County employees. Failure of a County employee to comply with this Manual could result in disciplinary action.

Placer County employs centralized procurement to provide best value purchasing through fair and open competition conducted by trained and dedicated purchasing professionals. The Procurement Services Division, Department of Administrative Services (Procurement), is responsible for the purchase of supplies, equipment and services for the County unless otherwise excepted by ordinance or this manual.

Procurement is responsible for providing leadership and guidance so that County purchasing policies and procedures are followed to maintain consistency in procurement processes and compliance with federal, state and local laws. Procurement will provide leadership and guidance in all phases of material utilization, including acquisition, storage, distribution, re-utilization, disposal and when requested, will assist departments in setting appropriate inventory levels for all items warehoused to minimize costs associated with ordering, storing and distributing goods.

Procurement will also assist departments in all matters relating to pre-requisition investigation of possible supply sources and alternative product examinations, specification preparation, inspection and receiving practices, quality control, order follow-up and materials expediting, and the enforcement of the terms and conditions of purchase orders issued by the Division. Procurement will assist departments in determining the appropriate method of acquisition of their equipment needs, which may include leasing or financing.

Finally, Procurement will provide guidance and leadership to ensure County purchasing processes promote a competitive, fair and impartial environment throughout Placer County's vendor community.

REFERENCE SUMMARY

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1.0 **CENTRALIZED PROCUREMENT**

It is Placer County's intent to minimize the total cost associated with the acquisition and management of materials, supplies, equipment, and services by purchasing competitively and wisely. Central to this goal is the hiring and training of purchasing professionals who are specially skilled in and dedicated to the business of purchasing. Vendors and the general public may look to a professional, centralized purchasing staff for information and for assurance that the County's purchases are being handled properly and economically.

1.1 Objectives

- (a) To provide increased economy in County procurement activities and to maximize the purchasing value of public funds.
- (b) To provide and maintain safeguards to insure the quality and integrity of the procurement process.
- (c) To insure the fair and equitable treatment of all persons who deal with the County's procurement system.
- (d) To procure the right material of the right quality and in proper quantity at the right time from the proper source.
- (e) To reduce the overhead cost of buying goods and services by improving business processes whenever possible.
- (f) To seek purchasing savings by consolidating requirements and making volume purchases.
- (g) To promote a system of standardization throughout the County to secure materials at minimum cost for all departments.
- (h) To streamline supply for departments by providing for direct delivery whenever practical.

1.2 Competitive Procurement - General

- (a) The County is committed to a program of purchasing competitively and wisely. Departments are forbidden to artificially divide purchase requisitions to circumvent any competitive bidding requirement. In addition, no

department or employee shall draft or cause to be drafted any specifications in such a manner as to limit the bidding directly or indirectly to any one specific vendor, or any specific brand, product, thing, or service, except for those items that are approved as exempt from competitive bidding requirements or are approved as sole source purchases as provided for under Section 1.3 Exceptions to Competitive Process and Section 3.4(b) Restrictive Specifications of this manual. The Procurement Services Division shall ensure that such competition is obtained from responsible vendors, and the materials bought through such competition are properly suited to the job intended, both as to price and quality.

- (b) Except as otherwise provided for in this manual or by law, contracts and purchases in the amount of \$25,000.00 or more will be made by sealed bid procedure. Sealed bids shall be opened and read at a specified time and shall be retained in the electronic or paper bid file.
- (c) Where the dollar volume involved is less than \$25,000.00, Procurement may request informal quotations in lieu of the more expensive formalized methods referenced in Sections 3.0 and 4.0.
- (d) Procurement is authorized to make purchases from other public agencies without seeking competitive bids and may use Joint Powers Agreements, Cooperative Purchasing programs, Pooling Agreements, and other recognized types of agreements used by government to combine agency requirements for purchases. The prices paid must, however, be competitive with comparable products offered in the marketplace. These types of purchases shall be made after due consideration has been given to Placer County goods, services and supplies pursuant to the provision of Placer County Charter, Section 608(a).
- (e) Except as otherwise provided by law, the Purchasing Agent may reject all bids received under an Invitation for Bid if he determines that the price, terms or surrounding circumstances of the bid are such that an award of such bid would not be in the best interests of the County (reference Section 3.14).
- (f) Pursuant to Section 608(a) of the Placer County code and, in part, in recognition of the sales tax that is apportioned to Placer County as a result of sales made by businesses located within the County, a local preference credit of 5%, but not cumulatively greater than \$5,000.00, for Placer County businesses shall be permitted when evaluating competitive bids for supplies, equipment, materials and services that are not part of a public project. In evaluating competitive sealed proposals, the 5% local preference credit, computed from the local vendor's raw score, shall be added to the total score

of each qualified local vendor. For the purpose of this section, a vendor qualifying for local vendor preference must meet all of the following criteria:

- (1) The local business shall have established a place of business within Placer County at least six (6) months prior to publication of the call for bids.
- (2) Where state sales tax will be paid for the purchase, the local business must possess a valid resale license from the State Franchise Tax Board evidencing the business' local address within Placer County and that payment of the local share of the sales tax goes to either a city within Placer County or to Placer County. If the local business has more than one office in the State of California, the office located in Placer County shall be the point of sale credit for the purpose of sales tax calculation.
- (3) The local business, with business and/or real property tax due to Placer County, has paid such tax to Placer County for the most recent tax year. This provision shall not apply to businesses that were not established at that time or where no taxes were due.

In order to qualify for the local preference authorized by this section, the vendor seeking such preference shall be required to submit with its bid a Local Vendor Preference Affidavit which demonstrates compliance with the provisions of this section or have filed a Local Vendor Preference Affidavit with the Procurement Services Division prior to the bid due date. The statement shall be on a form provided by the County Procurement Services Division and shall be signed under penalty of perjury. Any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for local preference shall be prohibited from bidding on Placer County products and services for a period of one (1) year.

- (g) Although elections materials are exempt from competitive bidding pursuant to Section 1.3(b) of this Purchasing Manual and State law, the Elections Department will keep records that show price comparisons and may, at the option of the Registrar of Voters or without placing the security or conduct of an election at risk, attempt to secure the best prices for elections-related materials, commodities and services of election items. The Registrar of Voters is encouraged to use the services of the Procurement Services Division for items that are non-election sensitive when possible. No provision of the Purchasing Policy Manual is to be interpreted to direct that the purchase of election materials, commodities and services must be processed through the

Procurement Services Division and be subject to the normal competitive bidding process, as specified by current State law.

- (h) The County will actively encourage suppliers to offer recycled products that meet the County's performance requirements. Pursuant to Resolution 92-119, a preference of 10% will be given to quotations for products meeting the definition of recycled product cited in California Public Contract Code Section 12301 (c), 12301 (d) and 12305
- (i) Invoice Payment Policy. The County will make payment on a net 30-day basis unless a cash discount is allowed. The payment term shall begin on the date the merchandise is delivered, inspected and accepted by the County, or on the date a correct invoice is received in the office specified in the order, whichever is later. Prompt payment discounts shall be considered earned if payment is postmarked or personally delivered within the prescribed term. For the purposes of this section, the beginning date described above shall be considered day zero for the purposes of counting days in the prescribed term.
- (j) Except and unless as otherwise required by State or federal law as a contracting or procurement obligation or as a condition of the receipt of State or federal funds, the County shall not require a contractor on a County public project to execute or otherwise become a party to a project labor agreement as a condition of bidding, negotiating, award or performance of the public project.

Nothing in this subsection shall be construed as prohibiting private parties that may perform work on County public projects from voluntarily entering into project labor agreements or engaging in activity protected by law.

For the purposes of this subsection, a "project labor agreement" shall mean any pre-hire, collective bargaining or similar type agreement entered into with one or more labor organizations, employees, or employee representatives that establishes the terms and conditions of employment on a County public project. (Per Placer County Board of Supervisors Resolution 2010-234)

1.3 Exceptions to Competitive Process

County employees must always strive to purchase competitively and wisely; however, except as otherwise directed by law, or as directed by the Board of Supervisors, County Executive, or Procurement, competitive bidding is not required for the following purchases:

- (a) Wherever State law expressly authorizes execution of professional services contracts without competitive bidding or for expert and professional services which involve extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience such as but not limited to: accountants, physicians, social service consultants, labor consultants, investigators, attorneys, architects, surveyors and engineers;
- (b) Procurement actions authorized and necessarily incurred in the preparation for, and conduct of elections as described in The State of California Election Code Section 13001, and amended per Assembly Bill No. 783, Chapter 714.
- (c) Legal brief printing, stenographic services, and transcripts;
- (d) Books, publications, subscriptions, recordings, motion picture films, and annual book and periodical contracts;
- (e) Goods or services obtainable:
 - (1) From any other governmental agency and owned or provided by such other governmental agency, or
 - (2) From any other governmental agency which has a contract with a vendor which allows such other governmental agency to acquire such property or services and resell them to other governmental agencies, or
 - (3) From any private vendor which has an agreement or contract with another public agency and such private vendor produces satisfactory documentation that:
 - (i) such other contract is currently then in effect, and
 - (ii) such agreement or contract was let through a competitive process, such as competitive written bids, request for proposals, informal quotations or competitive evaluations such as the California Multiple Award Schedule (CMAS), for such items, and
 - (iii) such items to be acquired by the County of Placer are of comparable description and quality as the items described in such other governmental contract, and
 - (iv) the price of such items to be acquired by the County of Placer is not greater than that specified in such other governmental contract;
- (f) Property or services the price of which is fixed by law;
- (g) Construction equipment rental;

- (h) Automotive and heavy equipment repairs;
- (i) Information technology, telecommunications, and reprographic parts, services and equipment, software, installation, maintenance and training except as otherwise directed by law.
- (j) Proprietary drugs and pharmaceuticals, medical supplies and equipment;
- (k) Training, seminars, or classes;
- (l) Sole source procurement, defined as an award for a commodity or service which can only be purchased from one supplier, usually because of its technological, specialized, unique character or proprietary nature;
- (m) Emergency purchases necessary when unforeseen circumstances require an immediate purchase in order to avoid a substantial hazard to life or property or serious interruption of the operation of a County department, or the necessary repair of County equipment or heavy equipment required for the operation of a County department;
- (n) When the Purchasing Agent or his/her designee determines that making a specific purchase without competitive bidding is reasonably necessary for the conduct of County business;
- (o) When the Purchasing Agent or his/her designee determines that it is in the best interest of Placer County to renew a contract award from the previous contract period, based on satisfactory service and reasonable prices, to avoid the interruption of County business and/or based on good business sense;
- (p) When the product/services are needed by the County pending a bid award, contract renewal or bid protest action and a contractor agrees to provide such product/services at the same contract price as a previous award, or at revised price that reflects changes in applicable governmental indexes since the beginning of the current contract period, until a new contract has been awarded. Such interim period contracts shall not normally exceed ninety days, or until resolution of a bidder's protest;
- (q) Recycled products which fall within the 1 year test exemption (Resolution 92-119).

- (r) Purchases of commodities and services from public and private non-profit corporations operating work centers for the handicapped pursuant to Welfare Institutions Code Sections 19403 and 19404.

2.0 CONTRACT APPROVAL REQUIREMENTS

Whenever the Purchasing Agent forwards a matter to the Board of Supervisors for their approval or ratification, the matter may be placed on the Consent Agenda except where the recommendation is for an award to other than the low bidder or where the matter is unusual. The following policies set forth the requirements for submitting purchasing-related matters to the Board of Supervisors for approval, ratification or information.

2.1 Board of Supervisors Approval Required

- (a) All contracts required by law to be approved by the Board of Supervisors;
- (b) Contracts, including purchase orders and blanket purchase orders, for professional or consultant services costing more than \$50,000.00;
- (c) Contracts, including purchase orders and blanket purchase orders, for purchase of supplies, materials, construction projects, or equipment costing more than \$50,000.00 (also, reference Section 5.0, Public Contracts);
- (d) Contracts for rental/lease or lease-purchase of real property, equipment or computer software for a period exceeding one year, or for one year or less costing more than \$50,000.00;
- (e) Joint powers or cooperative purchasing agreements for purchases of more than \$50,000.00;
- (f) Any change order or alteration to a Board of Supervisors' approved contract for a public project as defined by the Public Contract Code 20142 that exceeds:
 - (1) \$5,000.00 if the total amount of the contract does not exceed \$50,000.00; or
 - (2) Ten percent of the amount of any contract which exceeds \$50,000.00 but does not exceed \$250,000.00; however,
 - (3) For contracts whose original cost exceeds \$250,000.00 the extra cost for any change or addition to the work so ordered shall not exceed \$25,000.00, plus 5% of the amount of the original contract cost in excess of \$250,000.00. In no event shall any such change or alteration exceed \$150,000.00.

- (4) Change orders to public project contracts that do not exceed the limits set forth in Public Contract Code Section 20142 may be signed by the Department Director or his or her designee, or the Purchasing Manager.
- (g) Change orders, alterations or addenda to a Board of Supervisors' approved contract that changes or amends the contract in an amount that is greater than ten percent or \$50,000.00;
- (h) Transfers of surplus personal property, having an individual current value of more than \$2,500.00 to a non-profit corporation established for charitable or educational purposes, or another governmental jurisdiction, unless otherwise prohibited by law;
- (i) Sale or lease of surplus personal property having an individual value of more than \$2,500.00.
- (j) In the case of an emergency which requires immediate action that precludes bidding in accordance with the requirements of the Public Contract Code, the Board must find, by a four-fifths vote that the emergency will not permit a delay resulting from a competitive solicitation for bids. In accordance with the Public Contract Code, Section 22050, (b) the Board delegates this authority to the Purchasing Agent, the Director of Public Works and the Director of Facility Services provided that the Purchasing Agent or responsible department director reports to the Board at its next meeting pursuant to Section 22050 of the Public Contract Code.

2.2 Board of Supervisors Ratification Required

- (a) Any change order to construction contracts not requiring Board of Supervisors approval must be summarized and submitted by the approving department head when the project is completed.
- (b) Change orders to construction contracts requiring Board of Supervisors approval, but approved by the County Executive Officer or the administering department because of emergency, damage, decay, or where the public interest would suffer by delay, shall be submitted by the administering department at the next regularly scheduled Board meeting.
- (c) Emergency purchases exceeding \$5,000.00 must be submitted by the responsible department at the next regularly scheduled Board meeting.

- (d) Rejection of all bids or cancellation of bid solicitations of more than \$50,000.00. In the event of a re-bid that is more than \$50,000.00, the rejection of all bids will be addressed when the results of the new bid are submitted to the Board.

2.3 Purchasing Agent Approval Required

The Purchasing Agent or his/her designee may approve and sign the following:

- (a) All contracts, including purchase orders and blanket purchase orders that are \$50,000.00 or less.
- (b) Any contract for the purchase of personal property or services having a value of \$50,000.00 or less.
- (c) Change orders, alterations, or addenda to a Board of Supervisors' approved contract other than a contract for a public project that changes or amends the contract for up to ten percent or \$50,000.00, whichever is less, provided the change does not adversely affect the integrity of the bid award.
- (d) Purchases involving a trade-in of less than \$10,000.00 (GC25503):
- (e) Contracts for consultant, professional or personal services for \$50,000.00 or less.
- (f) Any contract for the rental/lease or lease-purchase of equipment or software for a period of one year or less, costing \$50,000.00 or less.

2.4 CEO Approval Required

- (a) The County Executive Officer at his / her discretion may, on behalf and in the name of the County of Placer, retain firms or individuals to provide expert advice or assistance with studies, investigations, litigation, audits, surveys, or planning associated with ongoing County operations when, in the County Executive Officer's judgment, the expertise required is not possessed by personnel employed by the County, or existing workload of County personnel qualified for the work precludes assignment of the work, or a third party opinion is desirable. Such experts shall be retained at negotiated usual and customary fees, and no contract by which the County Executive Officer retains such an expert shall provide for or authorize fees greater than \$50,000.00, with the exception of contracts for environmental impact reports.

- (b) The County Executive Officer may sign contracts for environmental impact reports (EIR) for projects which obligate expenditures of County funds for County projects up to the limit authorized by California Government Code Section 25502.5. Refer to the Placer County Environmental Review Ordinance, Section 18.20.020 and California Government Code Section 25502.5 for the appropriate authority and current contracting limit.

3.0 **COMPETITIVE SEALED BIDDING**

3.1 Definition

Competitive sealed bidding is a method of procurement which requires:

- (a) Issuance of an Invitation for Bids with a purchase description including acceptance criteria and all contractual terms and conditions applicable to the procurement;
- (b) Public opening of bids at a pre-designated time and place;
- (c) Unconditional acceptance of a bid without alteration, correction, or negotiation, except as authorized in this manual or the Public Contract Code; and
- (d) Award to the responsive and responsible bidder who has submitted the lowest bid that meets the requirements and criteria set forth in the Invitation for Bids.

3.2 Conditions for Use

Except as noted in this section and Sections 1.3 and 7.0, contracts for the purchase of personal property or personal services estimated to cost \$25,000.00 or more shall be awarded by competitive sealed bidding.

- (a) If specifications, purchase descriptions, available sources, the time and place of performance, and other relevant circumstances are not appropriate for the use of competitive sealed bidding, then the Purchasing Manager may specify the use of informal bidding procedures (Section 6.0) or competitive sealed proposals (Section 4.0).
- (b) The Purchasing Manager may also approve informal bidding procedures (Section 6) if a purchase is so urgent that time does not permit an Invitation for Bids process.
- (c) Public Projects shall be bid in accordance with this section and in accordance with Section 20150 et. seq. of the Public Contract Code (reference Section 5.0, Public Projects).

3.3 Public Notice

Public notice of the Invitation for Bids shall be given not less than ten calendar days prior to the opening of bids. At minimum, a notice shall be conspicuously posted in the Procurement Services Division's office. Notices may also be posted on the County's website or other public locations.

The public notice must specify the place where bidding documents may be obtained, and the time and place for receipt of bids.

For Public Projects advertising requirements, reference Section 5.4.

3.4 Specifications

(a) Preparation of Specifications

Specifications:

- (1) Shall not be prepared to exclude all but one type or kind, except where permitted by law.
- (2) Shall be clear, definite and concise to enable prospective bidders a basis on which to submit proposals.
- (3) Shall describe the minimum features or for a minimum level of quality needed for the intended use, except in cases where additional or enhanced features or the level of quality are essential for some future consideration or result in an overall economic advantage to the County.
- (4) Shall describe performance requirements if possible, rather than formulation, description or design.
- (5) Should address lifecycle costs in order to minimize the County's overall investment.
- (6) Shall be framed to permit free and full competition to the maximum extent possible under the attendant circumstances.

Direct vendor involvement in the specification development process at the department level is prohibited. Departments are encouraged to consult with Procurement for assistance in developing specifications.

(b) Restrictive Specifications

Specifications should enable open competition from many bidders. While it may not be practical to prepare specifications in a manner that every conceivable manufacturer or service provider could competitively bid, the Department must be able to demonstrate a sound reason for any restrictive specifications. Procurement shall make the final determination on the acceptability of specifications to be included in any bid.

(c) Other Considerations

Specifications must state whether aspects other than cost will be considered in awarding the contract, e.g., results of product testing, length and terms of any warranty provisions, reliability and maintenance costs, repurchase value, or residual value of the equipment after a specified number of years where the residual value can be objectively ascertained.

3.5 Vendor List

All vendors who desire to provide goods or personal services to the County may do so by maintaining active status on the Procurement Services Division Vendor List. Procurement shall maintain the vendor list, register on this list all vendors who apply to do business with the County, and notify appropriately registered vendors of competitive bidding opportunities.

3.6 Bidding Documents

(a) Copies of Bidding Documents

- (1) Bidders may obtain complete sets of bidding documents from the Procurement Services Division or other source designated in the bid announcement for the non-refundable price, if any, as set forth in the Invitation for Bids.
- (2) The County, in making copies of the bidding documents available does so only for the purpose of obtaining bids for the specified commodities or services and does not confer a license or grant permission for any other use.

(b) Interpretation or Correction of Bidding Documents

- (1) Bidders shall promptly notify the Procurement Services Division of any inconsistency or error which they may discover upon examination of the bidding documents or of the site and local conditions.
- (2) Bidders requiring clarification or interpretation of the bidding documents shall contact the Procurement Services Division in writing or by e-mail not less than five working days prior to the date for receipt of bids, or as specified in the Invitation for Bids. Bidders shall not contact other County departments for clarification or interpretation of bidding documents unless directed by Procurement or by the bidding documents.
- (3) Any interpretation, correction or change to the bidding documents shall be made by written addendum issued by Procurement. Interpretations, corrections or changes of the bidding documents made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections and changes.

(c) Alternate Bids

- (1) The materials, products and equipment described in the bidding documents establish a minimum standard of required function, dimension, appearance and quality to be met. Materials offered as "equal" to the materials specified must meet the minimum specifications. It shall be the bidder's responsibility to demonstrate the merit of the proposed "equal".
- (2) Proposed "equals" may be awarded based on the sole judgment of the County.

(d) Addenda to Specifications

- (1) Addenda will be distributed to all who are known by the Procurement Services Division to have received a complete set of bidding documents.
- (2) Copies of addenda will be made available for inspection wherever bidding documents are on file for that purpose.

- (3) No addendum will be issued later than four calendar days prior to the date for receipt of bids except an addendum withdrawing the request for bids or one which includes postponement of the date for receipt of bids.
- (4) Each bidder shall be responsible for ascertaining prior to submitting a bid that they have received all addenda issued.
- (5) Signed addenda shall be submitted by bidders in order to receive award consideration unless otherwise indicated in the bid document.

3.7 Form of Bid

- (a) To receive consideration, bids shall be made on the forms provided by the County and in the manner set forth in the Invitation for Bids.
- (b) Bidders shall use complete sets of bidding documents in preparing bids. The County will not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of bidding documents.
- (c) Late bids shall not be accepted.
- (d) Each bid must be signed by an authorized representative of the vendor and include the legal name of the bidder and the signer's title. Electronic Bids that are submitted through the County's E-Bid System are considered signed by virtue of the Bidder's use of their unique login and password which enables their use of the system.
- (e) Bidders shall not change the bid form nor make additional stipulations on the bid form which are not consistent with the provisions of the bid documents.

3.8 Bid Security

A bid guarantee in the form of a bid bond or bid deposit (certified or cashier's check) made payable to the Placer County Treasurer may be required to protect the County in the event the awarded bidder does not execute the contract or furnish the required performance or payment bonds. A required bid bond or bid deposit must be submitted with the bid, and be in the amount as specified in the Invitation for Bids.

In the event an otherwise low bidder is allowed to withdraw a bid due to claim of error, the County may retain the bid guarantee to offset its costs of administrative handling of the bid. The bid guarantee of the lowest bidder shall be retained until the contract has been executed and approved and any performance or payment bonds and required proof of insurance provided, at which time the bid guarantee will be released, except where forfeited. The bid guarantees of the second and third lowest responsible bidders may also be held by the County until the contract has been fully executed and required proof of insurance is obtained from the low bidder. The bid guarantees submitted by all other unsuccessful bidders shall be returned to them as soon as practical following the evaluation of bid responses and their bid bonds shall be of no further effect.

3.9 Receipt of Bids

Formal Bids may be received electronically, via a secure E-Procurement system which prevents Procurement staff from viewing the responses until the deadline specified in the Invitation for Bids. Bids may also be received in hard-copy form, and must be sealed in an envelope by the bidder and submitted prior to the date and time specified in the Invitation for Bids. Bids which are received in hard-copy form must not be left unattended and must be promptly time-stamped and deposited unopened in a locked bid drawer. Late bids shall not be opened and shall not be considered under any circumstances. A late bid envelope shall be date-stamped, copied and promptly returned unopened to the bidder accompanied by a letter from Procurement notifying the bidder that the bid was received late and was not considered. A copy of the rejected bid envelope and the letter shall be retained in the bid file.

3.10 Bid Opening

All bid openings shall be administered by the Purchasing Agent or designee and all bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. Each bid, together with the name of the bidder, shall be recorded and a summary shall be conspicuously posted in the Procurement Services Division for at least thirty calendar days after opening. After bid opening, the County assumes no responsibility over the confidentiality of bid information unless specifically stated otherwise in the Invitation for Bids.

3.11 Correction or Withdrawal of Bids

- (a) In any request or decision involving a bid mistake, correction or withdrawal, Procurement staff shall consult with County Counsel. Except as otherwise specified in Section 5100 of the Public Contract Code, correction or withdrawal of inadvertently erroneous bids before or after bid opening may be permitted only if such correction or withdrawal is not prejudicial to the interest of the County or fair competition.
- (b) Hardcopy bids or proposals may be modified or withdrawn by written notice signed by a person who is authorized to sign contracts on behalf of the bidder and received by the Procurement Services Division prior to the date and time set for the submittal deadline. Oral, facsimile or e-mail corrections or withdrawals shall not be permitted.
- (c) Bids or proposals submitted through the County's E-Bid system may be modified or withdrawn through the E-Bid system until the submittal deadline.
- (d) Mistakes in bids detected during or after bid opening may not be corrected by the bidder except:
 - (1) A bidder may be permitted to correct a material mistake that, if not corrected, would cause such bidder to have the low bid. The mistake must be clearly evident from examining the bid document; for example, arithmetical errors. However, a bidder shall not be permitted to correct a bid for errors of judgment.
 - (2) An otherwise low bidder may be permitted the opportunity to furnish other information called for by the Invitation for Bids and not supplied due to oversight, so long as it does not affect the price of the contract and does not give a bidder an advantage or benefit not enjoyed by other bidders.

The Purchasing Agent or designee shall maintain complete and sufficient records of evidence used to establish an error and intended price. Records of bid withdrawals shall also be maintained to ensure there is no abuse of the competitive bidding process. All decisions to permit the correction of bid mistakes and the withdrawal of bids shall be made in writing by the Purchasing Agent or designee and retained in the bid file.

3.12 Bid Evaluation

Bids shall be evaluated based on the requirements set forth in the Invitation for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria affecting price shall be objectively measurable, such as discounts, transportation costs and life cycle or total ownership costs. The Invitation for Bids shall set forth the evaluation criteria to be used. No criteria may be used in a bid evaluation that are not set forth in the Invitation for Bids.

Examples of evaluation criteria that may be used include:

- (a) Total bid price, including any trade discounts, prompt pay discount of ten (10) days or more, unit price, and other cost factors specified in the Invitation for Bids;
- (b) Local vendor preference (reference Section 1.2(f));
- (c) General reputation, knowledge, and experience of bidders based on references or prior performance;
- (d) Hourly rates for specified personnel;
- (e) Evaluation of the bidder's ability to service the County;
- (f) Financial responsibility of the bidder;
- (g) Needs and requirements of the County as stated in the Invitation for Bids;
- (h) Experience with the products involved;
- (i) Nature and extent of company data furnished upon request of the County;
- (j) Quality of merchandise offered;
- (k) Product appearance, workmanship, finish, taste, feel and results of product testing;
- (l) Overall completeness of product line offered;
- (m) Bidder's ability to meet delivery and stocking requirements;

- (n) Delivery or completion date;
- (o) Maintenance costs and warranty provisions;
- (p) Repurchase value or residual value of equipment after a specified number of years where the residual value can be objectively ascertained;
- (q) Availability of product or service required;
- (r) Compatibility with County's current equipment/products;
- (s) Availability of sales representatives and/or service representatives;
- (t) Maintainability and reliability.

The Purchasing Agent shall maintain complete and sufficient records of bid evaluations to ensure there is no abuse of the competitive bidding process. All reasons for making the award recommendation shall be made in writing by the Purchasing Agent or designee and retained in the bid file.

3.13 Bid Evaluation of Blanket Purchase Orders

Since it is sometimes difficult to competitively bid blanket purchase orders based on costs because of the breadth of the commodity line or the unavailability of firm quantities, other criteria may be used, such as:

- (a) Geographic location or distance of the vendor from the requesting department;
- (b) Size of inventory as an indicator of the breadth of the commodity line (availability);
- (c) Delivery capacity;
- (d) Acceptance of phone orders;
- (e) Time it takes to fill an order;
- (f) Consolidated invoices;

- (g) Discounts or margins;
- (h) Representative labor, job or parts costs;
- (i) Maintenance of accounting/billing information.

Award of blanket purchase orders shall always be to the most responsive and responsible vendors based on the most verifiable and pertinent evaluation criteria.

Under certain conditions, blanket purchase orders may be negotiated (reference Section 7.2).

3.14 Reservation to Reject Bids and Re-Bid

Every bid must be carefully examined to determine whether it contains a material variance. Any bid which contains a material variance must be rejected. A test of material variance is a variance which gives the bidder a substantial benefit or advantage not enjoyed by the other bidders. When necessary, Procurement shall consult with County Counsel.

The County may:

- (a) Reject an otherwise lowest bid when it is determined that another bid is more advantageous to the County;
- (b) Reject a bid not accompanied by any required bid security or by other data required by the bidding documents;
- (c) Reject a bid which is in any way incomplete, irregular, amplified, unqualified, conditional or otherwise not in compliance with the bid documents in all material respects;
- (d) Waive any informality, irregularity, immaterial defects or technicalities in any bids received; and/or
- (e) Cancel an Invitation for Bids or reject all bids because of the following reasons:
 - (1) Inadequate or ambiguous specifications;
 - (2) Specifications must be revised;
 - (3) Supplies or services are no longer needed;

- (4) Change in County requirements;
- (5) All bids are deemed unreasonable;
- (6) Bids were not independently arrived at or were submitted in bad faith;
- (7) A determination is made that all the necessary requirements of the bid process have not been met;
- (8) Insufficient competition;
- (9) For other reasons which indicate the cancellation or rejection of all bids is clearly in the best interest of the County.

The Purchasing Agent shall maintain complete and sufficient written records of bid rejections and cancellations to ensure that there is no abuse of the bidding process. All reasons for rejecting a bid shall be retained in the bid file.

3.15 Bid Award

If the County decides to award a contract, the County generally must award the contract to the lowest responsible and responsive bidder whose bid best meets the requirements and criteria set forth in the Invitation for Bids. The County may award a contract based on bid evaluation criteria other than lowest bid price if the Invitation for Bids stated the evaluation criteria that would be applied and such award is in the best interest of the County. In the event the awarded bidder fails to perform or such bidder's bid is authorized to be withdrawn, the County may award a contract to the next lowest responsible and responsive bidder that will best meet the needs of the County.

3.16 Cancellation of Bid Award

Failure on the part of the successful bidder within the time allowed to execute the contract, furnish an acceptable performance bond, or comply with any other requirement imposed prior to execution of the contract shall be considered just cause for cancellation of the award and forfeiture of the bid security, not as a penalty, but in liquidation of certain damages sustained. Contract award may then be made to the next lowest responsible and responsive bidder, the call for bids re-advertised, or such other action taken as deemed appropriate by the County.

3.17 Public Notice of Award

The Purchasing Agent shall maintain a year-to-date summary of all awards of Invitation for Bids and make it available for public inspection. Notice of the availability of the summary shall be conspicuously posted in the Procurement Services Division. The summary shall, at a minimum, include the date of the award, the contract numbers, the vendors, the contract amounts, and a brief commodity or service description.

4.0 COMPETITIVE SEALED PROPOSALS

4.1 Definition

The Competitive Sealed Proposals process is a method of procurement which involves but is not limited to:

- (a) Solicitation of proposals through a Request for Proposals;
- (b) A private opening of proposals which will avoid disclosure of proposers or contents to competing proposers before and during the process of negotiation;
- (c) Submission of cost or pricing data from the offeror where required;
- (d) Discussions with responsible offerors whose proposals have been determined to be reasonably susceptible of being selected for award, unless such discussions are not required by the Request for Proposals, this manual or as determined by the Request for Proposals Evaluation Panel;
- (e) An award or recommendation to the Board of Supervisors that an award be made to the responsible proposer whose proposal is determined to be the most advantageous, considering evaluation factors set forth in the Request for Proposals.

4.2 Conditions for Use

Unless otherwise directed by law, this manual or by direction of the Board of Supervisors, contracts for consultant services estimated to cost \$25,000.00 or more must be awarded by the use of competitive sealed proposals. Contracts for consultant services estimated to be less than \$25,000.00 may be awarded upon conclusion of informal interviews by representatives of the initiating department and others, including Procurement, as may be appropriate.

In accordance with Sections 1.3(a) and 2.4, expert and professional services may be exempted from the competitive proposal process. The requesting department shall submit the justification for exempting a consultant or professional services agreement from the competitive process concurrent with the request for contract approval. Refer to Section 2.0 for contract approval requirements.

4.3 Public Notice

Public notice of the Request for Proposals shall be given in the same manner as provided in Section 3.3, Competitive Sealed Bidding, Public Notice.

4.4 Form of Proposal

- (a) The Request for Proposals will specify the format for proposals. Proposals should be organized in accordance with the requested format. Proposals so organized are more likely to respond accurately and clearly to the requirements of the Request for Proposals.
- (b) Late proposals shall not be accepted.
- (c) Each proposal must be signed by an authorized representative of the vendor and include the legal name of the proposing organization and the signer's title. Electronic Proposals that are submitted through the County's E-Bid System are considered signed by virtue of the Proposer's use of their unique login and password which enables their use of the system.
- (d) Requests for Proposals are scored based on the criteria presented in the Request for Proposals. Proposers may propose any method or process to satisfy the scope of work of the Request for Proposals that maximizes responsiveness to the criteria stated in the Request for Proposals.

4.5 Evaluation Factors

Award of a Request for Proposals shall be made to the responsible proposer whose proposal is determined, through a formal evaluation panel process to be the most advantageous to the County taking into consideration the evaluation factors set forth in the Request for Proposals. Proposals shall be scored according to the criteria stated in the Request for Proposals. No other factors or criteria shall be used in the evaluation.

Competitive sealed proposals shall be prepared and conducted in the same manner as provided in Sections 3.4, 3.6, 3.7, 3.8, 3.9, 3.11 and 3.14 except as otherwise authorized by provisions of Section 4.0. Upon requesting a Request for Proposals, the requesting department shall provide a background section, scope of work section and recommended criteria to be used in the Request for Proposals. The scope of work shall comply with the requirements for competitive specifications stated in Section 3.4.

The Request for Proposals may indicate the relative importance of evaluation factors. Following are representative evaluation criteria that may be considered by the department when preparing a Request for Proposal:

- (a) Reputation and Experience. Does the consultant have a reputation of being reliable, delivering on schedule, and performing tasks to the satisfaction of his / her clients? Does the consultant have sufficient experience in the kind of work required?
- (b) Capability and Availability of Staff. Does the firm have the qualified and experienced staff needed to perform this job?
- (c) Understanding of the Problem. Does the firm demonstrate a thorough understanding of the issues and has it developed a relevant and effective approach?
- (d) Proximity of the Firm. Firm's office and/or staff proximity to Placer County offices or work location as it relates to the firm's ability to be responsive to the contract requirements.
- (e) Cost. Whenever possible and appropriate, a firm fee or hourly rate should be secured as part of the proposal and considered in the evaluation process. Whenever possible, Requests for Proposals should specify methods of submitting proposed costs that can be compared directly with competing proposals.

In accordance with Section 4526 of the California Government Code, award of Requests for Proposals for professional services of private architectural, landscape, landscape architectural, engineering, environmental, land surveying or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Thus cost proposals for these services must be received in a separate sealed envelope. The cost proposals may be unsealed after the recommended consultant has been selected and may serve as information for County negotiators, not to be revealed to the firm negotiating with the County. In accordance with Section 4528 of the California Government Code, the Department Head shall negotiate a contract with the best qualified firm for these services at compensation which the Department Head determines to be fair and reasonable. Should the Department Head be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price the Department Head determines to be fair and reasonable, negotiations with that

firm shall be formally terminated and the Department Head shall then undertake negotiations with the second most qualified firm, and so on.

- f) In addition, examples of evaluation criteria listed in Sections 3.12 and 3.13 may be used.

4.6 Discussions with Proposers and Revisions to Proposals

- (a) As provided in the Request for Proposals, discussions may be conducted with responsible proposers who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements. These proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted prior to the Evaluation Panel's determination of the award recommendation for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing proposers.
- (b) After the Evaluation Panel has determined the firm to be recommended for award, the department head of the initiating department may enter negotiations with the recommended firm to finalize proposed services and price before the Evaluation Panel's recommendation is submitted to the Board of Supervisors for approval.

4.7 Award Process

Contract awards for professional or consultant services for \$50,000.00 or less may be approved by the Purchasing Agent or his / her designee. Pursuant to Section 2.4, the County Executive may approve professional or consultant services contracts that are \$50,000.00 or less. Although proposals that are \$50,000.00 or less do not require Board approval, the County Executive Office may be consulted to determine whether the specific consultant services or other circumstances warrant Board consideration.

Recommendations for contract award for professional or consultant services for more than \$50,000.00 shall normally be submitted by the department head of the initiating department (or in unusual circumstances by the County Executive Officer or the Administrative Services Department) to the Board of Supervisors along with pertinent contract documents. The recommendation should include the following:

- (a) The services to be provided by the consultant or professional service contract.

- (b) The method of compensating the consultant or the actual cost if appropriate.
- (c) The reasons for recommending a particular consultant, particularly if that proposal was more costly than others. Positive reasons for the consultant recommended should be stressed rather than deficiencies of those not recommended.
- (d) In addition to the recommendation, a ranking of the three most qualified firms should be listed. The Board of Supervisors may accept the recommendation or select any of the three most qualified firms or order a new Request for Proposals.
- (e) To the maximum extent possible, details of the evaluation panel's recommendations are to remain confidential until the award has been approved by the Board. At that time, all proposers shall be notified of the Board's decision and the period for protest shall be considered opened. Any protest shall be considered in accordance with Section 10.0. Contracts may be awarded immediately after the time allowed for protests has expired or after the last protest has been resolved.
- (f) The requesting department shall forward a copy of the executed contract promptly to Procurement.

4.8 Requests for Qualifications

Some departments require lists of competitively selected consultants from which the department can rapidly and efficiently select the most qualified consultant to perform required consultant services. Examples include architectural consulting, construction management, environmental impact reports, civil engineering services, etc.

Requests for Qualifications are a call for competitive sealed proposals intended to produce a competitively determined list of highly qualified consultants from which the requesting County department(s) can draw. Requests for Qualifications shall be conducted in the same manner as Requests for Proposals, except that the evaluation panel will select a predetermined or logical number of top rated firms which will be recommended to be placed on a Qualified List. The Qualified List is usually effective for three years and may typically be extended for two additional one year periods. The effective periods shall be specified in each Request for Qualifications. Since the total dollar amount to be awarded from the Request for Qualifications is

unknown, Procurement will obtain Board of Supervisors approval of the recommended Qualified List or extensions thereof.

While the Qualified List is in effect, the requesting department(s) may select consultants in the following manner:

- (a) For contracts up to \$25,000.00, the department may simply select the apparent most qualified consultant from the list.
- (b) For contracts between \$25,000.00 and \$250,000.00, the department should request informal competitive proposals from three or more of the consultants on the qualified list.
- (c) For contracts exceeding \$250,000.00, a separate Request for Proposals is required unless waived by the Purchasing Manager.
- (d) Contract awards exceeding \$50,000.00 require Board of Supervisors approval, normally carried forward by the responsible department.

5.0 PUBLIC PROJECTS

In accordance with the Public Contract Code, Part 3, Chapter 1, the following procedures apply to all Public Projects except projects under the direction of the Road Commissioner (Section 20395 of the Public Contract Code):

5.1 Definition of a Public Project (Section 20150.2)

- (a) A project for the erection, improvement, and repair of public buildings and works.
- (b) Work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow, except maintenance, repair or reconstruction work.
- (c) Supplies and materials used in maintenance, repair, or reconstruction work in or about streams, bays, waterfronts, embankments; or other maintenance, repair, or reconstruction work for protection against overflow.

5.2 Excluded Expenditures from Public Projects (Section 20150.3)

- (a) Equipment, supplies and materials acquired by a public agency to enable the timely completion of a public project as defined in Section 20150.2 (c) let to a contractor.
- (b) Plans, specifications, engineering and advertising required for public projects.

5.3 Public Project Bid Levels (Section 20150.4)

- (a) Under \$4,000.00 for total project may be done by Force Account (County employee labor).
- (b) Between \$4,000.00 and \$9,999.99 shall be let to contract by informal or formal bid procedures.
- (c) \$10,000.00 and more shall, in all instances, be let to contract by formal bid procedures.

5.4 Advertising (Sections 20150.7 and 20150.8)

- (a) Notice inviting informal bids - One publication of notice in local newspaper at least twenty-four hours prior to opening of bids.

- (b) Notice inviting formal bids - Two publications of notice, not less than five days apart with first publication at least ten days prior to opening of bids.

5.5 Plans, Specifications and Working Details (Section 20150.12)

For all public projects which exceed \$10,000:

- (a) The Board of Supervisors shall adopt plans, specifications and working details.
- (b) All bidders shall have the opportunity to examine plans, specifications and working details.

5.6 Public Contract Code Definition of Informal and Formal Bid Procedures

- (a) Informal Bid Procedures - The Procurement Buyer shall seek informal written quotations from at least three probable sources with the advertising requirement from Section 5.4(a).
- (b) Formal Bid procedures - Refer to the guidelines outlined in Section 3.0 of this manual with the advertising requirement from Section 5.4(b).

Public projects under the direction of the Road Commissioner shall be performed in accordance with the Public Contract Code, Part 3, Chapter 1, Article 25. In addition, the Public Contract Code prescribes a broad range of requirements for contracting by local agencies. Examples of these other requirements include Sewer Maintenance Districts (Section 20790), Fire Protection Districts (Section 20810), Water Districts (Section 20930), and Community Services Districts (Section 20680). County departments and Procurement share the responsibility for complying with all requirements of the Public Contract Code.

6.0 SMALL PURCHASES

6.1 Conditions for Use

Any purchase less than \$25,000.00 may be made in accordance with the procedures outlined in this section, provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this section.

Request for quotations, which may be oral or written, will be the usual source selection method for purchases with an estimated value less than \$25,000.00 unless the purchase qualifies for processing as an emergency or as a sole source purchase.

The Purchasing Agent or designee may require that the competitive sealed bid or proposal process be used if in the Purchasing Agent or designee's opinion the alternate procedure is in the best interest of the County. Purchases made pursuant to this section are also subject to the requirements of Sections 3.4, 3.12 through 3.16, and 8.2(e).

6.2 Delegated Purchases Up To And Including \$2,500.00.

Departments are authorized to make individual purchases for materials and services up to and including \$2,500.00, including tax, shipping, installation and all associated costs. (reference Section 8.2 (c), Delegated Purchasing). Where possible, the department shall obtain three quotes and purchase from the best value vendor.

6.3 Procurement Purchases Up To And Including \$2,500.00.

The Procurement Buyer may forego seeking quotes and process an order in accordance with their expert understanding of the market and sources of supply.

6.4 Purchases Between \$2,500.01 and \$24,999.99.

The Procurement Buyer shall seek oral or informal written quotations from at least three probable sources or provide written justification for failing to do so.

6.5 Oral Quotations

Oral quotes shall be recorded on the Procurement Services Division's standard Bid Evaluation and Award Recommendation Form or documented in the Buyer's Quote Memorandum and shall be attached to the Division's central file copy of the award document. The Buyer must record the name of the vendor representative submitting the quote and the date.

6.6 Written Quotations

Written quotations shall be on the Procurement Services Division's standard Request for Quotation Form and shall include the name and signature of the vendor representative and the date of the quote or conducted using the Procurement E-Bid System.

7.0 **NEGOTIATED CONTRACTS**

7.1 Purchase or Lease

The lease or purchase of new or used vehicles, new or used heavy equipment, or other equipment, e.g., a computer acquisition, may be negotiated when deemed beneficial by the requesting department and the Purchasing Agent or their designee. A negotiated purchase or lease shall require that:

- (a) Whenever possible, requests for written offers be submitted to at least three vendors; and
- (b) Procurement retains copies of written requests, offers, and analyses for each transaction.

Alternatively, equipment purchases or leases may be accomplished by the use of the Competitive Sealed Bidding or Competitive Sealed Proposal processes (reference Sections 3.0 and 4.0).

7.2 Blanket Purchase Orders

Blanket purchase orders that are authorized by the Purchasing Agent or their designee and required: (1) for operational services/supplies based on geographic location(s) relative to the County's site of operations; and/or (2) where quantitative information is unavailable due to unforeseeable usage, which thereby would result in an ambiguous bid call, may be negotiated with one or more vendors (reference Section 3.13).

8.0 DEPARTMENTAL RESPONSIBILITIES

County departments have important responsibilities in the procurement of goods and services. This section of the manual outlines some of those responsibilities, policies, and procedures to assist departments in their interaction with Procurement.

8.1 Requisitioning Process

Purchase requisitions are initiated by departments to effect purchases, to provide management and the central budgetary authority with budgetary control over purchases, to serve as a formal requisition upon the Procurement Services Division for purchases, and to provide an accounting record of purchases in process. Specific instructions for filling out requisitions are set forth in Procedural Manuals published by the Auditor-Controller and Procurement. Departments are forbidden to artificially divide purchase requisitions to circumvent any competitive bidding requirement.

(a) Department Responsibilities

Departments shall contact Procurement early in the purchase process in order to benefit from advice and assistance on specifications, sources of supplies, price advantages, substitutions, and a determination of each Department's precise needs. Further, departments are responsible to:

- (1) Determine that sufficient funds are available to pay for requested goods and services. Procurement must contact the department prior to placing an order if the actual costs exceed the department's written estimate.
- (2) Ensure that requested items/services are necessary to operations and are used for their stated purposes.
- (3) Attach a Fiscal Impact Statement to the requisition if the purchase is expected to require Board of Supervisors approval.
- (4) Ensure that invoices are received and processed for payment satisfactorily. Refer to Section 1.2(i) of this manual for the Invoice Payment Policy.
- (5) Ensure that Procurement is informed of all contacts with prospective vendors.

- (6) Plan annual requirements and consolidate orders for similar items. Ensure that Procurement is informed of annual requirements in a form and manner as requested by Procurement.
- (7) Ensure that sufficient funds are available on the Blanket Purchase Order prior to ordering goods or services against it.
- (8) Receive goods, documenting such receipt, and promptly notify Procurement and the shipper or seller as appropriate of damage to such goods or deviation from the Purchase Order / Blanket Purchase Order.
- (9) Thoroughly document vendor performance. Documented outstanding vendor performance can support the renewal of contracts. Conversely, thorough documentation of poor vendor performance can be used to support cancellation of a contract or may support a decision not to award other contracts to a poorly performing vendor.
- (10) Notify Procurement and provide documentation, including attempts at remediation, when a vendor fails to perform in accordance with the contract, Purchase Order or Blanket Purchase Order.
- (11) Track utilization of term contracts (Blanket Purchase Orders, leases, software maintenance agreements, etc.) and request that Procurement issue a change order, modify terms, change the maximum amount, extend the contract, renew the contract, or rebid as operationally required. When the dollar amount of operationally required change orders will exceed the Purchasing Manager's signature authority, the responsible department must obtain Board of Supervisors approval for the Purchasing Manager to execute the increase.
- (12) Track the expiration of term contracts (Blanket Purchase Orders, leases, software maintenance agreements, etc.) and submit requisitions for renewal or rebidding at least 60 and preferably 90 days in advance of the current contract's expiration date.
- (13) Obtain Board of Supervisors ratification of unauthorized purchases (reference Section 8.3).

(b) Department Contact with Vendors

Departments that contact vendors to obtain pricing information for requisitions or to gather operational or budgetary information shall inform the vendors that the information requested is for planning purposes only and is

not a request for quotations. Departments shall also advise vendors visiting their department to first obtain approval from Procurement. This will reduce interruption of County operations caused by unnecessary vendor contacts with County departments.

Equipment demonstrations shall be arranged or authorized by the Procurement Services Division. Departments shall contact Procurement if they are interested in reviewing equipment. Whenever possible, such demonstrations will be consolidated to include all interested departments. This is essential to eliminate the possibility of backdoor buying.

(c) Consolidation of Intradepartmental Requests

(1) Procurement will periodically issue a schedule of planned procurement solicitations for specific common products or materials. Department requirements should be consolidated and submitted in accordance with these schedules.

(2) Items shall be ordered in quantities sufficient for a reasonable period and consistent with future needs and available storage space. Submission of several purchase requisitions for the procurement of the same item or for like items for delivery to the same location often require the issuance of otherwise unnecessary purchase orders, incur additional shipping and packaging expense, cause an unfavorable impression of County business practices, and eliminate or reduce the volume purchase advantage of centralized purchasing. Blanket Purchase Orders may be an appropriate procurement tool in these instances. Discussion with Procurement is encouraged.

(d) Authority to Sign Requisitions

Department heads are authorized to sign all requisitions and may delegate such authority to key personnel by completing a signature authorization card for such key personnel and forwarding it to the Auditor-Controller who maintains the appropriate requisition approval security.

(e) Specifications

Departments must make sure specifications are non-restrictive (i.e., allow competition), clearly describe the item needed in terms of function and performance, and reference existing industrial or governmental specifications, if available. Drawings or samples should clearly describe the required item.

If a brand name or model is specified on the requisition, Procurement will assume that "equal" items are acceptable. What is "equal" will be determined jointly by Procurement and the requesting department.

(f) Sole Source

If a department believes that only a specific make and model will meet its needs, the department shall attach an objectively written explanation which calls out the unique features of the sole source item and which states why these features are required. If other brands and models have been tested or used previously, the department shall specify the brands and models used, the dates, and why they are unacceptable. The Purchasing Agent or designee may return the requisition for additional justification for a specific brand which appears to be unreasonably restrictive, luxurious or otherwise inappropriate for the product.

(g) Record Retention Requirement

All requisitions and related procurement documents shall be retained for a period of not less than three years unless a longer period is prescribed by law.

(h) Requisitions Requiring Special Approval

Requisitions for the following items must be approved by the department or division listed below before forwarding requisitions to the Procurement Services Division. Attach documentation of approval to the requisition.

<u>Items/Services</u>	<u>Approving Department</u>
Construction, Improvements and Major Maintenance of Facilities	Facility Services
Copy Machine Rental	Central Services Division
Information Technology, Software and Related Training	Information Technology Systems Division
Telecommunications Equipment	Telecommunications Services Division
Fixed Assets	Board of Supervisors/ County Executive's Office
Fixed Assets (early budget approval)	County Executive's Office
Agricultural Pesticides and Herbicides	Agricultural Commissioner
Receipts and Checks	Auditor-Controller
Road Projects	Public Works, Roads Division
Vehicles	Fleet Services

8.2 Definition of Purchasing Methods

The following defines the various methods of obtaining goods and services.

- (a) Purchase Order. An original purchase requisition is submitted by the requesting department to Procurement for a one time purchase, with special approvals if required by Section 8.1(g). Attach specifications/scope of work, proof of insurance, quotes, etc. to the requisition. If the purchase is expected to require Board of Supervisors approval, a Fiscal Impact Statement must also be attached to the requisition.
- (b) Blanket Purchase Order. An original purchase requisition is submitted by the requesting department to Procurement for goods or services required on an as-needed basis over an extended period. Attach specifications/scope of work, list of approved items, list of authorized users, proof of insurance, etc. to the requisition. If the purchase is expected to require Board of Supervisors approval, a Fiscal Impact Statement must also be attached to the requisition.
- (c) Delegated Purchasing.

Each department head is authorized to make individual purchases of materials and services up to \$2,500.00 (including tax, installation and freight) that are allowed for delegated purchasing if, in the opinion of the department head, such direct purchases are in the best interests of the County. The department head may delegate this authority as necessary within his department.

The delegation of authority to make small purchases is intended to facilitate the economical and orderly procurement of personal property and authorized personal services by County departments. The privileges extended to operating departments under this procedure are not intended as a substitute for centralized purchasing, nor are they to be used to engage in widespread purchasing without adequate analysis and competition. Departments shall not circumvent normal procurement methods, including the use of blanket purchase orders, by splitting purchases into series of sub-purchase orders.

There are certain products and services which are **not** authorized for delegated purchasing. These products and services may change from year to year at the direction of Procurement, but generally they include products or services available through County-wide contracts established to take advantage of volume buying, purchases requiring special approvals (refer to section 8.1.g) or personal services which by their nature require special contract consideration.

- (d) Emergency Purchases. Departments may make a direct purchase when unforeseen circumstances require an immediate purchase in order to avoid a substantial hazard to life or property or serious interruption of the operation of a County department, or the necessary repair of County equipment or heavy equipment required for the operation of a County department. Departments are encouraged to consult with Procurement prior to making an emergency purchase. Further, Procurement shall be advised of emergency purchases as soon as possible after the commitment. Consult the Accounting Policies & Procedures Manual for instructions on Emergency Vouchers. The department head shall advise the Board of Supervisors at the next regularly scheduled Board meeting of emergency purchases over \$5,000. (reference Section 2.2[c]).
- (e) Confirming Purchases. Departments may require an expedited purchase which cannot be accomplished within the normal Procurement turnaround time. For this occasional purchase, the department shall contact a Procurement buyer and request authorization to make a confirming purchase. The request must be made before the purchase is made. If the request is approved, the department may proceed with the purchase. The buyer's name and date of authorization shall be noted on the Confirming Voucher, invoices attached, and forwarded through the Performance Accounting System to Procurement for approval within one week of receipt of invoice. Consult the Accounting Policies & Procedures Manual for instructions on Confirming Vouchers.

8.3 Unauthorized Purchases

When the Purchasing Manager becomes aware of an unauthorized purchase by a department, the Purchasing Manager shall investigate and provide the relevant facts and a recommendation to the Purchasing Agent who shall determine the actions necessary to correct the deficiency. Actions may range from approval of the purchase, to a requirement for the department to seek Board of Supervisors approval, up to a requirement for the purchaser to reimburse the County for the improper purchase and potential disciplinary action. Confirming purchase orders shall not be used to confirm purchases that violate the Purchasing Policy. An unauthorized purchase may include any of the following:

- (a) Any purchase that does not meet or comply with the methods listed in Section 8.2.

- (b) An obvious circumvention of delegated purchasing authority or the purchase of items specifically identified as not authorized for delegated purchasing (i.e., alteration of County buildings, computers, systems furniture, etc.).
- (c) Any purchase for personal use.

8.4 Quality Control

Issuance of a contract by Procurement is only one part of the buying process. The department for whom the merchandise or services are procured also has important functions to perform in this process.

- (a) Department heads shall provide for the receiving, inspection and acceptance or rejection of deliveries of merchandise requested and services received. The departments shall assign the responsibility for receiving and inspecting shipments to specific individuals, preferably someone other than the person who approved the requisition or pays the invoice (Refer to Auditor-Controller Internal Control Standards). Departments are responsible for ensuring that commodities delivered and services performed conform to the specifications in the contract, Purchase Order or Blanket Purchase Order. Departments shall report **all discrepancies immediately** to the vendor, take appropriate action, and maintain a record of the default. Departments shall also inform Procurement of the discrepancies. Departments shall keep complete records showing the date of delivery, quantity delivered or services performed, and any discrepancies. **Payments shall not be processed for goods or services received for which there is a discrepancy, without prior written approval from Procurement.** Quality and performance testing of commodities and equipment is the responsibility of the receiving department, except as otherwise directed by this manual or unless prior arrangements are made with Procurement.
- (b) Departments shall track the performance of their Blanket Purchase Order vendors. If renewal or rebidding of a Blanket Purchase Order is required, attach a BPO Performance Report to the requisition for renewal or rebid. Procurement will use this record of vendor performance as a factor in determining award of renewal or replacement Blanket Purchase Orders.
- (c) If a BPO vendor's performance falls below expected standards, it is the responsibility of the department to notify the vendor and insist on corrective action until the poor performance is resolved. Departments shall document efforts to correct substandard vendor performance. If the corrective action is not undertaken by the vendor or is unsuccessful, this documentation may be used to

justify contract termination or to determine the vendor's eligibility for future contract renewals and awards.

- (d) Department heads shall ensure that a payment authorization is forwarded promptly to the Auditor's Office for accepted goods or services to take advantage of any discounts to which the County is entitled.
- (e) Quality control assistance is available from Procurement for departments. Departments shall contact Procurement in the event:
 - (1) A department has questions as to whether an item delivered against a contract meets specifications. (If necessary, Procurement will arrange to inspect the item in question.)
 - (2) Equipment or supplies received and placed in service do not appear to be performing as expected or as represented by the seller.
 - (3) Departments are receiving poor service or experiencing other problems after items are received.
- (f) Departments shall forward to Procurement copies of all correspondence concerning quality control issues relating to Purchase Orders, Blanket Purchase Orders and other contracts.
- (g) For materials expediting, Departments shall make initial contacts with a vendor who is late meeting a specified delivery or for discrepancies on invoices. If such contacts are unsuccessful, the department should contact the buyer responsible for the purchase order or contract. The buyer will assist the department until the issues are resolved.

8.5 Manufacturer's Warranties

Many items of equipment purchased by departments carry a manufacturer's warranty of acceptable materials and workmanship. All departments shall register and maintain proper records of such warranties to ensure that defects covered by the warranty are repaired by the manufacturer.

8.6 Special Receiving Assistance

Because of their technical nature, receipt of the following items should be made by, or shall be coordinated with, the indicated organizations:

- | | |
|---|--|
| (a) Vehicles | DPW Fleet Services |
| (b) Telecommunications Equipment | Telecommunications Division |
| (c) Information Technology Equipment,
PCs and Software | Information Technology Systems
Division |

8.7 Vehicle Registration and Licensing

Procurement is responsible for the administrative aspects of all registration and licensing of County-owned vehicles.

8.8 Failure to Comply with the Purchasing Policy Manual

Failure of a County employee to comply with this Manual could result in disciplinary action, including termination, pursuant to Section 14.2210 of the County Code, **GROUND FOR DISCIPLINARY ACTION**. In addition to disciplinary action, criminal prosecution could also be warranted.

8.9 Protests and Appeals Notification

Departments must notify and consult with Procurement immediately upon becoming aware of any potential or actual protest or appeal. In the event of such notification, Procurement shall be the lead conducting investigations and making recommendations to the Director of Administrative Services, including when a department other than Procurement had planned to make a contract recommendation directly to the Board of Supervisors.

Protests shall be handled in accordance with Section 10.0 of this manual.

9.0 ETHICAL STANDARDS FOR PURCHASING ACTIVITIES

9.1 Policy Statement

It is the policy of Placer County to promote government integrity and guard against even the appearance of impropriety by prescribing the following essential standards of ethical conduct.

- (a) County employees shall discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors and to foster public confidence in the integrity of the County procurement system.
- (b) County employees shall not solicit, demand, accept or agree to accept a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement, specification, standard or contract.
- (c) County employees shall not participate directly or indirectly in a procurement when the employee knows that:
 - (1) The employee or any member of the employee's immediate family has a personal financial interest pertaining to the procurement;
 - (2) A business or organization in which the employee, or any member of the employee's immediate family, has a personal financial interest pertaining to the procurement; or
 - (3) Any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

9.2 Discovery of an Actual or Potential Conflict of Interest

Upon discovery of an actual or potential conflict of interest, an employee shall promptly withdraw from further participation in the transaction involved. County Counsel should be consulted for an opinion whenever there is even an appearance of conflict.

9.3 Vendor Ethics

- (a) It shall be a breach of ethical standards for any person to offer, give, or agree to give any County employee or former employee a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement, specification, standard or contract.
- (b) It shall be a breach of ethical standards for any person or firm to present false documents or falsely represent that firm.
- (c) A breach of Section 9.3(a) or (b) may result in debarment for consideration of awards.

10.0 PROTESTS

10.1 Protest Requirements

- (a) Any bidder or offeror who is aggrieved in connection with the solicitation or award of a contract may protest to the Director of Administrative Services. The protest shall be submitted in writing to the Director of Administrative Services within seven (7) calendar days after such aggrieved person or company knows or should have known of the facts giving rise thereto. If the seventh calendar day falls on a weekend or County holiday, the protesting party may submit the protest on the first workday following such weekend or holiday. Failure to submit a timely protest shall bar consideration of a protest.
- (b) Bid solicitations and requests for proposals must include a notification to prospective bidders and offerors of the County's Protest Policy.
- (c) Pursuant to Section 8.7 of this Manual, each department must notify and consult with Procurement immediately upon becoming aware of a potential or actual protest. In the event of such notifications prior to the contract award, the procurement action shall be stayed pursuant to Section 10.3 of this Manual.

10.2 Grounds for Protest

- (a) The alleged grounds for protest shall be limited to the following: (1) the County failed to follow the procedures or requirements specified in the bid document, Request for Proposal, or other solicitation; (2) County employees or evaluation committee members engaged in misconduct or impropriety, or; (3) the County's designation of the protesting bidder as non-responsive was incorrect due to an issue of fact or law not apparent on the face of the bid document or proposal.
- (b) The protest shall state all grounds claimed for the protest and include supporting documentation. Failure to clearly state the grounds for the protest and provide supporting documentation shall be deemed a waiver of all protest rights.

10.3 Administrative Review

Upon receipt of the protest in accordance with Section 10.1, and after determining the protest was properly filed, the Director of Administrative Services shall provide a copy of the protest to other bidders who might become aggrieved as a result of

the protest, investigate the protest and, after consulting with County Counsel, issue a written decision within five (5) working days after receipt of the protest. The decision shall either deny or uphold the protest and include reasons for the decision.

The Director of Administrative Services' decision shall be final.

10.4 Stay of Procurement Action During a Protest

In the event a Bid Protest is filed under Section 10.0, the County shall not proceed further with the solicitation or with the award of the contract until the protest is resolved unless:

- (a) The Director of Administrative Services, in consultation with the head of the requesting department and County Counsel, makes a written determination that the award of the contract without delay is necessary to protect a substantial interest of the County, or
- (b) The County decides to reject all bids and re-bid the solicitation.

10.5 Remedies Prior to an Award

If prior to award it is determined that a solicitation or proposed award of a contract is in violation of law, then the solicitation or proposed award shall be:

- (a) Cancelled; or
- (b) Revised to comply with the law.

10.6 Remedies After an Award

If after an award it is determined that a solicitation or award of a contract is in violation of law, then:

- (a) If the person awarded the contract has not acted fraudulently or in bad faith:
 - (1) The contract may be ratified and affirmed, provided it is determined that doing so is in the best interests of the County; or
 - (2) The contract may be terminated.
- (b) If the person awarded the contract has acted fraudulently or in bad faith:

- (1) The contract may be declared null and void; or
- (2) The contract may be ratified and affirmed if such action is in the best interests of the County, without prejudice to the County's right to such damages as may be appropriate.

11.0 DEBARMENT OF VENDORS FROM CONSIDERATION FOR AWARDS

After consultation with County Counsel and after reasonable notice to the vendor involved and reasonable opportunity for that person to be heard, the Board of Supervisors shall have the authority to debar a person for cause from consideration for award of contracts. The debarment shall not be for a period of more than one year.

11.1 Causes for Debarment

The causes for debarment may include but shall not be limited to the following:

- (a) Conviction of or civil judgment for:
 - (1) Commission of fraud or a criminal offense in connection with (i) obtaining, (ii) attempting to obtain, or (iii) performing a public contract or subcontract;
 - (2) Violation of antitrust statutes relating to the submission of bids or proposals;
 - (3) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
 - (4) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects the present responsibility of a contractor or subcontractor.
- (b) Violation of the terms of a public agency contract or subcontract so serious as to justify debarment, such as:
 - (1) Willful negligence or failure to perform in accordance with the terms of one or more contracts; or
 - (2) A history of failure to perform, or of unsatisfactory performance of one or more contracts.
- (c) Violation of ethical standards set forth in Section 9.0 of this manual.
- (d) For any other cause the Board of Supervisors determines to be so serious and compelling as to affect responsibility as a County contractor.

11.2 Other Actions

This section shall not be construed as to limit or prejudice any administrative or legal action available to the Board of Supervisors.

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12.0 TRANSFER, SALE OR DISPOSAL OF SURPLUS PERSONAL PROPERTY

The Procurement Services Division is responsible for preparing and distributing procedures to help ensure the maximum utilization of personal property. It is incumbent upon each department head to promptly notify the Procurement Services Division when any personal property in his/her possession is no longer needed. Procurement will determine whether the item has the potential for use by another department and whether the item should be stored, transferred or disposed of.

12.1 Notification of Surplus Personal Property

Surplus personal property that is no longer needed by a department and is not transferred directly to another department shall be listed on an appropriate transfer form and delivered to storage in the surplus warehouse by the owning department so that it may be offered by Procurement for use by other departments.

12.2 Listings of Surplus Personal Property

Procurement shall provide secure storage for, and maintain an inventory of, surplus personal property. The inventory shall be made available to departments for review and selection for re-use to ensure that unnecessary purchases are avoided.

12.3 Disposal of Surplus Personal Property

Procurement shall sell, lease, transfer, donate, dispose of, or exchange surplus property as provided for by the Placer County Code, Government Code, and Board direction. Procurement may use the services of a commercial auctioneer, online auctioneering service or broker to obtain best prices for surplus equipment. The fees for these services may be paid as commissions directly from the proceeds of the sale.

12.4 Prohibition Against Purchase by Employees

Any officer, agent or employee of the County:

- (a) Assigned to the purchasing function, or
- (b) Responsible for surplus declarations, or
- (c) Having privileged information regarding the item or equipment or the value thereof which is not available to all prospective bidders, or

- (d) Assigned to the organization having custody of the surplus property **shall not** either directly or indirectly submit a bid or purchase surplus County personal property. This policy shall be liberally construed to prohibit any appearance of impropriety and County Counsel should be consulted for an opinion whenever there is a question of possible conflict.

12.5 Trade-In Allowance on Purchase of Personal Property

When purchasing personal property for which it is not necessary to advertise for bids, the Purchasing Agent is authorized to solicit and accept advantageous trade-in allowances for County personal property which has a scrap value of less than \$10,000.00 and which has previously been determined by the Purchasing Agent to be of no further public use (GC 25503).

When purchasing personal property for which the purchase price is \$10,000.00 or more, the Purchasing Agent may include in the Invitation for Bids a request for trade-in of equipment that is no longer useful to the County. No later than at the time of the Board's award of the bid solicitation, the Purchasing Agent shall also request that the Board declare the County personal property to be traded-in as "surplus" and approve such trade-in as a part of the bid award if the Purchasing Agent determines to do so would be in the best interest of the County.

12.6 Surplus Property Disposition of Proceeds

The proceeds of surplus property dispositions shall be deposited into the County treasury for use of the County. Where the property is exchanged or traded in, the Purchasing Agent shall secure its value in behalf of the County. Where specifically authorized by law, the Purchasing Agent may sell, lease or dispose of the personal property of any special district and pay the proceeds into the treasury of the district, or, if an exchange or trade-in is made, return the proceeds to the special district by depositing the funds with the County Auditor for disbursement to the special district (GC 25505).

12.7 Advertising Sale of Personal Property

In the disposition of any personal property, the Purchasing Agent may purchase advertising space and may advertise the proposed sale or other disposition to those persons most likely to bid for or purchase the personal property.

13.0 GLOSSARY

Amendment. To change or modify for correctness. To alter by modification, deletion or addition to a writing such as bid documents.

Award. The presentation of a blanket purchase order or contract to a bidder; the acceptance of a bid or proposal.

Back-Door-Buying. Making a purchase without proper delegated authority and without going through a central purchasing authority.

Back Order. The undelivered part of a previous order which the vendor agrees to ship later.

Best Interests of the County. A term used in granting a purchasing official authority to use discretion to take action he or she feels is most advantageous to the County. Used when it is impossible to anticipate adequately the circumstances that may arise so that more specific directions could be delineated by the law of regulation. Case law affirms discretion for purchasing officials in these actions.

Bid Bond. An insurance agreement in which a third party agrees to be liable to pay a certain amount of money in the event that a specific awarded bidder fails to sign the contract as bid.

Bill of Lading. A carrier's contract and receipt for goods which it agrees to transport from one place to another and to deliver to designated person or assigns for compensation and upon such conditions as are stated therein.

Blanket Purchase Order. An arrangement under which a purchaser contracts with a vendor to provide the purchaser's requirements for an item(s) or a service, on an as-needed basis. Properly prepared, such an arrangement sets a limit on the period of time it is valid and the maximum amount of money which may be spent at one time or within a specified period.

Change Order. Purchaser's written modification or addition to a purchase order.

Collusion. A secret agreement or cooperation between two or more persons to accomplish a fraudulent, deceitful or unlawful purpose.

Common Carrier. A person or corporation, licensed by an authorized state, Federal, or other governmental agency, engaged in the business of transporting personal property from one place to another for compensation. A common carrier is bound to carry for all who tender their goods and the price for transportation.

Competitive Bidding. The submission of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services. Competitive sealed bidding is the preferred method of source selection in public purchasing.

Competitive Sealed Bidding. A method of procurement which requires:

- (a) Issuance of an Invitation for Bids with a purchase description including acceptance criteria and all contractual terms and conditions applicable to the procurement.
- (b) Public, contemporaneous opening of bids at a pre-designated time and place.
- (c) Unconditional acceptance of a bid without alteration or correction except as authorized in this manual.
- (d) Award to the most responsive and responsible bidder who has submitted the lowest bid that meets the requirements and criteria set forth in the Invitation for Bids.

Competitive Sealed Proposals. A method of procurement which involves but is not limited to:

- (a) Solicitation of proposals through a Request for Proposals.
- (b) A private opening of proposals which will avoid disclosure of contents to competing offerors during the process of negotiation.
- (c) Submission of cost or pricing data from the offeror where required.
- (d) Discussions with responsible offerors whose proposals have been determined to be reasonably susceptible of being selected for award, unless such discussions are not required by the request for proposals or this manual.
- (e) An award made to the responsible offeror whose proposal is determined in writing to be the most advantageous, considering price and evaluation factors set forth in the Request for Proposals.

Concealed Damage. Damage to the contents which is not apparent externally; latent defect.

Confirming Purchase Order (Issued by Procurement). A purchase order issued to a vendor, listing goods or services and terms of an order placed verbally, or otherwise, in advance of the issuance of the usual purchase document.

Confirming Purchase Order (Issued by a Department Representative). With prior approval by Procurement, a department may utilize a requisition for a verbal purchase commitment.

Consignee. The person or organization to whom a shipper directs the carrier to deliver goods. Such person or organization is generally the buyer of goods and is called a consignee on a bill of lading.

Consignor. The person or organization who delivers freight to a carrier for shipment is called a consignor or shipper and is the one who directs the bill of lading to be executed by the carrier.

Contract. An agreement, enforceable by law, between two or more competent parties, to do or not to do something not prohibited by law, for a consideration. Any type of agreement or order for the procurement of supplies or construction.

Davis Bacon Act (1931). Provides that the Secretary of Labor must set minimum pay rates for use in government construction contracts based on prevailing wages for the local area.

Discount. Vendor's deduction from the selling price, usually upon some cost-reducing condition such as prompt payment.

Drop Ship. A method of ordering and pricing delivery of merchandise that is shipped directly from manufacturer to destination; usually platform or dock delivery.

Emergency Purchase. An immediate purchase by a department, utilizing a requisition, in order to obtain goods or services to avoid a substantial hazard to life or property or serious interruption of the operation of a County department.

Fixed Price Contract. A contract which provides for a firm price under which a contractor bears the full responsibility for profit or loss.

Free on Board (FOB). A shipping term defining the point at which the buyer takes legal title to the goods, and who is responsible for prosecuting claims against carriers for loss or damage to the goods in transit.

Gratuity. Something given voluntarily or beyond obligation; acquired without bargain or inducement; a gift.

Indefinite Quantity Buying. The establishment of price agreements that guarantee no minimum volume to the vendor but usually include an estimated volume based on historical purchase levels or informal agency surveys.

Informal Interviews. Utilized to determine a vendor or contractor to provide professional or consultant services without the use of competitive sealed proposals.

Informal Quotations. Verbal or written solicitation by a Procurement Services Division buyer for goods and services without the use of competitive sealed bids.

Inventory. A stock of goods or an itemized list of a stock of goods indicating volume and values. (By enumeration it is a “physical inventory” and by periodic recording, it is a “book inventory”.)

Invitation for Bids. All documents, whether attached or incorporated by reference, utilized for soliciting bids in accordance with the procedures set forth in Section 3.0, Competitive Sealed Bids.

Invoice. Seller’s itemized document stating prices and quantities of goods and/or services delivered, and sent to buyer for payment.

Knocked Down. Disassembled.

Merchantability. The article sold shall be of the general kind described and reasonably fit for the general purpose for which it shall have been sold, and where the article sold is ordinarily used in but one way; its fitness for use in that particular way is implicitly warranted unless there is evidence to the contrary.

Performance Bond. A contract of guarantee executed subsequent to award by a successful bidder to protect the government from loss due to his / her inability to complete the contract as agreed.

Pre-Bid Conference. Meeting held with prospective bidders prior to solicitation of bids or proposals, to recognize state of the art limits, technical aspects, specifications, and standards relative to the subject and elicit expertise and bidders’ interest in pursuing the task.

Prepaid. A term denoting that transportation charges have been or are to be paid at the point of shipment.

Purchase Description. Specifications or any other document describing the goods, services or construction to be procured.

Purchase Order. A written document to a supplier formally stating all terms and conditions of a proposed transaction.

Purchase Requisition. An internal document by which a using agency requests the purchasing department to initiate a procurement.

Quotation. A statement of price, terms of sale, and description of goods or services offered by a vendor to a prospective purchaser; the stating of the current price of a commodity; the price so stated.

Request for Proposals. All documents, whether attached or incorporated by reference, utilized for soliciting proposals in accordance with the policies set forth in Section 4.0, Competitive Sealed Proposals.

Requesting Department. A County department that requisitions items through central purchasing.

Responsible Bidder, Offeror or Proposer. A person who has the capability in all respects to perform fully the contract requirements, and the integrity and reliability to assure good faith performance.

Responsive Bidder. A person who has submitted a bid under Section 3.0 which conforms in all material respects to the Invitation for Bids, including the specifications set forth in the Invitation.

Services, Consultant. A type of personal services where an independent contractor provides expert advice or services which involve extended analysis and the exercise of discretion and independent judgment such as management audit firms, grant writers, and safety and insurance consultants.

Services, Personal. An independent contractor who, in rendering services, exercises an independent employment or occupation and represents his / her employer only as to the results of his / her work, not as to the means whereby it is to be accomplished.

Services, Professional. A type of personal services where an independent contractor provides professional advice or services requiring extended analysis and the exercise of discretion and independent judgment and an advanced, specialized type of knowledge, expertise or training customarily acquired either by a prolonged course of study or equivalent experience such as accountants, physicians, labor consultants, investigators, attorneys, architects, surveyors, engineers and social services consultants.

Sherman Anti-Trust Act (1890). Prohibits contracts, conspiracies or combinations which act in restraint of trade or attempt to monopolize.

Sole Source Purchase. An award for a commodity or service which can only be purchased from one supplier, usually because of its technological, specialized, or unique character or an award for a commodity or service to only one supplier when it is determined by the Purchasing

Agent that due to the intended use of the item or service it is in the best interest of Placer County to purchase from only one source.

Sub-Purchase Order. Delegated limited purchase authority for departments to obtain goods/services from a supplier, in amounts not-to-exceed \$2,500.00 per purchase (including tax and freight) or as determined by the Purchasing Agent or designee, without a purchase order.

Terms and Conditions. A phrase generally applied to the rules under which all bids must be submitted and the terms that are included in most purchase contracts which are often published by purchasing authorities for the information of all potential bidders.

Trade Discount. A reduction from a list price predicated upon the position of the buyer in the distribution channel (e.g., jobber, retailer, original equipment manufacturer, etc.).

Unauthorized Purchase. A purchase commitment by a department in excess of its delegated authority without prior approval by Procurement. The Purchasing Agent or his/her designee may require the department to seek Board of Supervisors' approval for an unauthorized purchase.

Uniform Commercial Code. One of the uniform laws drafted by the National Conference of Commissioners on Uniform State Laws governing commercial transactions (sales of goods, commercial paper, bank deposits and collections, letters of credit, bulk transfers, warehouse receipts, bills of lading, investment securities, and secured transactions).

Vendor. A supplier of goods and/or services.

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Small Purchases	6.0
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Special Approvals.....	8.1.(h)
Specifications.....	1.2(a), 3.4, 5.5, 8.1(e)
Splitting of Purchases	6.1, 8.1, 8.2(c)
State Contract/Government Agency Purchasing	1.2(d), 1.3(e)

Surplus Property	2.1(h), 2.1(i), 2.3(d), 2.3(e), 12.0
Telephone Goods/Service	1.3(i), 8.1(h), 8.6(b)
Trade-in Property	2.3(d)
Training	1.3(i), 1.3(k)
Unauthorized Purchases	8.3
Unsatisfactory Performance	8.1, 8.4(c), 11.1(b)
Vehicles	8.1.(h), 8.6
Vendor Contact	8.1
Vendor Debarment	11.0
Vendor List	3.5
Waive Irregularities	3.14(d)
Warranties	8.1, 8.5
Withdrawal of Bids	3.11
Written Quotes	6.6

Before the Board of Supervisors County of Placer, State of California

In the matter of:

Resol. No: _____

Adopting a resolution deleting remaining
Administrative Rules and transferring specified
Administrative Rules

The following Resolution was duly passed by the Board of Supervisors of the County
of Placer at a regular meeting held on _____ by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:

Clerk of said Board

WHEREAS, the Placer County Board of Supervisors authorized the County Executive Officer to develop and implement the Placer County Placer Administrative Manual ("PAM") by resolution dated September 7, 2010;

WHEREAS, in order to avoid confusion and achieve a more comprehensive set of County policies and procedures as envisioned by the PAM process it is necessary to delete the existing Placer County Administrative Rules covered in the PAM;

WHEREAS, the Placer County Administrative rules were originally adopted by the Placer County Board of Supervisors and therefore can only be deleted by resolution of the Placer County Board of Supervisors;

AND WHEREAS, the County Executive Officer has prepared a list attached hereto as Exhibit 1 of the Placer County Administrative Rules which are proposed to be deleted and their accompanying replacement provisions in the PAM;

NOW, THEREFORE, BE IT RESOLVED, that Placer County Administrative Rules Chapters 2, 4,5,7,13 and 16 are hereby deleted, effective immediately;

NOW, THEREFORE, BE IT FURTHER RESOLVED, that Placer County Administrative Rules Chapters 12 and 15 are deleted and the contents of each transferred to the PAM without amendment;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Placer County Administrative Rule Chapter 3 is hereby deleted, effective date to coincide with the adoption of the ordinance adding sections 2.04.040 and 2.04.050 to the Placer County Code.

SUMMARY OF CHANGES / DELETIONS

LISTING OF CHAPTERS OF THE ADMINISTRATIVE RULES DELETED BY NOVEMBER 23, 2010 BOS ACTION		
Administrative Rule		Replacement
Chapter	Title	Title
2	Meals, Lodging, Travel & Transportation	Transferred as amended to the PAM by resolution
3	Board of Supervisors Expense Reimbursement and Elected Officials Ethics Policy	A. BOS Expense Reimbursement language (Sections I, II, & III (1) and III (2)); transferred without substantive amendments to the new Meals, Lodging, Travel & Transportation Policy by resolution and to County Code by ordinance (Article 2.040.040) B. Elected Officials Ethics Training Policy language (Sections I, II and III (3)) transferred without substantive amendments to County Code by ordinance (Article 2.040.050)
4	County Offices	Transferred as amended to the PAM by policy directive
5	Legal Advertising	Transferred as amended to the PAM by policy directive
7	Use of Employees vs. Independent Contractors	Transferred without substantive amendment to the PAM by policy directive and topic is covered in state law.
12	Use of County Facilities	Transferred without substantive amendment to the PAM by resolution
13	Paper Recycling Policy	Replaced with Resources Policy and separate Reuse and Recycling Policy in PAM by policy directive)
15	Board of Supervisors' Procedures	Transferred without substantive amendment to the PAM by resolution
16	Code of Ethics	Transferred as amended to the PAM by resolution

