

ORDINANCE NO. 2337

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, TO AMEND CHAPTER 2, ARTICLE VII OF THE WEST COVINA MUNICIPAL CODE RELATING TO PURCHASES AND SALES

WHEREAS, it is deemed to be in the City's best interest to purchase goods, services and equipment more effectively.

NOW, THEREFORE, be it ordained by the City Council of the City of West Covina as follows:

SECTION 1. That Section 2-316 (Surplus supplies and equipment) of Article VII (Purchases and Sales) of the West Covina Municipal Code, is hereby amended to read as follows:

Sec. 2-316. – Surplus supplies and equipment.

All using agencies shall submit to the purchasing officer, at such times and in such form as he shall prescribe, reports showing all supplies and equipment which are no longer used or which have become obsolete or worn out. The purchasing officer shall have authority to dispose of surplus supplies and equipment in accordance with the City of West Covina's Purchasing Policy after receiving authorization from the city council as to any item of an estimated value of two hundred fifty dollars (\$250.00) or more.

SECTION 2. That Section 2-317 (Sale of surplus supplies and equipment) of Article VII (Purchases and Sales) of the West Covina Municipal Code, is hereby amended to read as follows:

Sec. 2-317. – Sale of surplus supplies and equipment.

Surplus supplies and equipment may be sold to the public in accordance with the City of West Covina's Purchasing Policy. City employees, however, are ineligible to bid on and to purchase such surplus items except as authorized by the City of West Covina Purchasing Policy.

SECTION 3. That Section 2-318 (Surplus supplies and equipment acquired with federal funds) of Article VII (Purchases and Sales) of the West Covina Municipal Code, is hereby amended to read as follows:

Secs. 2-318 – Surplus supplies and equipment acquired with federal funds.

Notwithstanding Sections 2-316 and 2-317, any surplus supplies or equipment purchased with federal funds shall be disposed of in accordance with the federal requirements for the disposal of that particular supply or equipment. Additionally, the proceeds from the sale or trade-in of surplus supplies or equipment purchased with federal funds shall be used to offset the cost of replacing said supplies or equipment.

SECTION 4. That Section 2-330 (Bidding) of Article VII (Purchases and Sales) of the West Covina Municipal Code, is hereby amended to read as follows:

Sec. 2-330. – Bidding

(a) Purchases of supplies, services, equipment, and the sale of personal property shall be pursuant to the bid procedures set forth in sections 2-333 and 2-334 and the City of West Covina Purchasing Policy.

(b) Bidding may be dispensed with when an emergency requires that an order be placed with the nearest available source of supply, when the amount involved is less than two thousand five-hundred dollars (\$2,500.00) or when the commodity can be obtained from only one (1) vendor. The city council, by majority vote of its entire membership, may dispense with such bidding and other procedures required by this division in any individual instance upon finding that it would be impracticable, useless or uneconomical in such instance to follow such procedures and that the public welfare would be promoted by dispensing with the same.

(c) With respect to those bids relating to the purchase of items subject to state sales tax, the term "lowest responsible bidder" shall be deemed to include a one (1) percent discount for local vendors in the computation of bids in order to reflect the advantages that accrue to the city by the award of bid to a local vendor.

SECTION 5. That Section 2-331 (Purchase orders) of Article VII (Purchases and Sales) of the West Covina Municipal Code, is hereby amended to read as follows:

Sec. 2-331. – Purchase orders

Purchases of supplies, services and equipment of a value greater than two thousand five hundred dollars (\$2,500.00) shall be made only by purchase order according to the City of West Covina Purchasing Policy.

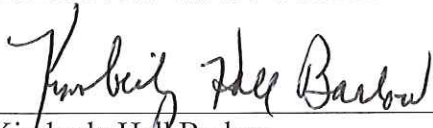
SECTION 6. The City Clerk shall certify to the passage and adoption of this ordinance, causing it to be posted as required by law, and it shall be effective thirty (30) days after its adoption.

PASSED, APPROVED AND ADOPTED on this 3rd day of April, 2018.




Mike Spence
Mayor

APPROVED AS TO FORM:



Kimberly Hall Barlow
City Attorney

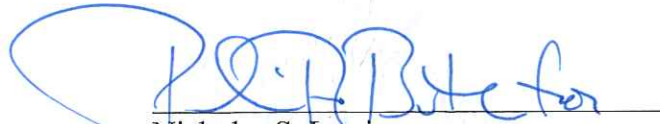
ATTEST:



Nickolas S. Lewis
City Clerk

I, NICKOLAS S. LEWIS, City Clerk of the City of West Covina, California, do hereby certify that the foregoing Ordinance No. 2337 was regularly introduced and placed upon its first reading at a regular meeting of the City Council on the 20th day of March, 2018. That thereafter said Ordinance was duly adopted and passed at a regular meeting of the City Council on the 3th day of April, 2018 by the following vote of the City Council:

AYES: Johnson, Toma, Warshaw, Wu
NOES: Spence
ABSENT: None
ABSTAIN: None



Nickolas S. Lewis
City Clerk