



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1

Kollin Kosmicki
District No. 2

Mindy Sotelo
District No. 3
Vice-Chair

Angela Curro
District No. 4
Chair

Bea Gonzales
District No. 5

Item Number: 3.3

MEETING DATE: 01/16/2024

DEPARTMENT: COUNTY COUNSEL

AGENDA ITEM PREPARER: Barbara Thompson

DEPT HEAD/DIRECTOR: David Prentice

SUBJECT:

COUNTY COUNSEL- D. PRENTICE

Discuss and finalize proposed changes to Purchasing and Contracting Policy Manual. (The purchasing ordinance and the purchasing policy will be brought back at a future meeting for final adoption.)

SBC FILE NUMBER: 118

AGENDA SECTION:

REGULAR AGENDA

BACKGROUND/SUMMARY:

This agenda item was last on the Board's agenda on January 24, 2023. Staff sought direction on the redlined changes in the Purchasing Policy. Since that time, additional changes have been suggested.

At today's meeting the Board is asked merely to finalize the general changes that were discussed in January 24, 2023, as well as the additional changes that will be outlined.

After the Board approves the changes in concept, at a future Board meeting, the Board will be asked to adopt an ordinance and the purchasing policy.

Attached is the current purchasing policy and the new proposed purchasing policy.

A detailed memo describing the changes in the purchasing policy is attached.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

No

CONTRACT NEEDED FOR THIS ITEM:

No

CONTRACT AND RFP HISTORY:

N/A

LAST CONTRACT AMOUNT OR N/A:

N/A

STATE IF THIS IS A NEW CONTRACT/ HOW MANY PAST AMENDED CONTRACTS/ OR N/A:

N/A

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

Yes

STRATEGIC PLAN GOALS: 3. Technology

No

STRATEGIC PLAN GOALS: 4. Community Engagement

No

STRATEGIC PLAN GOALS: 5. Health & Safe Community

Yes

BUDGETED:

No

BUDGET ADJUSTMENT NEEDED:

No

SOURCE OF FUNDING:

N/A

UNFUNDED MANDATE:

No

SBC BUDGET LINE ITEM NUMBER:

N/A

CURRENT FY COST:

N/A

STAFF RECOMMENDATION:

Approve in concept amendments to the Purchasing and Contracting Policy Manual, to be brought back with the draft ordinance for final approval.

BOARD ACTION RESULTS:

Approved a 3% local bidder's preference up to \$500,000.00. (4-1 vote, Gonzales - No)

ATTACHMENTS:

[Presentation - Purchasing Policy Changes](#)

[Purchasing Policy Memo to BOS Jan. 16th, 2024](#)

[Purchasing Policy - Revised](#)

[Current Purchasing and Contracting Policy Manual](#)