

any part of any fee, commission or other compensation paid or payable by the County. The acceptance of any such gratuity by an official or employee of the County shall be deemed to be a violation of this Act and shall be cause for removal or other disciplinary action. The offer of any gratuity to any official or employee of the County by any vendor or contractor or prospective vendor or contractor shall be cause for declaring such individual, corporation, or firm to be an irresponsible bidder and for debarring him from bidding.

(2) Each bid shall include a clause, signed by the bidder and made a part of his bid, that he has not violated the provisions of this subtitle, Section 4.114.

#### 4.115—Debarment of Irresponsible Bidders

The purchasing agent may determine and declare a bidder to be irresponsible for the reasons cited in this subtitle; may remove his name from the bidder's list; and may debar him from bidding for a reasonable period, or not less than one year. Such debarred bidder shall be furnished with a statement of the reasons therefor.

#### 4.116—Inspection

The receiving agency shall inspect deliveries of supplies, materials and equipment or the furnishing of contractual services to insure their conformance with the specification set forth in the purchase order or contract. Any agency which has the necessary facilities and staff for adequate inspection may be authorized and directed by the County Executive, on the recommendation of the purchasing agent, to inspect deliveries made to other agencies. The purchasing agent shall have authority to require chemical and physical tests of samples submitted with bids and samples of deliveries to the extent necessary to determine their quality in conformance with the specification. For such tests, the purchasing agent shall have authority to make use of laboratory facilities of any agency or to engage the services of any outside laboratory.

#### 4.117—Warehouses and Storerooms

The purchasing agent shall assume supervision and control over all County warehouses and storerooms, including responsibility for directing the activities of personnel assigned and controlling and accounting for the supplies stocked therein, excluding such storerooms as may be set up to meet the needs of individual agencies. The rules and regulations adopted pursuant to this subtitle shall prescribe the procedure to be observed by using agencies and by store or warehouse personnel in accounting for the receipt and disbursement of supplies. In addition, such rules and regulations governing warehousing and stores shall make specific provision for at least the following:

(1) The classification of inventory items and their positive identification by means of standard nomenclature or code or part numbers.

(2) Adequate storage facilities and supervision.

(3) An accurate, perpetual inventory record, showing receipts, allotments, disbursements, and available balances in stores, supported by periodic physical inventory count or stock-taking.

(4) An established cost system, an accounting procedure to interpret the physical or unit quantity records into financial terms and, including periodic reconciliation of the stores controlling accounts with the ledger controls maintained by the Director of Finance.