

applicant for employment because of race, creed, color, or national origin. The contractor will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor will be required to post in conspicuous places, available to employees and applicants for employment, notices setting forth this policy of non-discrimination.

In the event of the contractor's non-compliance with the non-discrimination provisions herein, the contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further county contracts and such other sanctions may be imposed and remedies invoked as provided for in rules and regulations established by the chief administrative officer.

84-13. Powers and duties of chief administrative officer.

The chief administrative officer, and by delegation from him, the purchasing assistant to the chief administrative officer, or such other employees of the executive branch as the chief administrative officer may designate, shall have the powers and duties prescribed by this article, all subject to the direction of the County Executive, to:

(a) Purchase or contract for all goods and services required by using agencies in accordance with purchasing procedures as prescribed by this article and such rules and regulations as may be adopted for the internal management of the purchasing function.

(b) Negotiate and contract for professional services.

(c) Evaluate bids and execute leases for all grounds, buildings, offices or other space required by using agencies when the estimated cost exceeds three thousand dollars.

(d) Act to procure for the county the highest quality goods and services at least expense to the county.

(e) Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases and sales.

(f) Declare vendors who default on their quotations to be "irresponsible bidders," and to disqualify them from receiving any county business for a stated period of time.

(g) Explore all possibilities of buying "in bulk".

(h) Establish and control a small purchase procedure.

(i) Establish, provide controls for, and supervise any and all necessary storerooms and maintain a perpetual inventory record of all goods stored therein.

(j) Inspect, or otherwise assure the inspection of, deliveries of goods or the furnishing of services to determine their conformance with the specifications set forth in the purchase order or contract.

(k) Require reports from the several using agencies showing all supplies which are no longer used or needed, or which have become