

obsolete, worn out or scrapped and transfer such stock to another agency or agencies in lieu of filing requisitions for the purchase of new and additional stocks of the same or similar articles.

(l) Sell all goods which cannot be used by any agency or which have become unsuitable for county use, or exchange or trade in such articles in part or full payment for commodities of a similar nature; provided, that such exchanges or trade ins shall be made in accordance with the formal bid procedure or open market procedure provisions of this article.

(m) Prepare, adopt and issue written specifications covering goods purchased by the county government, with consideration being given to standardization of equipment.

(n) Prescribe and maintain such forms and contracts as are reasonably necessary to the operation of this article.

(o) Keep informed of current developments in the field of purchasing, prices, market conditions and new products, and secure for the county the benefits of research done in the field by other governmental jurisdictions, national technical societies, trade associations having national recognition and by private businesses and organizations.

84-14. Establishment of rules and regulations by chief administrative officer.

The chief administrative officer shall, subject to the direction of the County Executive, establish, amend when necessary, and enforce such rules and regulations as shall be necessary to promote efficiency of operations and compliance with the provisions of this article.

84-15. Competitive bidding.

All purchases of, and contracts for goods and services and all sales of county property which has become surplus, obsolete or unusable shall be based on competitive bids, except as specifically provided in this article.

84-16. Formal bid procedure.

(a) Any single purchase or contract involving an expenditure of three thousand dollars or more shall be purchased by a formal bid procedure from the lowest responsible bidder after due public notice inviting proposals. The formal bid procedure shall consist of:

(1) Solicitation of bids from all responsible prospective suppliers who have requested their names be added to a "bidder's list" for a particular class of commodity, by notice of a pending purchase posted on a public bulletin board in the purchasing office, and by such other public notice as may be deemed necessary by the county.

(2) Submission of sealed bids to the county on the official county bid form and in a bid envelope furnished by the county.

(3) Opening of the bids in public at the time and place stated in the public notices and tabulation of all bids, which shall then be available for public inspection.

(b) All sales of goods which have become surplus, obsolete or unusable and whose estimated value is three thousand dollars or more shall be sold by formal bid procedure to the highest responsible bidder in the manner prescribed for purchases above; except, that the chief administra-