DATE: April 13, 2006

SUBJECT: Amendments to the County Purchasing Resolution Concerning Duties of Purchasing Agent and Disposal of Property.

C. M. RECOMMENDATION:

Adopt the proposed attached amendments to the Arlington County Purchasing Resolution to be effective upon the date of adoption by the County Board.

ISSUES: None.

SUMMARY: The first proposed amendment to section 2-102 adds the responsibility for obtaining patent, trademark and copyright protections to the Purchasing Agent. The second proposed amendment to section 5-101 allows the Purchasing Agent to specifically authorize the Chief of the Equipment Bureau of the Department of Environmental Services to dispose of certain surplus County motor vehicles, trailers and related equipment. The text of two proposed amendments to the Resolution is attached.

DISCUSSION: In order to streamline the process of the County obtaining patent, trademark and copyright protections, which protections are becoming necessary with increasing frequency, it is proposed to make this the duty of the Purchasing Agent, as directed by the County Manager or designee, by amending section 2-102 of the Resolution. This will remove the necessity for each application to be approved by the County Board.

In addition, there is a need for the Purchasing Agent to delegate authority to the appropriate person in the Equipment Bureau of the Department of Environmental Services to effect the transfer of titles to certain motor vehicles, trailers and equipment under his care and control. The Resolution does not contain such a delegation. The amendment to section 5-101 of the Resolution will expedite the sale, transfer, trade and disposal of such equipment, while preserving the applicability of the purchasing procedures to these transactions.

Adoption of both amendments to the Purchasing Resolution is recommended.

FISCAL IMPACT: None.

County Manager: ____________
County Attorney: ____________
Staff: Mark Schwartz, DMF; Richard Warren, DMF
AMENDMENTS TO
ARLINGTON COUNTY PURCHASING RESOLUTION
TO BE EFFECTIVE UPON ADOPTION BY THE COUNTY BOARD

TEXT OF PROPOSED AMENDMENTS

(New text is bold and underlined. Deleted text is lined through.)

AMENDMENTS TO PURCHASING RESOLUTION

I. The following sections of the Purchasing Resolution are amended as follows:

2-102 Authority and Duties of the Purchasing Agent

* * *

(2) Duties

* * *

Q. Apply for and obtain, on behalf of the County, patent, trademark and copyright protections as the County Manager or his designee may direct.

ARTICLE 5 – DISPOSAL OF SURPLUS PROPERTY

5-101 Procedure

(1) The Purchasing Agent shall sell, transfer, trade or otherwise dispose of personal property belonging to the County which has become obsolete, unusable or surplus or which is being transferred in order to be leased back by the County under a lease purchase agreement. Any such sales, trades or exchanges shall be based on competitive bidding requirements wherever practicable. The Purchasing Agent may specifically authorize, in writing, the Department of Environmental Services to sell, transfer, trade or otherwise dispose of specified surplus County motor vehicles, trailers and related equipment under his responsibility and control, provided that such sale, transfer, trade or disposal shall be conducted in accordance with the procedures in this Article. No County agency shall permit any obsolete, surplus or damaged equipment, supplies or materials to be sold, transferred, traded, loaned or otherwise disposed of except as the Purchasing Agent shall specifically authorize.

* * *

II. The sections and subsections of the Purchasing Resolution not specifically amended above shall remain in full force and effect.