

### Affidavit of Publication

STATE OF NEVADA,  
County of Washoe—SS.

..... Mary Hefling .....

being duly sworn, deposes and says that he is the

..... Record Clerk .....

of The SPARKS TRIBUNE, a weekly newspaper,  
published in Sparks, Washoe County, Nevada; that  
he has charge of and knows the advertising ap-  
pearing in said newspaper, and the.....

..... Notice of County Ordinance .....

..... Bill No. 545, Ordinance No. 376 .....

of which a copy is hereunto attached, was first  
published in said newspaper in its issue dated

..... May 17 ....., 19 78

and was published in each of the following issues

thereafter: .....

the date of the last publication being in the issue

of May 24 ....., 19 78

Mary Hefling  
.....

Subscribed and sworn to before me this, the

24th day of May ....., 19 78

Loretta Dickerson  
.....

Notary Public in and for the County of Douglas  
State of Nevada.

My Commission expires: October 25, 1980

 **LORETTA DICKERSON**  
Notary Public — State of Nevada  
Douglas County  
My Commission Expires Oct. 25, 1980

**NOTICE OF COUNTY ORDINANCE**  
Notice is hereby given that Bill No. 545, Ordinance No. 376, an ordinance amending Washoe County Ordinance No. 296 entitled "AN ORDINANCE AUTHORIZING THE PURCHASING AND CONTRACTS ADMINISTRATOR OF WASHOE COUNTY TO PREPARE RULES AND REGULATIONS REGARDING PURCHASING POLICIES, PRACTICES, AND PROCEDURES; PROVIDING FOR THE APPROVAL OF SUCH RULES AND REGULATIONS BY THE BOARD OF COUNTY COMMISSIONERS OF WASHOE COUNTY; REPEALING WASHOE COUNTY ORDINANCE NO. 159; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO," was adopted on May 2, 1978 by Commissioners Rusk, Nelson, Farr, Stoess and Brown. Typewritten copies of the Ordinance are available for inspection by all interested persons at the office of the County Clerk.  
(s) Alex Coon  
**ALEX COON, WASHOE COUNTY CLERK**  
Publish: May 17, 24, 1978.

**SUMMARY:** Amends Washoe County Ordinance No. 296 to establish Washoe County Purchasing Department, with a Purchasing and Contracts Administrator, and setting forth the Administrator's powers and duties.

BILL NO. 545

ORDINANCE NO. 376

AN ORDINANCE TO AMEND WASHOE COUNTY ORDINANCE NO. 296 ENTITLED "AN ORDINANCE AUTHORIZING THE PURCHASING AND CONTRACTS ADMINISTRATOR OF WASHOE COUNTY TO PREPARE RULES AND REGULATIONS REGARDING PURCHASING POLICIES, PRACTICES, AND PROCEDURES; PROVIDING FOR THE APPROVAL OF SUCH RULES AND REGULATIONS BY THE BOARD OF COUNTY COMMISSIONERS OF WASHOE COUNTY; REPEALING WASHOE COUNTY ORDINANCE NO. 159; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO."

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

SECTION 1. Section 1 of Washoe County Ordinance No. 296 is hereby amended to read as follows:

SECTION 1.

The purpose of this ordinance is to secure for the county taxpayers the advantages and economies which will result from centralized control over the expenditures of county funds for supplies, equipment and contractual services, from the application of modern businesslike methods to such expenditures, and from better utilization of the articles procured at public expense.

SECTION 2. Section 2 of Washoe County Ordinance No. 296 is hereby amended to read as follows:

SECTION 2.

There is hereby established the Washoe County Purchasing Department, headed by a Purchasing and Contracts Administrator. The Purchasing and Contracts Administrator shall, subject to the provisions of this ordinance and applicable provisions of state law:

- A. Purchase all supplies, materials, equipment and contractual services required by the agencies in amounts or estimated amounts of \$2,500 or less, and submit to the Board of County Commissioners for award all purchases of supplies, materials, equipment and contractual services in amounts or estimated amounts in excess of \$2,500 in accordance with the provisions of the Local Government Purchasing Act.
- B. Use standard specifications wherever they are applicable to purchase orders and contracts, and insure compliance with such specifications through adequate inspection of deliveries.
- C. Transfer between agencies supplies, materials and equipment which are no longer needed by a holding agency but which can be used by the receiving agency.

- D. Sell personal property in compliance with NRS and the Local Government Purchasing Act.
- E. Develop, with the approval of the District Attorney as to legal sufficiency, standard forms and conditions to invitations to bid and purchase orders and contracts, develop and prescribe the use by agencies of other forms required in carrying out the provisions of this ordinance, and amend or eliminate any such forms.
- F. Prepare and propose to the Board of County Commissioners rules and regulations regarding purchasing policies, practices and procedures not in conflict with or inconsistent with the Local Government Purchasing Act or other applicable state statutes. Such rules and regulations and amendments thereto upon approval by the Board of County Commissioners shall be in full force and effect and shall be adhered to by every employee and officer of Washoe County.
- G. Be responsible for administration of the county's fixed assets inventory as required by Ordinance No. 231.

SECTION 3. Section 3 of Washoe County Ordinance No. 296 is hereby amended to read as follows:

SECTION 3.

As used in this ordinance, "Agency" means any of the departments, offices or other organizational units of the county government, and any special district whose affairs and funds are under the supervision and control of the County Commissioners and for which the County Commissioners are ex officio the governing body.

SECTION 4. Washoe County Ordinance No. 296 is hereby amended by adding thereto the provisions set forth as sections 4 and 5 below:

SECTION 4.

Washoe County Ordinance No. 159, effective February 16, 1968, is hereby repealed.

SECTION 5.

This ordinance shall be in full force and effect from and after its passage, approval and publication as prescribed by NRS 244.100.

SECTION 5. The title of Washoe County Ordinance No. 296 is hereby amended to read as follows:

AN ORDINANCE CREATING A WASHOE COUNTY PURCHASING DEPARTMENT HEADED BY A PURCHASING AND CONTRACTS ADMINISTRATOR; PROVIDING POWERS AND DUTIES OF THE PURCHASING AND CONTRACTS ADMINISTRATOR, INCLUDING THE PREPARATION OF RULES AND REGULATIONS CONCERNING PURCHASING POLICIES, PRACTICES AND PROCEDURES, ALL TO BE APPROVED BY THE BOARD OF COUNTY COMMISSIONERS; REPEALING WASHOE COUNTY ORDINANCE NO. 159; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

SECTION 6. This ordinance shall be in full force and effect from and after its passage, approval and publication as prescribed by NRS 244.100.

Proposed on the 18th day of April, 1978.

Proposed by Commissioner Rusk, Nelson, Farr, Stoess and Brown.

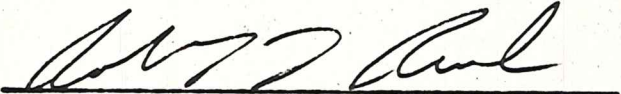
Passed on the 2nd day of May, 1978.

Vote:

Ayes: Commissioners: Rusk, Nelson, Farr, Stoess and Brown

Nays: Commissioners: None

Absent: Commissioners: None

  
Chairman of the Board

ATTEST:

ALEX COON, CLERK

By   
County Clerk

This Ordinance shall be in force and effect from and after the 24th day of May, 1978, except as otherwise specifically provided herein.