




ORANGE COUNTY SANITATION DISTRICT

Contracts, Purchasing and Materials Management, Division 230

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Purchasing Policy & Procedure  
Ethics

APPROVALS

Approved by:  Date: 1-1-14  
Marc Dubois,  
Purchasing, Contracts & Materials  
Management Manager

REVISION HISTORY		
Rev.	Date	Written By

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	<b>Orange County Sanitation District</b>  <b>Purchasing Policies and Procedures</b>	<b>Control Number:</b>	
		<b>Version Number:</b>	
		<b>Approved By:</b>	<b>Contracts, Purchasing &amp; Materials Management Manager</b>
		<b>Approved Date:</b>	
<b>Subject:</b>	<b>Ethics</b>	<b>Effective Date:</b>	<b>January 1, 2014</b>

I. **Purpose** – The General Manager shall establish written procedures and delegate certain authorities to District Staff governing the Purchasing Division (hereinafter referred to as “Purchasing”), under the general supervision and direction of the Director of Finance and Administrative Services, the authority for the purchase of supplies, services, materials, and equipment; letting of public works contracts; and the establishment of rules, procedures, and administrative policies relative thereto. This Policy and Procedure governs the ethics that are subscribed to by Contracts and Purchasing.

II. **Organizational Units Affected**

This General Manager Policy and Procedure applies to all District Staff.

III. **Policy Statement** – The Contracts, Purchasing & Materials Management Division of Orange County Sanitation District (OCSD) subscribes to the Code of Ethics stated below:

- A. Give first consideration to the objective and policies of OCSD.
- B. Strive to obtain maximum value for each dollar of expenditure.
- C. Demand honesty in sales representatives whether offered through verbal, written statement, advertisement or sample product.
- D. Refuse to accept any form of commercial bribery, and prevent any appearance of doing so.
- E. Grant all bidders/proposers equal consideration; regard each transaction on its own merits; foster and promote fair, ethical and legal trade practices.
- F. Conduct ourselves with fairness and dignity, and demand honesty and truth in the purchasing and contracting process.
- G. Ensure that all potential bidders/proposers are provided with adequate and identical information upon which to base their submittal.

- H. Conduct business with potential and current contractors and vendors in an atmosphere of good faith, devoid of intentional misrepresentation.
- I. Make every reasonable effort to negotiate an equitable, verifiable and mutually agreeable settlement of any costs, insofar as the established policies of OCSD and the law permit.
- J. Never allow identical goods or services to be split or variations to the Board approvals to be made in order to circumvent established delegations.

**IV. Recordkeeping**

All records created or generated in the course of this procedure shall be legible and stored in a way that they are readily retrievable in facilities or electronic document/content management systems that provide a suitable environment to prevent damage, deterioration, or loss. Records may be in the form of any type of media, such as hard copy or electronic media. The OCSD Records Retention Schedule is the official procedure governing the retention, retirement, and destruction of District records. Document owners should use these schedules to determine the item and series that best fit their records. Document owners are responsible for insuring that documents are properly marked, indexed, and filed for their projects or area of responsibility.

**V. Exceptions/Conditions/Provisions**

**VI. References**

- A. Ordinance No. OCSD-44 Article 8 Ethics

**VII. Attachments**