



**COUNTY OF SAN BERNARDINO  
STANDARD PRACTICE**

No. 11-04 SP1

**ISSUE**

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By

**EFFECTIVE 8/26/11**

**SUBJECT**

*PROCUREMENT OF GOODS, SUPPLIES, AND  
EQUIPMENT – Vendor Relations*

**APPROVED**

GREGORY C. DEVEREAUX  
Chief Executive Officer

**PURPOSE**

The purpose of this standard practice is to establish authority and procedures for vendor relations in accordance with County Policy 11-04.

**CONTACT WITH VENDORS**

All requests for prices must be obtained in accordance with the County Procurement Manual.

In discussions with sales representatives, anyone who is not a member of the Purchasing Department should not express a preference for any products, the County's source of supply for any products, or give any information regarding performance or price.

The Purchasing Department has full authority to question the quality and kind of material asked for, in order that the best interests of the County may be served.

Additional information on vendor relations (including unethical practices) may be found in the County Procurement Manual.

**TESTING AND EVALUATION OF PRODUCTS**

1. Vendors wishing to have their products evaluated by the County with the goal of selling or leasing these products to the County shall obtain prior authorization for the test from Purchasing. Such testing shall be for the convenience of the County and the Purchasing Agent has the discretionary authority to accept or reject the testing of any item. No fees shall be paid to vendors for use of items during evaluation.
2. Purchasing may delegate the test or evaluation to another County department if requested to do so by that department.
3. Any item loaned to the County shall be inspected at delivery to determine its condition. Any damage or malfunction shall be corrected prior to acceptance of the item.
4. Purchasing shall maintain a record of the identification information (i.e., manufacturer, model and serial numbers), the vendor's name and address, and the scheduled date the item is to be returned to the vendor.
5. If the evaluation is to be conducted by another department, the name and phone number of the person responsible for the item and the location of the item shall be kept on file in Purchasing.
6. When the test is completed, the department performing the evaluation will ensure a record of the evaluation is forwarded to the Purchasing Agent for retention in accordance with records retention policy.
7. At the end of the evaluation, the item shall be returned to the vendor in an "as received" condition except for normal wear and tear. In the event of loss or damage, the person responsible will report the circumstances for review and appropriate action. The County

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department conducting the evaluation will pay for loss or damage to the item, but not for loss or damage due to failure of the item.

8. Any County employee who accepts the loan of equipment without the approval of the Purchasing Department can be held personally responsible for the costs as a result of damage or loss of that equipment.

9. Vendors shall pick up their items within five days after they have been notified that the testing has been completed. Items not picked up within the five-day period will be disposed of at the discretion of the Purchasing Agent unless acceptable arrangements have been made.

10. Purchasing will furnish a copy of this policy to any vendor who requests a product evaluation by the County.