



# Purchasing and Fleet Services

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Central Mail ★ Fleet Services ★ Purchasing ★ Supply Services

## RIVERSIDE COUNTY PURCHASING DEPARTMENT PUBLIC RECORDS REQUEST PROCEDURES

### **Public Records**

Pursuant to the California Public Records Act (Government Code sec. 6250 et seq.), the County of Riverside Purchasing Department will make any public record or any reasonably distinguishable portion of a public record available for inspection or copying. A Public Records Request Form can be submitted electronically online at <http://www.purchasing.co.riverside.ca.us/>.

"Records" as defined by Govt. Code § 6252(e) include any writing owned, used, or maintained by the department in the conduct of its official business. Writings include information recorded or stored on paper, computers, email, or audio or visual tapes.

Upon receipt of a request for County Purchasing records, the Purchasing Department shall determine within ten (10) days if the records are accessible and available within the departments records system and notify the requestor of such determination (Government Code Section 6250-6261).

### **Instructions for Requesting Public Records**

1. To expedite your request, requests for records must be in writing. A Public Records Request Form can be submitted electronically online at <http://www.purchasing.co.riverside.ca.us/> or downloaded and mailed, faxed or delivered in person to:

County of Riverside  
Purchasing Department  
Attn: Compliance Contracts Officer  
2980 Washington Street  
Riverside, CA 92504  
Telephone: 951-955-4937  
Fax: 951-955-8474

You may also request a form be mailed to you by contacting the Compliance Contracts Officer at 951-955-9580. Please note that information contained in a request is a public record and may be subject to public inspection pursuant to the CA Public Records Act.

2. To assist Purchasing Department staff in providing records promptly, we ask that requesters provide specific information about the records they seek. Please be as specific as possible in describing the request:
  - Please identify the specific documents requested, this includes, but not limited to the bid number and title. (Normally the bid number contains an alpha numeric code. Ex: PUARC-000), Contract or Purchase Order number, and/or Vendor(s) name and location.
  - Procurement Contract Specialist/Buyer's name

- Fiscal year
- Type of procurement/commodity

**NOTE:** The Purchasing Department does not maintain all county records regarding county procurements. As permitted through Board of Supervisor's policies, some county agencies conduct some of their own procurements. The Purchasing Department will notify you if that is the circumstance. If another agency needs to be contacted, please contact them directly and submit your public records request directly to them. During a procurement process whereas an award has not been made, information pertaining to the ongoing bid regarding bid responses and participating bidders is not subject to the Public Records Act, until a public award is announced. A public records request cannot be accommodated during a bid evaluation or prior to a formal award of a Request for Proposal, or Request for Qualification. This restriction is considered a "Deliberative Process Privilege." Disclosure of a vendor's bid submission prior to an award being made may expose the department's decision-making process in such a way as to discourage candid discussion within the department and undermine the department's ability to perform its function.

3. If your request is to inspect rather than receive copies, the Purchasing Department will contact you to schedule an appointment for a reasonable future date/time for the inspection of such records. This is necessary to allow time to gather and receive documents for compliance within the provision of the Public Records Act. The department will provide space for you to review the documents during its normal business hours.
4. Requests (inspection and copies) must be for records in the possession of, prepared, owned, used, or retained by the Purchasing Department and must be for clearly identifiable records. The Purchasing Department staff is available to assist you in identifying records that are in the department's possession. The department is not required by law to create a record or list from an existing record. Additionally, the department is not required to provide custom data files or formats if they do not exist. Copies will not be provided if the disclosure is exempt in accordance with State law.
5. The standard charge for copies of any specifically described and identified as a public record not exempt from disclosure is \$0.10 per page for black and white copies and \$0.25 per page for color copies. Records copied to CD are \$5.00 per CD. Records stored by the Purchasing Department in electronic format will be provided in the same electronic format when requested. The Purchasing Department is not required to produce records in an electronic format when the requested records are not available in electronic format at the time of the request. Mailing charges will apply if necessary.
6. County Purchasing will provide an invoice for charges due. These charges are due and payable upon receipt of the invoice. Upon remittance of the invoice amount, the records request will be copied and sent to the requestor. If arrangements for payment and production are not made within ten (10) days of the date of the Purchasing Department response, a new request may have to be submitted.
7. For further information, please refer to the California Public Records Act (California Government Code §6250 et seq.) or contact the Compliance Contracts Officer at: County of Riverside, Purchasing Department, Attn: Compliance Contracts Officer, 2980 Washington Street, Riverside, CA 92504, telephone number: 951-955-4937.