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STANDARDIZATION		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
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Policy

Standardization of supplies, materials, equipment or services used by the County shall be practiced by all purchasing personnel whenever economically advantageous.

Standardization

The process of standardizing is one of the most basic principles of purchasing. Standardization provides the following benefits:

1. Reduces pricing due to combined volume of all departments.
2. Reduces the amount of in-service training required.
3. Reduces the need to stock more than one brand of parts and consumables.
4. Simplifies maintenance procedures.
5. Improves employee productivity because they develop a familiarity with product.

Role of the Purchasing Agent in the Standardization Process

The Purchasing Agent will take a lead role in the standardization process by organizing standards committees of the major user departments and to establish standards with respect to the type design, quality, brand, etc. The Purchasing Agent can establish agreements for these items in order for departments to have easy access to the items.