

## Bidding Requirements

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended public contracts for goods or services shall be based upon applicable competitive procurement provisions of Oregon Revised Statutes and adopted public contracting rules except:

1. Contracts between contracting agencies or between contracting agencies and the federal government;
2. Insurance and services contracts as provided for under state law;
3. Contracts for the procurement or distribution of textbooks;
4. Energy savings performance contracts;
5. Contracts made with qualified nonprofit agencies providing employment opportunities for disabled individuals;
6. Public improvement contracts exempted by the LCRB upon findings that the award would not encourage favoritism or substantially diminish competition and would result in substantial cost savings to the contracting agency;
7. Special procurements exempted by the LCRB upon findings that the award would not encourage favoritism or substantially diminish competition and would result in substantial cost savings to the contracting agency;
8. Emergency contracts;
9. Any other public contract specifically exempted from the code by another provision or law.

The Board will serve as the LCRB for the district. All district purchasing shall be conducted in accordance with the Board's adopted rules.

The Board acting as its own LCRB-adopts the Oregon Attorney General's Model Public Contract Rules OAR Chapter 137, Divisions 046 through 049, in effect at the time this policy is adopted. These rules govern purchasing procedures, and other matters subject to public contracting provisions of law.

Additionally, the Board may include as part of its rules portions of the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246-249 in effect at the time this policy is adopted.

Where necessary, the Board has made the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

The district shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279A.065 (5)(b), to determine whether any modifications need to be made to district rules to ensure compliance with statutory changes. New rules, as necessary, will be adopted by the Board. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required. The Board recognizes that a public contracting agency that has not established its own rules of procedure as required by ORS 279A.065 (5) is subject to the model rules adopted by the Attorney General, including all modifications to the model rules that the Attorney General may adopt.

Opportunity will be provided to all responsible suppliers to do business with the district. The [business manager] will develop and maintain lists of potential vendors for various types of materials, equipment and supplies. Such lists may be used to develop a mailing list for distribution of specifications and solicitations for bids or proposals. Any supplier may be included in the list upon request.

Records of bids, proposals and specifications will be kept in the district administration office and will conform with Oregon Revised Statutes and applicable records retention provisions of the *Oregon Attorney General's Model Public Contract Rules*.

Procurements estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process described in ORS 279B

The Board will adopt a procurement schedule for the following services:

1. Auditor
2. Banking
3. Insurance Agent of Record
4. Fuel Services

This schedule will be on file at the district office and updated as needed. The board reserves the right to amend the procurement schedule at any time.

END OF POLICY

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Legal References:

OAR 125-030-0000 to -0100

OAR Chapter 125, Divisions 246, 247, 248 and 249

OAR Chapter 137, Divisions 046, 047, 048 and 049

ORS Chapter 279, 279A, 279B and 279C

*Oregon Attorney General's Public Contracts Manual*, Department of Justice (2004).

Bandon School District

ADOPTED PROCUREMENT SCHEDULE

As Per Policy DJC

<u>Service</u>	<u>RFP</u>	<u>Implementation of Services</u>	<u>New RFP (no later than)</u>
• Auditor	Spring 2011	July 2011 - June 2015	Spring 2015
• Banking	Spring 2012	July 2012 - June 2016	Spring 2016
• Fuel	Spring 2013	July 2013 - June 2017	Spring 2017
• Ins. Agent Record	Spring 2014	July 2014 - June 2018	Spring 2018

The Board reserves the right to amend the procurement schedule at any time.