

# Grants Pass School District 7

Code: **DJC**

Adopted: 10/23/01; 6/14/88

Readopted: 11/14/89; 2/24/04; 8/08/06;  
11/03/14

Orig. Code(s): DJC; DJF; DJF-AR

## **Bidding Requirements**

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. All public contracts for goods or services, shall be based upon applicable competitive procurement provisions of Oregon Revised Statutes and according to the Oregon Attorney General's Model Public Contract Rules except:

1. Contracts between contracting agencies or between contracting agencies and the federal government;
2. Contracts for insurance;
3. Personal services contracts as provided for under state law;
4. Contracts for the procurement or distribution of textbooks;
5. Energy savings performance contracts;
6. Contracts made with qualified nonprofit agencies providing employment opportunities for disabled individuals;
7. Public improvement contracts exempted by the Local Contract Review Board (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. 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;
9. Emergency contracts;
10. Contracts which do not exceed the amount necessary to qualify as small or intermediate procurement contracts under ORS Chapter 279B;
11. Sole-source procurement contracts which are subject to the requirements of ORS Chapter 279B;
12. Any other public contract specifically exempted from the procurement procedures established under ORS 279A, 279B and/or 279C, under the Attorney General's Model Rule or any other applicable 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.<sup>1</sup> The Board, acting as its own LCRB, adopts<sup>2</sup> the *Oregon Attorney General's Model Public Contract Rules*. These rules govern purchasing procedures and other public contracts under ORS Chapters 279A, 279B and 279C.

The Board, acting as its own LCRB, reserves the right to approve special procurements or to determine that particular contracts or classes of contracts are exempt from public contracting procedures, in addition to those enumerated herein.

When required by law or the Model Rules, the Board shall make written findings regarding any exemption from competitive bidding, advertising or other public contracting procedures. 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 to determine whether any modifications need to be made to district rules to ensure compliance with statutory changes. Modification will be made only following review by the district's legal counsel. 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 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 Director of Business Services 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 Manual*.

END OF POLICY

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<sup>1</sup>The Board may contract with another public agency to serve as its LCRB.

<sup>2</sup>Purchases shall be governed by ORS Chapter 279, 279A, 279B and 279C. Additionally, the Board may, as provided by ORS 279, 279A.065, adopt the Oregon Attorney General's Model Public Contract Rules, OAR Chapter 137 governing purchasing/bid procedures. The Board may also adopt the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125. The Board may adopt portions of those rules or adopt its own rules. A Board that creates its own LCRB but has not established its own rules of procedure for public contracts is subject to the model rules (OAR Chapter 137) adopted by the Attorney General.

**Legal Reference(s):**

[ORS Chapters 279A, 279B and 279C](#)      [OAR Chapter 125](#), Divisions 246-249

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

**Cross Reference(s):**

DJ - District Purchasing

DJCA - Personal Services Contracts

DJG - Vendor Relations