

# North Santiam School District

Code: **DJC**  
Adopted: 7/01/96  
Readopted: 1997, 1998, 2000; 3/17/11

## **Bidding Requirements**

Bids or proposals shall be called for on all purchase, lease or sale of personal property, public improvements or services other than agreements for personal service, in accordance with applicable competitive procurement provisions of Oregon Revised Statutes and adopted public contracting rules.

Exceptions include cases where the Board acts in an emergency and follows applicable laws and administrative rules. Bids may be called for or quotations requested for items or services involving lesser amounts if, in the judgment of the Board, the superintendent or the business manager, it is in the district's best interests.

The Board will serve as the Local Contract Review Board (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, will adopt its own rules of procedure that will govern district purchasing. Consequently, the model rules adopted by the Attorney General shall not apply to the district. The district's rules may include portions of the Oregon Attorney General's Model Public Contract Rules OAR Chapter 137, Divisions 030 035, and 04046 through 49 in effect at the time this policy is adopted.

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 300-360246-249 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 279.049 (5)(b)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, shall be adopted by the Board.

The Board recognizes that a public contracting agency that has not established its own rules of procedure as required under ORS 279.049 (5)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.

The amount set by the district for requiring competitive bidding for public improvements as defined under ORS 279.011(8) or for public works as defined in ORS 279.348(3), will not exceed \$150,000 for the purchase of goods, materials, supplies and services without competitive bidding, if the agency has determined that the awarding of the contract without competitive bidding will result in cost savings as defined under 125.310.0012. For contract amounts between \$5,000 and \$150,000 the agency shall, at a minimum, obtain three informally solicited competitive quotes. The agency shall keep a written record of the source and amount of the quotes received. If three quotes are not available, a lesser number will

suffice provided that a written record is made of the effort to obtain the quotes. For amounts less than \$5,000, the agency is exempt from competitive bidding, but shall, where practical, obtain competitive quotes. The superintendent shall bring projects which exceed \$25,000 to the board for approval prior to awarding the contract.

The bid of the lowest responsible bidder will be accepted consistent with specifications on quality, service, delivery and other requirements. Where the lowest bid is not accepted, alternative procedures set by the Board will be followed. The Board may accept any bid or may divide or reject any or all bids.

Opportunity will be provided to all responsible suppliers to do business with the district. To this end the business manager will develop and maintain lists of potential bidders for various types of materials, equipment and supplies. Such lists may be used to develop a mailing list for distribution of specifications and invitations to bid. Any supplier may be included in the list upon request.

Records of bids and specifications will be kept in the district administration office and will conform with Oregon Revised Statutes and Administrative Rules.

END OF POLICY

---

**Legal Reference(s):**

[ORS Chapters 279A](#), 279B and 279C

[OAR Chapter 125](#), Divisions 246-249

[OAR 125-030-0000](#) to -0100

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL (2004).