

Riverdale School District 51J

Code: **DJC**
Adopted: 8/24/98
Readopted: 5/08/06
Orig. Code(s): DJC

Bidding Requirements

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. All purchases, lease or sale of personal property, public improvements or services other than agreements for personal service shall be based upon competitive bids on proposals except:

1. Contracts between contracting agencies or between contracting agencies and the federal government;
2. Contracts made with qualified nonprofit agencies providing employment opportunities for disabled individuals;
3. 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;
4. Any other public contract specifically exempted from the code by another provision of law;
5. Insurance and service contracts as provided by law;
6. Contracts for the procurement or distribution of textbooks;
7. Energy savings performance contracts;
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.

The Board will serve as the LCRB for the district. A copy of the Board's policy or resolution so designating the district shall be filed with the county governing body.

The Board will adopt the Attorney General's Model Public Contract Rules governing purchasing procedures, advertisements, awarding of contracts, retainage, claims, competitive procurement provisions of law. The Board may modify such rules as deemed appropriate.

Contracts, if awarded, will be awarded to the lowest, responsive and responsible bidder or the best, responsive and responsible proposer consistent with solicitation document provisions. The Board may reject in whole or in part, any bid or proposal not in compliance with all prescribed procedures and requirements and may reject for good cause any bid or proposal upon a written finding that it is in the

public interest to do so. Such findings shall conform with criteria as specified by Oregon Administrative Rules.

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 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 Oregon Administrative Rules.

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

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.

END OF POLICY

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 (2004).

Cross Reference(s):

DJ - District Purchasing
FEF/FEFB - Construction Contracts - Bidding and Awards