

# Union School District 5

Code: **DJC**  
Adopted: 1/8/92  
Revised/Readopted: 9/8/04  
Orig. Code(s): DJC

## 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.

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<sup>1</sup>.

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

The Board, acting as its own LCRB, will adopt<sup>2</sup> the *Oregon Attorney General's Model Public Contract Rules*, OAR Chapter 137, Divisions 030, 035, and 040 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 300-360 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), to determine whether any modifications need to be made to district rules to ensure compliance with statutory changes. Modifications will be made only following review by the district's legal counsel. New rules, as necessary, shall 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 279.049 (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.

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<sup>1</sup>The Board may contract with another public agency to serve as its LCRB. A Board that does not create its own LCRB or contract with another public agency to be its LCRB, is subject to the rules of the county governing body. If the Board establishes its own LCRB, include the bracketed paragraphs, revising as appropriate and removing all brackets.

<sup>2</sup>Purchases shall be governed by ORS Chapter 279. Additionally, the Board may, as provided by ORS 279.049, 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 137) adopted by the Attorney General.

## END OF POLICY

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### **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 (2008).

### **Cross Reference(s):**

DJ - District Purchasing  
DJA - Purchasing Authority