

ORDINANCE NO. 791

AN ORDINANCE ESTABLISHING RULES AND PROCEDURES FOR CONTRACTS ENTERED INTO BY THE CITY OF PRINEVILLE.

THE PEOPLE OF THE CITY OF PRINEVILLE ORDAIN AS FOLLOWS:

SECTION 1. Purpose. These rules are promulgated by the local Contract Review Board, as designated by Ordinance #771 pursuant to the authority granted to that Board by ORS Chapter 279 for the purpose of establishing the rules and procedures for contracts entered into by the City of Prineville.

SECTION 2. Definitions. The following words and phrases mean:

Board. The City of Prineville public Contract Review Board as established by Ordinance #771.

Competitive Bidding. The solicitation of competitive offers which follow the formal process for advertising, bid and bid opening required by ORS Chapter 279 and applicable rules of the Board.

Competitive Quotes. The solicitation of offers from competing vendors. The solicitation may be by advertisement or a request to vendors to make an offer. The solicitation and the offer may be in writing or oral.

Public Contracting Officer. The person or persons designated by the council to negotiate public contracts for the City.

SECTION 3. Competitive Bids, Exemptions. All contracts shall be based upon competitive bids except:

- (1) Contracts exempted by state law.
- (2) Personal service contracts. Contracts which are exclusively for personal services. Such contracts may include incidental materials such as written reports or opinions, architectural or engineering renderings, and other supplemental materials required for providing the services.
- (3) Contracts under \$10,000.00. Contracts for the purchase or sale when the amount does not exceed \$10,000.00.
 - (a) Where contracts are for more than \$5,000.00 at least three competitive quotes shall be obtained where practicable. A written record shall be made containing the source and amount of the quotes received.
 - (b) Where contracts are for more than \$500.00 but less than \$5,000.00, competitive quotes may be obtained where practicable.
 - (c) No contractor may be awarded in the aggregate within the fiscal year contracts in excess of \$20,000.00 under this subsection without competitive bidding. In computing the aggregate under this subsection, awards under \$500.00 need not be included.