



**Community Libraries:**

Baker City  
Haines  
Halfway  
Huntington  
Richland  
Sumpter  
Bookmobile

IN THE MATTER OF  
**Adopting Public Contracting Rules**  
per ORS 279A.065(5)

) Baker County Library District  
)  
) **Resolution 2009/10 R-3 (04/12/10)**

**RESOLUTION ADOPTING PUBLIC CONTRACTING RULES AND PROCEDURES**

WHEREAS, Baker County Library District ("District") is an Oregon special district which is subject to Oregon's public contracting laws; and

WHEREAS, in 2003 the Oregon Legislature substantially revised the Oregon Public Contracting Code, and most of these revisions took effect March 1, 2005; and

WHEREAS, on March 1, 2005, any existing public contracting rules became void, and the District is required to adopt new public contracting rules consistent with the revised Public Contracting Code; and

WHEREAS, [ORS 279A.065\(5\)](#) provides that a local contracting agency may adopt its own rules of procedure for public contracting that:

- (A) Specifically state that the model rules adopted by the Attorney General do not apply to the contracting agency; and
- (B) Prescribe the rules of procedure that the contracting agency will use for public contracts, which may include portions of the model rules adopted by the Attorney General;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That, except as otherwise provided herein, the District hereby adopts the provisions of ORS 279A, 279B, and 279C, and the [Oregon Attorney General's Model Public Contracting Rules](#) (2004) ("Model Rules") as the contracting rules for the District, as such Model Rules now exist or are later modified.
2. That the District adopts the public contracting rules described in Exhibit A, which is attached to this Resolution and incorporated herein by reference. The Rules described in Exhibit A shall be in addition to, and shall supersede any conflicting provisions in, the Model Rules.
3. That the District shall regularly review changes in the Public Contracting Code and the Model Rules to ensure that the Exhibit A Rules are consistent with current law.

**APPROVED AND ADOPTED** on \_\_\_\_\_ *Signed copy on file*.

Signature: Gary Dielman  
Board Chair

**ATTEST:**

Signature: Perry Stokes  
District Secretary

## EXHIBIT A

### PUBLIC CONTRACTING RULES AND PROCEDURES

#### A. Personal Services.

(1) **Definition.** As adopted by the District's Local Contract Review Board in BCLD Resolution 2009/10 R-3 (12/14/09), "Personal Services" shall be defined to include those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects; engineers; surveyors; custodians; facilities maintenance personnel; attorneys; accountants; auditors; computer programmers; artists; designers; performers; workshop presenters; meeting facilitators; and consultants. The District Director or designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

#### (2) **Contracts for Personal Services Other than Architectural, Engineering and Surveying Services and Related Services.**

(a) A personal services contract totaling less than \$50,000 in either a calendar year or a fiscal year may be awarded by direct appointment, without competitive bidding.

(b) A personal services contract totaling between \$50,000 and \$150,000 in either a calendar year or a fiscal year may be awarded after obtaining at least three informal quotes, according to the procedures for Intermediate Procurement described in [ORS 279B.070](#).

(c) A personal services contract totaling more than \$150,000 in a either a calendar year or a fiscal year shall be awarded using competitive sealed proposals as provided in [ORS 279B.060](#), unless exempted from competitive bidding by resolution of the Local Contract Review Board according to the requirements of [ORS 279B.050\(2\)](#).

(d) Personal service contracts exempted from competitive proposal processes may be awarded in any manner authorized by the Local Contract Review Board.

(e) Personal services contracts existing on the effective date of these Rules may be extended by direct appointment, without competitive bidding.

**(3) Contracts with Architects, Engineers, and Land Surveyors.**

(a) A contract for Architectural, Engineering and Surveying services may be entered into by direct appointment if such contract is estimated not to exceed \$50,000 in a calendar year or fiscal year, or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under these Rules, and the new contract is a continuation of that project.

(b) Unless otherwise provided in this Section, contracts for Architectural, Engineering and Surveying Services shall be awarded according to the procedures for competitive proposals described in ORS [279B.060](#) and these rules.

(c) All contracts for architectural, engineering, surveying and related service shall be entered into consistent with [ORS 279C.110](#).

**B. Delegation.**

(1) Except as otherwise provided in these rules, the powers and duties of the Local Contract Review Board under the Public Contracting Code must be exercised and performed by the Board of Directors.

(2) Unless expressly limited by the Local Contract Review Board or these Rules, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the District Director or designee without further approval of the District's Board of Directors, including the authority to enter into emergency contracts pursuant to [ORS 279B.080](#).

(3) The District Director or designee shall have the authority to approve any public contract of \$5,000 or less. The District's Board of Directors shall approve any contract exceeding this amount.

**C. Special Procurements and Exemptions.**

(1) The Local Contract Review Board may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in [ORS 279B.085](#).

(2) The Local Contract Review Board may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in [ORS 279C.335](#). When exempting a public improvement from competitive bidding, the Local Contract Review Board may authorize the contract to be awarded using a Request for Proposal process for public improvements, according to the processes described in [OAR 137-049-0640](#) through 137-049-0690.

**D. Small Procurements (Under \$5,000).**

(1) Public contracts under \$5,000 are not subject to competitive bidding requirements. The District Director or designee shall make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.

(2) The District may amend a public contract awarded as a small procurement beyond the \$5,000 limit in accordance with [OAR 137-047-0800](#), provided the cumulative amendments do not increase the total contract price to a sum that is greater than thirty percent (30%) of the original contract price.

**E. Intermediate Procurements.**

(1) A contract for procurement of goods and services estimated to cost between \$5,000 and \$150,000 in a calendar year, may be awarded according to the processes for intermediate procurements described in ORS [279B.070](#).

(2) The District may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with [OAR 137-047-0800](#), provided the cumulative amendments shall not increase the total contract price to a sum that is greater than thirty percent (30%) of the original contract price.

**Public Improvement Competitive Bidding Exemption**

(1) A contract for a public improvement that is estimated to cost between \$5,000 and \$100,000 in a calendar year, may be awarded according to the processes 279C412 and 279C414.

(2) The District may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with OAR 137-040-0160, provided the cumulative amendments shall not increase the total contract price to a sum that is greater than twenty-five percent (25%) of the original contract price.

**F. Methods for Awarding Contracts Using Request for Proposal Process.**

In making an award using the request for proposal process in [ORS 279B.060](#), the District may use any evaluation method determined to be most appropriate for the selection process, including, but not limited to, the processes described in [ORS 279B.060\(6\)\(b\)](#), as well as direct appointment of personal services contracts if direct appointment is determined to be most advantageous to the District. The evaluation process(es) to be used shall be

stated in the Request for Proposals. [OAR 137-047-0261](#) through 137-047-0263 shall apply to evaluation of proposals.

### **G. Emergency Contracts.**

(1) "Emergency" shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition."

(2) The Board Chair, the District Director, or a designee of the District Director shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.

(3) Emergency contracts may be awarded as follows:

- (a) Goods and Services. Emergency contracts for procurement of goods and services may be awarded pursuant to [ORS 279B.080](#) and section B, "Delegation," of these Rules.
- (b) Public Improvements. The District hereby adopts [OAR 137-049-0150](#) as its contracting rules for awarding a public improvement contract under emergency conditions.

### **H. Disposal of Surplus Property.**

(1) "Surplus Property" is defined as any personal property of the District that has been determined by the District Director or designee as being of no use or value to the District.

(2) The District Director or designee may dispose of surplus property as in the manner that is, in the discretion of the District Manager, deemed most advantageous to the District or the community at large.

### **I. Appeals of Prequalification Decisions and Debarment Decisions.**

(1) Review of the District's prequalification and debarment decisions shall be as set forth in [ORS 279B.425](#). The following additional procedures shall apply to hearings on such decisions by the LCRB as provided in LCRB Resolution 2009/10 R-3 (12/14/09).

- (a) Notices shall be submitted in writing to the District Manager. Appeals filed after the filing period stated in [ORS 279B.425](#) shall not be heard.
- (b) Upon opening of the hearing, District staff shall explain the District's decision being appealed and the justification thereof. The appellant shall then be heard. Time for the appellant's testimony shall be established by the Board Chair. The appellant may submit any testimony or evidence relevant to the decision or the appeal. Any party requesting time to testify in support of the appeal shall then be heard, subject to time limits established by the Board Chair.
- (c) Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of the District's decision shall be provided time to be heard, with time limits established by the Board Chair. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the Board Chair shall close the hearing.
- (d) When issued in writing according to the requirements of [ORS 279B.425](#), the LCRB's decision and order shall be final.

#### **J. Purchases from Federal Catalogs.**

(1) By LCRB Resolution 2009/10 R-3 (12/14/09) , the LCRB has adopted the following rules for procurement of goods from federal catalogues:

Subject to applicable Board approval requirements stated in the District's Contracting Rules, the District may purchase goods from federal catalogues without competitive bidding when the procurement is pursuant to [10 USC 381](#), the Electronic Government Act of 2002 (Public Law 107-347). Purchases under other federal laws will be permitted upon a finding by the Local Contract Review Board that the law is similar to such Act in effectuating or promoting transfers of property to contracting agencies.