

PASSED

BOOK 161 PAGE 2227

IN THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY  
OF LANE COUNTY, OREGON

ORDER No. 99-1-6-1H

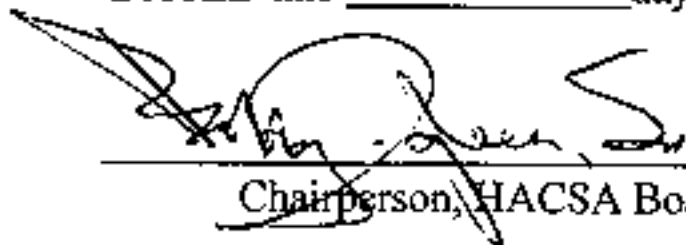
)In the Matter of  
)Amending the Agency's  
)Procurement Policy

WHEREAS, the Agency's Procurement Policy was approved by the Board in 1991; and

WHEREAS, the Agency wishes to amend the Procurement Policy to increase competitive bid limits; NOW THEREFORE, IT IS HEREBY

ORDERED, that upon the approval of this Board Order, the Agency's Procurement Policy be amended to include revisions to increase the competitive bid limits as indicated in the attached pages.

DATED this 6th day of January, 1999.



Chairperson, HACSA Board of Commissioners

FILED

JAN 11 1999

COUNTY CLERK

By M. [Signature]

In the Matter of Amending the Agency's Procurement Policy

## II. PROCUREMENT AUTHORITY AND ADMINISTRATION

- A. All procurement transactions shall be administered by the Contracting Officer, who shall be the Executive Director or other individual he or she has authorized. The Executive Director shall issue operational procedures to implement this Statement.
- B. This Statement and any later changes shall be submitted to the Board of Commissioners for approval. The Board delegates to the Executive Director authority to enter into any procurement not in excess of ~~\$25,000~~ ~~\$50,000~~ and is responsible for ensuring that any procurement policies adopted are appropriate for the Agency.
- C. When Federal grant money is involved in the procurement the Executive Director may waive those citations to ORS statutes regarding state purchasing laws. In particular those regulations requiring bonding between \$10,000 and \$25,000 for public improvement contracts may be waived by the Executive Director when federal funds are involved. (Reference ORS 279.056, 269.357 and 456.122)
- D. The Agency's Board of Commissioners shall, after a recommendation from the Executive Director, award or reject all procurements over ~~\$25,000~~ ~~\$50,000~~.
- E. The Executive Director or his/her designee shall ensure that:
1. Procurement requirements are subject to an annual planning process to assure efficient and economical purchasing;
  2. Contracts and modifications are in writing, clearly specifying the desired supplies, services, or construction, and are supported by sufficient documentation regarding the history of the procurement, including as a minimum the method of procurement chosen, the selection of the contract type, the rationale for selecting or rejecting offers, and the basis for the contract price;
  3. All advertisements of bids/proposals comply with the requirements outlined in ORS 279.025, OAR 137-30-015, Lane Manual (LM) 21.110, and LM 21.118 and are hereby incorporated by reference. Advertisement must be published in a newspaper of general circulation at least once and at least five days before bid opening. All advertisements shall contain the phrase "Equal Opportunity Employer".
  4. Solicitation procedures are conducted in full compliance with Federal standards stated in 24 CFR 85.36, or State and local laws that are more stringent, provided they are consistent with 24 CFR 85.36;
  5. An independent cost estimate is prepared before solicitation issuance and is appropriately safeguarded for each procurement above the small purchase limitation, and a cost or price analysis is conducted of the responses received for all procurement;
  6. Contract award is made to the responsive and responsible bidder offering the lowest price (for sealed bid contracts) or contract award is made to the offeror whose proposal offers the greatest value to the Agency, considering price, technical, and other factors as specified in the solicitation (for contracts awarded based on competitive proposals); unsuccessful firms are notified within ten days after contract award;
  7. There are sufficient unencumbered funds available to cover the anticipated cost of each procurement before contract award or modification (including change orders), work is

inspected before payment, and payment is made promptly for contract work performed and accepted; and

8. The Agency complies with applicable HUD review requirements, as provided in the operational procedures supplementing this Statement.

### III. PROCUREMENT METHODS

#### A. SELECTION OF METHOD

If it has been decided that the Agency will directly purchase the required items, one of the following procurement methods

shall be chosen, based on the nature and anticipated dollar value of the total requirement.

#### B. SMALL PURCHASE PROCEDURES

Any purchase not exceeding ~~\$25,000~~ ~~\$50,000~~ may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section (except as may be reasonably necessary to comply with Section VIII of this Statement).

##### 1. Petty Cash

Small purchases under \$25 which can be satisfied by local sources may be processed through the use of a petty cash account. The Finance Director shall ensure that the account is established in an amount sufficient to cover small purchases made during a reasonable period (two weeks) and that security is maintained and only authorized individuals have access to the account.

The account shall be periodically audited by the Accounting Supervisor to validate proper use and to verify that the account total equals cash on hand plus the total of accumulated vouchers.

##### 2. Small Purchases under \$1000 ~~\$2,500~~

For purchases under ~~\$1000~~ ~~\$2,500~~ only one quotation need be solicited if the price received is considered reasonable. If practicable, quotations shall be solicited from other than the previous source before placing a repeat order.

##### 3. Small Purchases \$1000 - \$25,000 ~~\$2,500 - \$50,000~~

For purchases between ~~\$1000 and \$25,000~~ ~~\$2,500 and \$50,000~~ no less than three offerors shall be solicited to submit price quotations, which may be obtained in person, by telephone, or in writing. Award shall be made to the offeror providing the lowest acceptable quotation, unless justified in writing based on price and other specified factors (e.g. such as for architect-engineer contracts). If non-price factors are used, they shall be disclosed to all those solicited. The names, addresses, and/or telephone numbers of the offerors and persons contacted, and the date and amount of each quotation shall be recorded and maintained as a public record.

The Executive Director or a delegate shall have the discretion to require a written contract in lieu of a Purchase Order whenever it is determined to be in the best interest of the Agency.