

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Douglas R. Olsen
County Counsel

SUBJECT: County Public Contracting Ordinance

<p>Background: The Board adopted the County Public Contracting Code in 2005. At that time, procurements for amounts from \$5,000 to \$10,000 required informal bids, and for amounts over \$10,000 required a formal bid process. Those amounts have remained the same, and it is now requested to raise the amount for formal bidding to \$25,000 to reflect current conditions and prices. The first reading of the ordinance to include that change was held on December 11, 2024. The ordinance is before the Board for a Second Reading and potential adoption.</p>	<p>Requested Action:</p> <ol style="list-style-type: none"> 1. Second Reading of Ordinance No. 2024-11 2. Conduct Public Hearing 3. Adopt Ordinance No. 2024-11
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ATTACHMENTS: Proposed Ordinance

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- () Fiscal
- (X) Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: January 2, 2025

Action taken:

Follow-up:

THE BOARD OF COMMISSIONERS OF UMATILLA COUNTY

STATE OF OREGON

In the Matter of Amending)
Public Contracting Code,) ORDINANCE NO. 2024-11
Codified at Chapter 36,)
Umatilla County Code of)
Ordinances)

WHEREAS on March 2, 2005, the Board of Commissioners adopted Ordinance No. 2005-03, as the Public Contracting Code applicable to all public contracting by Umatilla County, which has been codified in Chapter 36, Umatilla County Code of Ordinances;

WHEREAS the amount selected for requiring formal bids has remained the same since adoption, and the amount should be updated to reflect current conditions and amounts.

NOW, THEREFORE the Board of Commissioners of Umatilla County ordains the adoption of the following amendments to the Umatilla County Public Contracting Code, codified in Chapter 36 of the Umatilla County Code of Ordinances, to amend as follows (Strikethrough text is deleted; Underlined/Italicized text is added):

§ 36.01 PURPOSE.

This chapter is promulgated by the Umatilla County Board of Commissioners pursuant to the authority granted to that Board by ORS 279A.060 and 279A.070, for the purpose of establishing the rules and the procedures for contracts entered into by Umatilla County.

§ 36.05 PUBLIC CONTRACTS.

All Umatilla County Public Contracts, as defined by ORS 279A.010, will be procured and awarded as provided by the Public Contracting Code as implemented by this chapter.

§ 36.06 EXEMPTIONS.

B. Exemptions and Class Special Procurements

The Board declares the following as exemptions and/or classes of special procurements:

(2) *Small Procurements: Contracts \$5,000 and under.* Contracts for purchase where the amount is \$5,000 and under, ~~except that where contracts are for more than \$1,000,~~ Competitive Quotes may be obtained where practicable.

(3) *Intermediate Procurements: Contracts over \$5,000 and under \$10,000 25,000.* Where contracts are for more than \$5,000 and less than ~~\$10,000~~ 25,000, 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.

(17) *Computer Equipment.* Contracts for purchase or acquisition of computer equipment (hardware or software) may be let without competitive bid subject to the following conditions:

(A) Prior to selection of the contractor, reasonable efforts have been made to solicit proposals from all known vendors. If the amount of the contract exceeds ~~\$10,000~~ 25,000, written proposals shall be solicited from appropriate vendors ~~appearing on the list composed by the identified by~~ Computer Information Services or its successor or by publication of an advertisement in a major trade publication of general circulation.

(B) The contractor is selected on the basis of the most competitive offer in both the cost and

quality of the product to be purchased or acquired.

(C) Wherever a contract for computer equipment let pursuant to this exemption exceeds ~~\$5,000~~ 10,000, a written report shall be submitted to the Board. The report shall include:

1. The name of the company and, if applicable, the name of the retail vendor;
2. The reasons why competitive bidding was not appropriate; and
3. A description of the reasons why the contractor was selected and other proposals rejected.

FIRST READING: December 11, 2024

SECOND READING: January 2, 2025

DATED this

UMATILLA COUNTY BOARD OF COMMISSIONERS

Celinda A. Timmons, Chair

Daniel N. Dorrان, Commissioner

John M. Shafer, Commissioner

ATTEST:
OFFICE OF COUNTY RECORDS

Records Officer