

ORDINANCE No. 220

An ordinance designating the governing body as the local Contract Review Board and granting to it all the powers conferred on the board by statute.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE:

Section 1. Contract Review Board. The Common Council of the City of Troutdale is hereby designated as the local Contract Review Board and relative to contract concerns of this Council shall have all the powers granted to the State Public Contract Review Board.

Section 2. Definitions. The following words and phrases shall mean:

(1) Public Contract. Any purchase, lease or sale by the City of Troutdale of personal property, public improvements or services other than agreements which are exclusively for personal service.

(2) Public Improvement. Any construction of improvements on real property by or for the City of Troutdale.

(3) Board. The local contract review board as established in Section 1 of this ordinance.

Section 3. Competitive Bids; Exemptions. (1) All contracts shall be based upon competitive bids except:

(a) Contracts made with, or the cost of which is provided by, other public agencies or the Federal Government.

(b) Contracts for any purchase the amount of which is not more than \$ 1,000.00.

(c) Contracts for any purchase, the amount of which is more than \$ 1,000.00 but not more than \$ 3,000.00. Under this provision the agent of the City of Troutdale having responsibility for purchasing, shall obtain price quotations from Three (3) or more reliable and reputable firms prior to purchasing the required item. The agent shall record the quotations in a manner which will permit a review thereof.

(d) Contracts for any item which is available only through one company, firm or individual.

(e) Public sales of excess, non-essential or surplus goods or equipment having a replacement value less than \$ 500.00.

(2) The contract review board may by resolution exempt other contracts from competitive bidding if it finds:

(a) The lack of bids will not result in favoritism or substantially diminish competition in awarding the contract; and

(b) The exemption will result in substantial cost savings.

In making such finding, the board may consider the type, cost, amount of the contract, number of persons available to bid, and such other factors as the board may deem appropriate.

Section 4. Emergency Contracts. A contract may also be exempted from competitive bidding if the board, by unanimous vote, determines that emergency conditions require prompt execution of the contract. A determination of such an emergency shall be entered into the record of the meeting at which the determination was made.

Section 5. Brand Name Specification in Contracts. (1) Specifications for contracts shall not require any product by any brand name or make, nor the products of any particular manufacturer or seller, unless the product is exempted from this requirement by the board under this section. However this section shall not be construed to prevent reference in the specification to a particular product as a description of the type of item required.

(2) The board may by resolution exempt certain products or classes of products upon any of the following findings:

(a) It is unlikely that such exemption will encourage favoritism in the awarding of the contract or substantially diminish competition.

(b) The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, would result in substantial cost savings.

(c) There is only one manufacturer or seller of the product of the quality required.

(d) Efficient utilization of existing equipment or supplies require the acquisition of compatible equipment or supplies.

Section 6. Exemption Hearing. Whenever the board is considering an exemption to the requirements for competitive bids or brand name specification, it shall provide for notice to the public and an opportunity for a public hearing on whether the exemption should be allowed.

Section 7. Bid Rejection. The Common Council of the City of Troutdale

or an official designated by the Council may reject any bid not in compliance with all prescribed public bidding procedures and requirements and may reject all bids if it is in the public interest to do so.

Section 8. Bidder Disqualification. The Common Council of the City of Troutdale or an official designated by the Council may disqualify any person as a bidder on a contract if:

(1) The person does not have sufficient financial ability to perform the contract. Evidence that the person can acquire a surety bond in the amount and type required shall be sufficient to establish financial ability;

(2) The person does not have equipment available to perform the contract;

(3) The person does not have personnel of sufficient experience to perform the contract; or

(4) The person has repeatedly breached contractual obligations to public and private contracting agencies.

Section 9. Appeal of Disqualification. A person who has been disqualified as a bidder may appeal such disqualification to the board as provided in this section:

(1) The person shall, within three business days after receipt of notice of disqualification, in writing notify the City Recorder that he wishes to appeal his disqualification.

(2) Immediately upon receipt of such written notice of appeal, The City Recorder shall inform the Board.

(3) Upon receipt of notice of appeal, the board shall notify the person appealing of the time and place of the hearing.

(4) The board shall conduct the hearing according to the provisions of ORS 279.045(3) and decide the appeal within 10 days after receiving the notification and shall set forth in writing the reasons for its decisions.

Section 10. Additional Authority of the Board. In addition to the powers and duties established by this ordinance, the board shall have such additional powers as authorized by state law.

First Reading in full and by title this 15th day of January, 1976.

Second Reading in full and by title this 10th day of February, 1976.

PASSED by the City Council of the City of Troutdale this 16th day  
of March, 1976.

YEAS: 5

NAYS: 0

Signed by the Mayor this 17th day of March, 1976.

  
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R.M. Sturges

ATTEST:

  
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Betty J. Bergstrom  
City Recorder