

RESOLUTION NO. 11-072

A RESOLUTION AMENDING RULE 02-0265 OF THE AGENCY'S  
CONTRACT REVIEW BOARD RULES CONCERNING SMALL  
PROCUREMENTS

WHEREAS, on May 8, 2006, the Columbia Gateway Urban Renewal Agency adopted Resolution No. 06-056 adopting revised rules for the Agency acting in its capacity as the Local Contract Review Authority for the Agency; and

WHEREAS, the rules adopted by Resolution No. 06-056 included Rule No. 02-0265 which established guidelines for the purchase of goods and services in an amount not to exceed the sum of \$15,000; and

WHEREAS, the rules adopted by Resolution No. 06-056 for the Agency were intended to be patterned after the rules adopted by the City Council for the Council to act as the Local Contract Review Board for the City; and

WHEREAS, a recent review of the provisions of Rule 02-0256 indicated that it included provisions which were not consistent with the City's local contract rule for purchase of goods and services in an amount not to exceed \$50,000; and

WHEREAS, the Agency desires to adopt a Resolution conforming its Local Contract Review Board Rules to be consistent with those used by the City of The Dalles;

NOW, THEREFORE, BE IT RESOLVED BY THE COLUMBIA GATEWAY URBAN RENEWAL AGENCY AS FOLLOWS:

Section 1. Revised Rule Adopted. The Urban Renewal Agency Board, acting in its capacity as the Local Contract Review Authority for the Agency, hereby approves the revised version of Rule 02-0265 for Small Procurements, attached hereto as Exhibit "A".

Section 2. Effective Date. This Resolution shall be effective as of April 25, 2011.

PASSED AND ADOPTED THIS 25<sup>TH</sup> DAY OF APRIL, 2011.

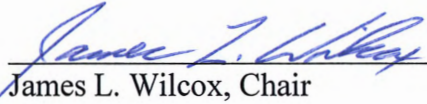
Voting Yes, Agency Member: McGlothlin, Spatz, Ahier, Dick, Wilcox

Voting No, Agency Member: None

Absent, Agency Member: Wood

Abstaining, Agency Member: None

AND APPROVED BY THE CHAIR THIS 25<sup>TH</sup> DAY OF APRIL, 2011.

  
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James L. Wilcox, Chair

Attest:

  
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Julie Krueger, MMC, City Clerk

## EXHIBIT "A"

**02-0265**

### **Small Procurements**

- (1) Generally, for Procurements of Goods or Services less than or equal to \$50,000 the Agency may Award a Contract as a Small Procurement pursuant to ORS 279B.065 and in accordance with rules promulgated by the Agency pursuant to ORS 279A.070.
  - (a) For purchases up to the sum of \$1,000, an authorized Agency employee may use a field purchase order to purchase needed items, without any other approval.
  - (b) For purchases in an amount in excess of \$1,000 and up to \$5,000, an authorized Agency employee can approve a purchase only after obtaining at least three (3) competitive quotes from responsible and responsive bidders.
  - (c) For purchases in an amount in excess of \$5,000 and up to \$15,000, an authorized Agency employee can approve a purchase only after obtaining at least three (3) written quotes from responsible and responsive bidders.
  - (d) For purchases in an amount in excess of \$15,000 and up to \$50,000, a purchase order must be approved by the Agency Staff Coordinator or the City Manager only after at least three (3) written quotes have been obtained from responsible and responsive bidders.
  - (e) In soliciting quotes under this rule, Agency staff members shall endeavor to obtain quotes from bidders who have paid unemployment taxes or income taxes in the State of Oregon during the 12 calendar months immediately preceding the submission of the quote, and who have a business address in Wasco County.
  - (f) The selection criteria for deciding which quote to select for award of a small procurement purchase may be limited to price or some combination of price, experience, specific expertise, availability, project understanding, contractor capacity, responsibility and similar factors.
- (2) Amendments. The Agency may amend a Public Contract awarded as a Small Procurement in accordance with Rule 02-0800, but the cumulative amendments shall not increase the total Contract Price to greater than \$60,000.