

RESOLUTION NO. 749

A RESOLUTION ESTABLISHING A PURCHASING POLICY FOR THE CITY OF WILSONVILLE.

WHEREAS, pursuant to Resolution No. 599, the Wilsonville City Council adopted the Oregon Attorney General's model purchasing rules; and

WHEREAS, those rules allow public contracts up to fifteen thousand dollars (\$15,000) for the purchase of goods, materials, supplies and services without formal competitive bidding; and

WHEREAS, the Wilsonville City Council, acting as the city's local contract review board, desires to delegate certain purchasing authority to staff subject to the provisions of the policies set forth in this resolution.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

Section 1. City staff, under the supervision of the City Manager, is authorized to purchase up to fifteen thousand dollars (\$15,000) of goods, materials, supplies and services without City Council approval and formal bidding provided the following conditions are met:

- A. The purchase must be in compliance with the adopted city budget.
- B. The purchase is for a single project and is not a component of or related to any other project.
- C. When the amount of the contract does not exceed one thousand dollars (\$1000), the staff shall, where feasible, obtain competitive quotes.
- D. When the amount of the contract is more than one thousand dollars (\$1000) but less than fifteen thousand dollars (\$15,000), the staff shall obtain a minimum of three competitive quotes. The staff shall keep a written record of the source and amount of the quotes received. If three

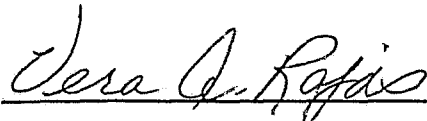
quotes are not available, a lesser number will suffice provided that a written record is made of the effort to obtain the quotes.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 4th day of December, 1989, and filed with the Wilsonville City Recorder this same date.



JOHN M. LUDLOW, Mayor

ATTEST:



VERA A. ROJAS, City Recorder

SUMMARY of Votes:

Mayor Ludlow	<u>AYE</u>
Councilor Edwards	<u>AYE</u>
Councilor Chandler	<u>NO</u>
Councilor Clarke	<u>AYE</u>
Councilor Dant	<u>AYE</u>

TO: Honorable Mayor & City Council

FROM: Pete Wall
City Manager



SUBJECT: Resolution Re: Purchasing Policy

DATE: November 29, 1989

At the last two pre-Council workshops there was a discussion of Chapter 2 of the city code and how sections of it related to city purchasing. The issue was how the purchasing limit of \$1,000 was related to the code and the Attorney General's model purchasing rules. The general consensus of the Council was to look at increasing the purchasing limit to \$15,000 in accordance with the AG's model. This would relieve the Council of having to deal with rather mundane purchasing matters and allow more time for more important issues. I informed the Council that this was strictly a policy issue, and that we would bring a policy forward at the next meeting.

The \$1,000 purchasing limit was part of the old Chapter 2 of the code under the duties of the City Administrator. In 1987, the Council adopted the AG's model purchasing rules to govern city purchases and contracts. The AG's rules permit public purchasing in an amount up to \$15,000 to be accomplished without a formal bid process. They require a purchasing agency to obtain a minimum of three competitive quotes but do not require formal specifications and/or requests for proposals to be prepared. The reason for this is when an agency is making a smaller purchase they could spend more time and money preparing the specs than the cost of the product being purchased. Any purchase over \$15,000 requires a formal bidding process. Wilsonville has been following this process for quite some time, even before we adopted the model purchasing rules. The exception to this has been to take all purchases over \$1,000 to the City Council, usually on the consent agenda. To my knowledge, none of these purchases have ever been rejected by the City Council. One reason for this is that they had already been through the city budget process and the purchase is simply implementing the budget which has been adopted by the City Council.

The resolution on the purchasing policy allows staff to make purchases up to \$15,000 provided it is in compliance with the adopted budget. In addition, it requires the staff to conform to the restrictions included in the AG's model rules and the applicable Oregon Administrative Rules.

RECOMMENDATION: Adopt CBR-420-89 establishing a purchasing policy for the City of Wilsonville.

pw:lb