



Prineville City Council Meeting January 18, 2008

Issue Summary

Topic: Public Contracting Regulations

Department: Administration

Staff: Robb Corbett, City Mgr.

Overview

Staff has recently been reviewing Resolution 1001, *Local Government Public Contracting Regulations*, developing a procedures document for employees to follow. In this work we have identified a constraint within the resolution under "Informally Solicited Quotes and Proposals" (Section 9) we would like to address through an amendment to the resolution.

Resolution 1001, adopted March 22, 2005 requires: "The Solicitation Agent shall deliver or otherwise make available to potential offerors, a written scope of work," (Section 9.A(1)). We feel that there are times when this might be unnecessary.

As stated in the purpose statement at the beginning of the resolution, this policy is in place to maximize the efficient use of public resources and the purchasing power of public funds. The policy states that contracts in excess of \$5,000, at a minimum, require that employee's of the city follow the informal solicitation procedure. Each potential bidder is required to be given a written document that describes what the city desires to purchase.

In most instances, it is desirable to provide a written description to alleviate any misunderstanding. This is particularly true in situations where the request is complex or has many elements.

However, there are times when the request is very straight forward and simply communicated.

Section 8(F) of the resolution lists eighteen items that that “may be awarded in any manner which the Solicitation Agent deems appropriate”. This indicates that the policy provides for discretion on the part of staff.

The suggested changes to the resolution would extend that discretion to include whether or not to provide written descriptions of the goods and/or services wanted.

The new resolution 1070 requires that appropriate information be provided to the bidder in an attempt to obtain three quotes, however it allows the agent to determine how the information is delivered.

We have included Resolution 1001 in your packet for your review.

City Options

1. Adopt changes through the new Resolution 1070
2. Choose not to make changes, requiring written description of the goods needed.

Staff Recommendation to Council

Staff recommends adoption of Resolution 1070