

# Beaverton School District 48J

Code: **DJC**  
Adopted: 6/02/14  
Orig. Code(s): DJC

## Bidding Requirements

The Board is the Local Contract Review Board (LCRB) for the district.

The Board, acting as its own LCRB, adopts the Oregon Attorney General's Model Public Contract Rules, Oregon Administrative Rule (OAR) Chapter 137, Divisions 046 through 049.

All public contracts shall be invited in accordance with applicable competitive procurement provisions of Oregon Revised Statutes and adopted public contracting rules except as allowed in the adopted rules or administrative regulations.

The district shall procure construction manager/general contractor services in accordance with model rules the Attorney General adopts under Oregon Revised Statute (ORS) 279A.065

Where necessary, the Board has made the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

### **Emergency Procurements**

~~The Superintendent, or designee, shall make emergency declarations and procurements pursuant to ORS 279B.080.~~

### **Special Procurements**

~~The Board shall approve special procurements pursuant to ORS 279B.085 and exemptions pursuant to ORS 279C.335.~~

### **Sole Source Procurements**

~~The Superintendent, or designee, shall determine in writing that goods or services, or class of goods or services are available from only one source pursuant to ORS 279B.075. The Board may exempt specifications pursuant to ORS 279C.345. *(This is covered in the AR and previous policy and AR)*~~

Opportunity will be provided to all responsible suppliers to do business with the district. The Chief Financial Officer will develop and maintain lists of potential vendors for various types of materials, equipment and supplies. Such lists may be used to develop a mailing list for distribution of specifications and solicitations for bids or proposals. Any supplier may be included in the list upon request.

The district shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279A.065(5)(b), to determine whether any modifications need to be made to district rules to ensure compliance with statutory changes. [Modifications will be made only following review by

the district's legal counsel.] New rules, as necessary, shall be adopted by the Board. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.

The Board recognizes that a public contracting agency that has not established its own rules of procedure as permitted under ORS 279A.065 (5) is subject to the model rules adopted by the Attorney General, including all modifications to the model rules that the Attorney General may adopt.

Procurements estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process described in ORS 279B.

Records of bids, proposals and specifications will be kept in the district administration office and will conform to Oregon Revised Statutes and applicable records retention provisions of the Oregon Attorney General's *Model Public Contract Rules*.

The Superintendent; or designee; shall develop administrative regulations necessary to implement this policy.

**END OF POLICY**

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**Legal Reference(s):**

[ORS Chapters 279A, 279B and 279C](#)

[OAR Chapter 125](#), Divisions 246-249

[OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.](#)