

# Procurement Overview

October 27, 2025

- City Council
  - Sets policy and adopts the City's Public Purchasing Rules.
  - Adopts the annual Budget.
- City Staff
  - City Manager executes contracts
  - Other staff - Administer and recommend to award contracts based on the City Council policies and rules.
  - Centralized Purchasing Staff (3 FTE) – Oversee, administer, and audit purchasing processes and practices.

# Objectives of Procurement

based on Oregon State Statutes and City of Salem Public Contracting Rules



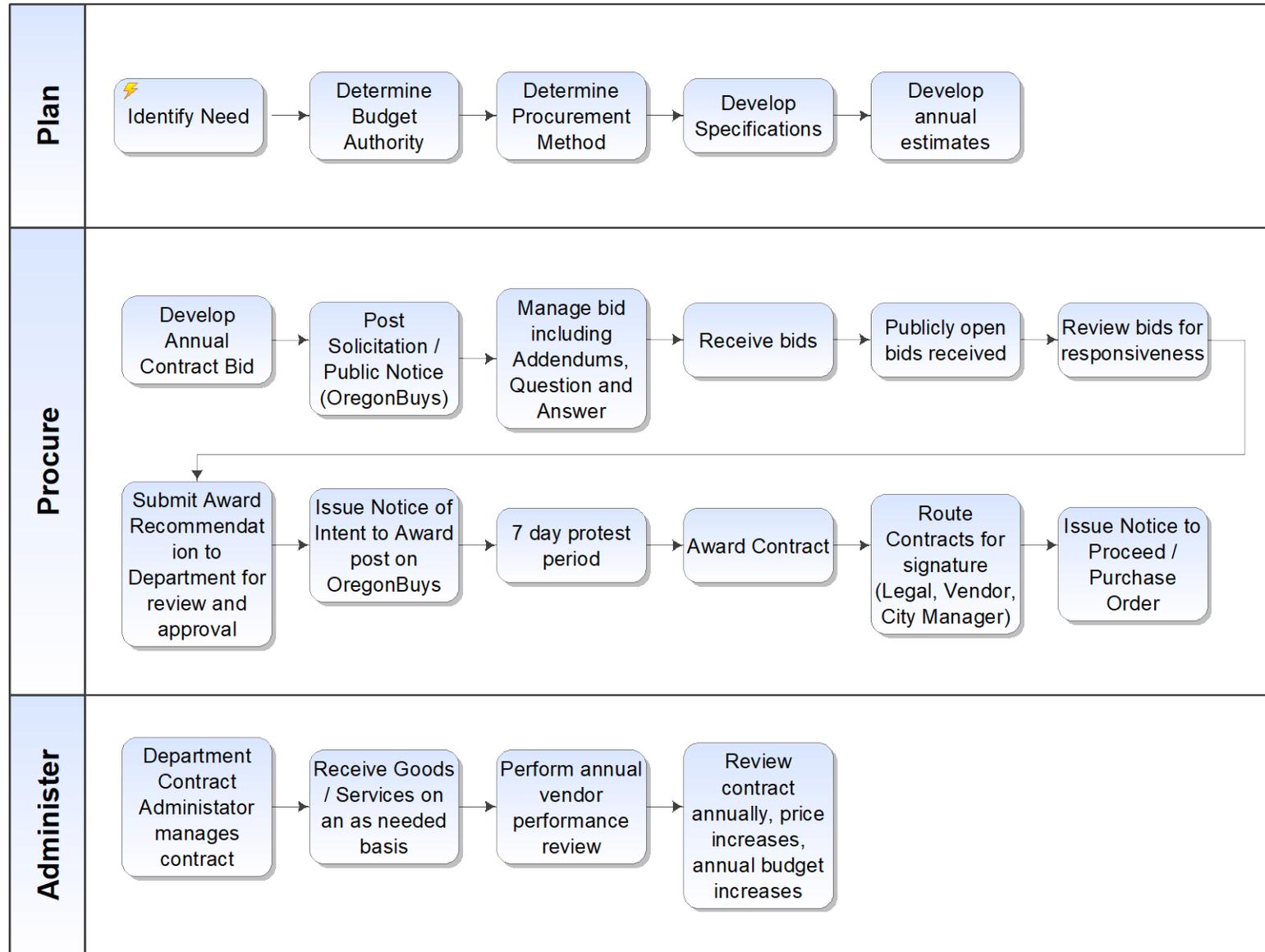
- *Value for Tax Dollars*, getting best price/value
- *Fair and Open Competition*, encouraging vendors to use OregonBuys, participating in trade shows, chamber of commerce.
- *Transparency*, Bids and Request for Proposals, publicly opened bids, bid results, award letters posted on OregonBuys.
- *Oversight Mechanisms*, every procurement over \$5,000 is reviewed for compliance with the State Statutes and City's Public Contracting Rules. Procurement records annually audited.

## Purchasing process vs. Budget Authority

Procedural steps required to procure goods or services, ensuring compliance with procurement laws, City policies, and ethical standards.

Legal authorization for City departments to spend funds for purposes outlined in the budget.

# Annual Bid Procurement Process



# Types of Procurements

- *Goods and / or Services*: supplies, equipment, vehicles, janitorial services, landscape services
- *Personal Services*: accountant, consultants, information technology consultants
- *Professional Services*: architects, engineers, land surveying services
- *Public Improvements*: construction, reconstruction, major renovation for buildings, roads, streets

# Procurement Methods

- *Verbal Quotes (35 transactions)*: 3 quotes, \$5,001 to \$10,000
- *Written Quotes (28 transactions)*: 3 quotes, \$10,001 to \$100,000
- *Formal Solicitation (170 transactions)*: over \$100,000, OregonBuys
- *Sole Source (73 transactions)*: over \$5,000, only one vendor, OregonBuys
- *Cooperative Agreement (123 transactions)*: competitively bid, better pricing
- *Emergency Procurements (1 transaction)*: unforeseen, substantial risk of loss, damage or interruption of services. 3 bids if available.
- *Direct Negotiation (32 transactions)*: under \$25,000, limited to personal services, direct award to one vendor
- *Direct Appointment (4 transactions)*: under \$100,000, limited to professional services, direct award to one vendor

# Annual Contracts

Approximately 700 annual contracts

- Departments anticipate needs for the upcoming year
- Renewal option up to 5 years, contracts renewed annually (July 1 – June 30)
- Based on Budget Estimates
- Based on Estimated Quantities, bids state all quantities are estimates and are not guaranteed.
- Flexibility, pricing already established, competitive process

# Thank you!

## Questions?