



CITY OF SALEM

585 Liberty St SE
Salem, OR 97301

Staff Report

File #: 18-66

Version: 1

Date: 6/11/2018

Item #: 3.2a.

TO: Mayor and City Council

THROUGH: Steve Powers, City Manager

FROM: Kacey Duncan, Deputy City Manager

SUBJECT:

Amending the City's Public Contracting Rules.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

ISSUE:

Shall City Council adopt Resolution No. 2018-25 amending City of Salem Public Contracting Rules, and rescinding Resolution No. 2005-14?

RECOMMENDATION:

Adopt Resolution No. 2018-25 amending City of Salem Public Contracting Rules, and rescinding Resolution No. 2005-14.

SUMMARY AND BACKGROUND:

The City Public Contracting Rules (PCR) are adopted by the local contract review board pursuant to authority established in ORS Chapters 279A, 279B, and 279C to govern procedures regarding purchasing, contracting, and competitive processes. The Council serves as the local contract review board for the City of Salem. The Oregon Legislature has adopted legislative changes affecting public contracting code, and the City has revised its PCRs to meet current statutory requirements.

FACTS AND FINDINGS:

It has been 13 years since the City of Salem Public Contracting Rules have been significantly revised. Prompted by recent legislative changes, the City has performed a thorough review of its rules to ensure alignment with State statutes. The following summarizes the changes to the PCRs:

1. Aligning dollar amounts for all types of procurements to provide consistency and compliance with the Oregon Revised Statutes.
2. Allowing electronic procurements.
3. Updating Alternate Contracting Methods related to Construction Manager / General Contractor and Design-Build to be consistent with the Oregon Administrative Rules.
4. Correcting grammatical errors and conflicts, and clarifying text as necessary.

Changes to the PCRs related to allowing electronic procurements are anticipated to reduce the City's annual advertising costs by up to \$50,000. Using electronic procurement will provide the City with the following benefits:

- Over 70,000 vendors access to the City's solicitations to increase competition.
- Provides for increased City staff efficiency as solicitation documents are delivered electronically rather than through the U.S. Mail.
- Reduced postage and paper costs.
- Instant access to solicitations.

Shawna Self, CPPB
Contracts and Procurement Manager

Attachments:

1. 2018-25 Resolution
2. 2018 Public Contracting Rules