

ADM-1.06 - Purchasing Manual

PURCHASING MANUAL

Information and Guidelines for City Bureaus, Departments and Offices - Obtaining Goods, Construction and Personal Services

Administrative Rule Adopted by Bureau Pursuant to Rule-Making Authority

ARB -ADM-1.06

INTRODUCTION

Purchases of goods and services by City bureaus are made in accordance with State law, City Ordinances and established policies. This Manual is intended to assist City employees in carrying out this responsibility and to provide procedures for all types of purchases. There may be more than one method to procure a good or service and all City employees are encouraged to work with the staff of the Bureau of Purchases to determine the best method for any procurement.

Procurement Division staff in the Bureau of Purchases are professionals with extensive training in procurement methods, knowledgeable about state and local procurement laws and rules and are considered the City's purchasing experts. Involvement of the procurement staff early in the procurement process will save your Bureau time and effort. A listing of procurement staff may be found in the Bureau of Purchases intranet web page at www.purchasing.city/intra/staff.htm.

Public agencies are not permitted to acquire goods and services in the same way as private corporations. Instead, the purchasing process is designed to show the public that public funds are spent wisely and fairly, and at the least possible cost.

State law and City policy also requires the City to meet environmental, societal and social objectives when spending public dollars. For example, the city is encouraged to use recycled materials and otherwise reduce the negative impact of public purchases on the environment, and to provide economic opportunities to minority, women-owned and emerging small businesses.

Generally, all goods and services must be procured after advertising the need for products and services, and by awarding a contract to the lowest responsive, responsible bidder. A responsive bidder is one who has complied with all the requirements found in the bid solicitation document and agrees to be bound by its terms and conditions (PCC 5.33.010.53). A responsible bidder is one who has the ability to provide the material, equipment or service as required by the solicitation document (5.33.010.52).

In determining the lowest bid, the City may take into account factors such as life-cycle cost (total cost of ownership), early payment discounts, and other factors. The City may not, however, use subjective evaluation factors to award a contract, unless an exemption exists that permits their use. (A discussion of alternative contracting methods is found in Section Two, Chapter X. Alternative Contracting Methods).

Bidders are not eligible for an award of a contract unless they are registered with the City of Portland as an Equal Employment Opportunity (EEO) employer, unless the award amounts to

less than \$2,500 in any calendar year. Bidders may become certified as EEO employers by contacting the Bureau of Purchases and filling out an EEO certification form.

The full text of the [Purchasing Manual](#) is available from this web site as a PDF document.

HISTORY

Submitted for inclusion in PPD November 21, 2002.

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