

BOARD POLICY SERIES NUMBER: 5080

TITLE: LBCC CONTRACT REVIEW BOARD

The purpose of this policy is to establish rules and procedures for public purchasing and contracting by Linn-Benton Community College. The LBCC Board of Education acts as the college's local contract review board per ORS 279A.060. LBCC's Board policies, the Community College Rules of Procurement and administrative rules apply to all purchases and contracts of the college. Consequently, the model rules adopted by the attorney general, as modified by the college are incorporated by reference in the Community College Rules of Procurement.

College policies and rules will provide for the fair and equitable treatment of all persons involved in public purchasing by LBCC, to maximize the purchasing value (e.g., vendor's ability to respond, reputation of bidding firm, quality of both materials and services) of public funds and procurement, and to provide safeguards for maintaining a procurement system of quality and integrity. The college will at all times respect the public trust, avoiding any real or perceived favoritism in purchasing and contractual matters. Administrative rules of the college will be strictly adhered to by all agents of the college. The college will advertise in newspapers of general circulation in the district and/or by other forms of electronic communication such as electronic procurement or through the Web to inform vendors of general commodities to be purchased and invite broad participation in providing for the requirements of the college.

Purchasing amounts of \$10,000 to \$49,999.99 require three written quotations that will be reported to the Board of Education.

Purchases amounting to \$50,000 or more require final approval by the Board of Education. Purchases of \$50,000 or more that are exempted from the formal bidding process will be reported to the Board of Education.

Special procurements/exemptions listed in ORS 279A.025 or elsewhere in ORS 279, or in the Community College Rules of Procurement are exempt from the formal competitive bidding process or competitive sealed proposals, but require the use of quotes and/or other purchasing processes which would result in savings to the district. Any additional special procurements/exemptions require board approval.

DATE OF APPROVAL: 10/13/83

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