



Date: 06/30/2016

Updated: 06/30/2022

Date To Be Reviewed: Five years – 06/30/2027

Title of Document: 5.2.2 LOPR_ Purchasing Procedures

Background:

The City of Lake Oswego City Attorney's Office and the Finance Department are responsible for establishing procedures related to the requisition and purchase of agency equipment, supplies and services.

Procedures:

BIDDING/CONTRACTING/SELECTION/AWARD

The City Attorney's office (CAO) is responsible for providing comprehensive information regarding bidding procedures and criteria for the selection of vendors and bidders. The also provides comprehensive detail regarding contracting for services and/or supplies and equipment. Some of the differentiating factors with bidding and contracting include public project versus City acquisition of products or services, the amount of the award or purchase, personal services provided, and state and city regulations. Criteria for the selection of vendors and bidders is also outlined. All of these procedures are outlined in great detail and found in the City's Private Pages, CAO.

The graphic below of the Private Pages, CAO shows a sampling of the volumes of information available regarding the procurement processes observed by the City and LOPR.

HOME Solicitation Forms (RFP, RFQ, Bids) Contract Preparation Contract Forms Bids of Sale Table of Contents - Contracting and Quick Links

- What is a Public Contract?
 - What is a Public Contract?
 - What Type of Contract Do I Have?
 - Public Contracting Rules
 - Training
 - How Do I Solicit?
- What is a Public Contract
 - Public Contract Is...
 - Policies Underlying Public Contracting and PCO Policies and Guidelines
 - Difference Between Contract and PO
- What Type of Public Contract Do I Have?
 - Type of Contract
 - Service, Personal Service, Purchase, Public Improvement
 - Oral
- Public Contracting Rules
- Training
 - PCO Videos
 - Contracts 46, part 1 (Supervisors Meeting 2014, Evan only)
 - Contracts 46, part 2 (Supervisors Meeting 2014, Evan only)
 - Contracts and Insurance 101 (WSC presentation) (2018)
 - CAO Training
 - AIA forms
- How Do I Solicit Bids / Proposals?
 - Competitive Bidding - Default
 - Qualified Rehabilitation Facilities
 - Gresham: Price exceeds past competitive proposals
 - Common Exceptions
 - Dollar Amounts / Amendment Caps
 - Goods and Services
 - Public Improvements
 - Personal Services
 - Engineer / Architect, etc.
 - Construction Manager / General Contractor
 - Emergency Contracts
 - Sales / disposition of personal property
 - Cooperative Procurement
 - Interstate: public notice
 - "Piggyback" Procurement
 - Equipment Repair and Overhaul



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 Update Approval Date: _____
 Signature: _____

There is also an external web page available to the public the City Attorney created for purchasing procedures that addresses public contracting OARs and LO Modifications.
<https://www.ci.oswego.or.us/cityattorney/lake-oswego-public-contract-index>

Lake Oswego Public Contract Index

Standard Public Contract Provisions: The Standard Public Contract provisions are incorporated into all contracts with the City of Lake Oswego. They include statutorily required provisions, as well as standard contract terms.

The Lake Oswego Public Contract Rules consist of the AG Model Public Contract Rules, and specific Lake Oswego additions and modification to the AG Rules.

Public Contracting Rules: effective **January 1, 2022**, for contracts first advertised on or after January 1, 2022, or if not advertised, then entered into after January 1, 2022. (If the solicitation or execution date is before January 1, 2022, email [Evan Boone](mailto:Evan.Boone@ci.oswego.or.us) for a copy of the earlier rules.)

Lake Oswego Public Contract Rules (LOPCR)	Oregon Admin Rule (OAR)	Lake Oswego Modification
General	137-046	LO-046
Procurement of Goods or Services	137-047	LO-047
Architects / Engineers and Related Services	137-048	LO-048
Public Improvements / Construction	137-049	LO-049
Surplus Personal Property	none	LO-050

Signing authorities for contracts, purchase orders and P cards are outlined in PP&P, Section 5, 5.1 - 5.2 LOPR_City of Lake Oswego Fiscal Policies and Management Procedures

PETTY CASH

The Finance Department and the Parks & Recreation Department (LOPR) both have established procedures for obtaining funds and disbursement and issuance of petty cash. LOPR follows the petty cash procedures outlined in PP&P, Section 5, 5.1A – 5.2A LOPR_Supplemental Fiscal Practices.

The Petty Cash Reimbursement Form can be found in Private Pages, Finance.

City of Lake Oswego
 Finance Department
 Private Pages
 Finance Forms, Policies, Procedures, and Gen

oil	Purchasing Card (P-card) and Accounts Payable	
nsation Form	2016 P-Card Policy Guidelines	I
orm	P-Card Policy Information from 2014	V
	P-Card Account Application/Maintenance Form	
tion	P-Card Allocation Instructions	C
orm	P-Card Process Form for Laserfiche	R
	P-Card Receipt Upload Process	B
	Contract and PO Signing Authority Listing	I
	Signature Authority for P-Cards, Invoices, and Payment Requests	
	Employee Expense Reimbursement Form (For non-taxable reimbursements processed through accounts payable)	B
Calendar	ETT Authorization	E
Guide to (revision 2018)	Petty Cash Reimbursement Form (For cash reimbursements up to \$75)	



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PARKS & RECREATION

PURCHASING (P) CARDS

The Finance Department provides procedures for the acquisition, use and reconciliation of the City's Purchasing Cards. The information is available on the City's Private Pages, Finance.

City of Lake Oswego	
Finance Department	
Private Pages	
Finance Forms, Policies, Procedures, and Gen	
oll	Purchasing Card (P-card) and Accounts Payable
nsation Form	2016 P-Card Policy Guidelines
orm	P-Card Policy Information from 2014
	P-Card Account Application/Maintenance Form
tion	P-Card Application Instructions
orm	P-Card Process form for Laserfiche
	P-Card Receipt Upload Process
4	Contract and PO Signing Authority listing
	Signatures Authority for PO's, Invoices, and Payment Requests
4	Employee Expense Reimbursement Form (For non-taxable reimbursements processed through accounts payable)
d Calendar	EFT Authorization
uide to version 2018)	Petty Cash Reimbursement Form (For cash reimbursements up to \$75)

Responsibility/Contacts: Director, Deputy Directors, Managers, Administrative Assistants