

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Amending Local Rule No. 4)
Under Ordinance 88-3, the Public Contract)
Review Board Ordinance)

Order No. 12-2008

WHEREAS, the Board of County Commissioners for Columbia County Oregon, signed Order No. 119-95 on May 3, 1995, which amended Local Rule Number 4; and

WHEREAS, the Board of County Commissioners for Columbia County, Oregon, signed Order No. 220-95 on August 2, 1995, which amended Local Rule Number 4; and

WHEREAS, the Board of County Commissioners for Columbia County, Oregon, signed Order No. 264-96 on October 2, 1996, which amended Local Rule Number 4 again; and

WHEREAS, the Board of County Commissioners for Columbia County, Oregon, signed Order No. 15-99 on March 17, 1999, which amended Local Rule Number 4 again; and

WHEREAS, the Board of County Commissioners for Columbia County, Oregon, signed Order No. 122-2007 on June 27, 2007, which amended Local Rule Number 4 again; and

WHEREAS, the Board of County Commissioners established an ad hoc committee referred to as the Columbia County Unmet Needs Committee (UNC) by motion on December 5, 2007, and appointed a chair to the Committee; and

WHEREAS, the UNC is charged with providing assistance to citizens effected by the 2007 flood and storm emergency; and

WHEREAS, in order to effectively provide assistance, the UNC needs to be able to authorize the purchase of goods and services; and

WHEREAS, pursuant to ORS 279A.070, in addition to the rules adopted under ORS 279A.065(5), a contracting agency may, in the exercise of authority granted under ORS 279A.050, adopt rules necessary to carry out the provisions of the Public Contracting Code, including but not limited to rules for the procurement, management, disposal and control of goods, services, personal services and public improvements under the Public Contracting Code;

NOW, THEREFORE, IT IS HEREBY ORDERED, as follows:

1. Section 5 of Local Rule No. 4, as adopted in Order No. 122-2007, is amended to read as follows:

“5. Signing of Purchase Orders and Contracts.

The Finance Director is authorized to sign Purchase Orders and enter into Contracts in amounts not to exceed \$50,000, providing the several requirements set out above are met, and as provided for in Section 7 of Ordinance No. 88-3, and there is money in the Columbia County budget for such purchases and contracts. If the requirements described above are not met, purchases and contracts shall be presented to the Board of County Commissioners for action.

Purchase Orders and Contracts shall be signed by the Finance Director or his/her designee as follows:

- a. The Finance Director may give written authority to Department Heads and/or their assistants to purchase items or services up to \$5000.00 in value. The purchase of items and services will be done in accordance with this Rule, and the Public Contract Review Board Ordinance.
- b. The Finance Director may give written authority to Land Development Services Staff to purchase supplies needed for facilities maintenance and repair up to \$5000.00 in value. The Finance Director may also give written authority to Finance Department Staff to purchase office supplies needed for the central supplies “store” up to \$5000.00 in value. In addition, the Finance Director may give written authority to Sheriff’s Department and Jail staff to purchase supplies needed for operation of the Jail, i.e. food, cleaning materials. The purchase of supplies will be done in accordance with this Rule and the Public Contract Review Board Ordinance.
- c. The Finance Director may give written authority to the Public Works Director to purchase goods or services up to \$10,000 for trade related projects, i.e. construction, maintenance, repair or similar labor and materials contracts up to \$15,000.00 for goods, materials, supplies and services; and up to \$25,000 for maintenance or repair of roads, highways, or parking lots. The purchase of goods and services will be done in accordance with this Rule and the Public Contract Review Board Ordinance.
- d. The Finance Director may give written authority to the Chair of the Columbia County Unmet Needs Committee to purchase goods or services up to \$10,000 for projects related to the 2007 storm event recovery in accordance with the bylaws adopted by Order No. 10-2008, and any guidelines issued by the Board. The purchase of goods and services will be done in accordance with this Rule and the Public Contract Review Board Ordinance.”

2. Except as specifically amended herein, Local Rule No. 4, as adopted by Order No. 122-2007 shall remain in full force and effect.

Dated this 6th day of February, 2008.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: [Signature]
Anthony Hyde, Commissioner

By: not available
Joe Corsiglia, Commissioner

By: [Signature]
Rita Bernhard, Commissioner

Approved as to form

By: [Signature]
Office of the County Counsel