

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE RELATING TO THE)	ORDINANCE NO. 82-130
APPROVAL AND EXECUTION OF PUBLIC)	
CONTRACTS AND REPEALING ORDINANCE)	Submitted by the Council
NO. 80-103.)	Coordinating Committee

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

Section 1. Contract Review Committee

(a) There is hereby created a Contract Review Committee of the Council, which committee shall have the powers and responsibilities described in the Metro Contract Procedures adopted by this ordinance.

(b) The Contract Review Committee shall be comprised of the Deputy Presiding Officer, the Chair of the Council Coordinating Committee, and a third member to be appointed annually by the Presiding Officer of the Council.

(c) The committee may establish a regular meeting schedule and may meet in special session at the call of the Deputy Presiding Officer. A majority of the committee shall constitute a quorum and the committee shall act by majority vote.

(d) In addition to the meeting provisions in subsection (c) of this section, the committee may act by individual or telephonic poll of the membership. The results of any such polling shall be included in the minutes of the next regular or special meeting of the committee.

Section 2. Contracting Procedures

(a) That document entitled "Metro Contract Procedures," dated February 1982, is hereby adopted and incorporated into this

ordinance by this reference.

(b) All contracts to which Metro is a party or to which Metro may become a party shall be established, processed, approved and executed pursuant to the Metro Contract Procedures adopted by this section.

(c) The Executive Officer may establish such other contract regulations, not inconsistent with the Metro Contract Procedures, as may be necessary and expedient.

Section 3. Repealer

Ordinance No. 80-103 is repealed.

ADOPTED this 4th day of March, 1982.



Presiding Officer

ATTEST:



Clerk of the Council

AJ/gl
5214B/107
2/17/82

METRO CONTRACT PROCEDURES

Adopted by the Council of the
Metropolitan Service District

March 4, 1982

METRO CONTRACT PROCEDURES

February, 1982

I. INTRODUCTION

These procedures describe the manner in which the Metropolitan Service District (Metro) will choose its contractors and the actions that must take place before Metro binds itself to a contract. Three types of contracts are provided for; Personal Services, Materials and Services, and Contracts Between Government Agencies.

Contracts for Personal Services and Materials and Services are divided into broad categories according to the amount of money they involve. Different selection procedures are required for contracts under \$500, those between \$500 and \$10,000, and those over \$10,000. Procedures for internal review and execution of contracts differ for contracts under \$2,500 and for contracts of \$2,500 or more.

Contracts for the purchase of services or materials are required to go through a process of soliciting quotes or competitive bidding. State law requires that public agencies use these methods for awarding contracts in order to insure the lowest possible cost and decrease the chances of favoritism. Contract administration is largely the responsibility of each Department Head or Project Manager. Utmost care should be taken in writing contract specifications and scopes of work, and in monitoring work done under contract. If care is taken, and these procedures are followed, those involved may feel secure that the law is being obeyed and that Metro is getting quality goods and services at the lowest possible price.

II. RULES AND PROCEDURES GOVERNING ALL CONTRACTS

A. Initiating a Contract

When a department initiates a contract it must first notify the Department of Management Services of its intention and request the issuance of a contract number which shall appear on all copies of the contract. Additionally, the department must complete a Contract Summary form indicating the specifics of the contract. This form must be forwarded to the Department of Management Services either with a fully executed contract (three copies), if the amount is under \$2,500, or with an unexecuted contract (three copies) for review, approval and signature.

B. Persons Authorized to Sign Contracts

1. Contracts Under \$2,500

For contracts of an amount under \$2,500 the Director of the initiating department, or a designee of the

Director approved by the Executive Officer, may sign contracts if the following conditions are met:

- a. A standard contract form is used;
- b. Any deviations to the contract form are approved by the General Counsel;
- c. The expenditure is authorized in the budget.
- d. The contract does not further obligate Metro beyond \$2,500.
- e. The appropriate Scope of Work is attached to the contract.
- f. The Contract is for an entire project or purchase; not a portion of a project or purchase which, when complete, will amount to a cost greater than \$2,500.

For contracts of \$2,500 or more, and for contract amendments which exceed \$2,500 or which result in a total contract price exceeding \$2,500, either the Executive Officer or Deputy Executive Officer must sign; provided, however, that the Director or Deputy Director of the Zoo may sign purchase orders of up to \$10,000. When designated in writing to serve in (their absence) the absence of the Executive Officer or Deputy Executive Officer, the Director of Management Services may sign contracts.

C. Approval of Contracts of \$10,000 or More

1. Except as provided in subsection (4) of this section, all initial contracts with a contract price of \$50,000 or more shall be approved by the Council prior to execution.
2. Except as provided in subsection (4) of this section, all initial contracts with a contract price of \$10,000 or more but less than \$50,000 shall be approved by the Contract Review Committee of the Council prior to execution.
3. Except as provided in subsection (4) of this section, all contract amendments and extensions which exceed \$10,000 or which result in a total contract price of \$10,000 or more shall be approved by the Contract Review Committee prior to execution.
4. The following types of contracts, including contract amendments and extensions to such contracts, shall be exempt from the provisions of this section.

- a. Contracts which merely pass through funds from a state or federal agency.
- b. Contracts under which Metro is to provide a service only and incurs no financial obligation to another party.
- c. Contracts with another government agency.
- d. Initial contracts of less than \$10,000 and contract extensions and amendments which do not cause or result in a total contract price of \$10,000 or more.
- e. Grant award contracts.
- f. Contracts previously approved as part of annual work programs.
- g. Purchases of inventory and gift items for resale at the Zoo Gift Shop.

D. Documentation Required for Contract Files

The Department of Management Services will maintain central files for all contracts. Individual departments should keep a copy of each contract which they have initiated and all subsequent extensions and amendments. An original copy should be given to each contractor. All correspondence relating to a contract which alters conditions or amounts must be included in the central files as should all papers which document the process of obtaining competitive bids, quotes, or proposals. In any case where a low bid, quote, or proposal is not accepted, a detailed justification must be included with the contract file. Other documentation, if applicable, that should be included in the file includes:

- Mailing lists
- Affidavits of Publication
- Insurance endorsements and certificates
- Amendments
- Extensions
- Related Correspondence
- Quotes, Proposals, and Bids
- Bonds
- MBE contacts
- Contract closure form
- Personal Services Evaluation form

E. Contract Review

Any contract which deviates from a standard contract form must be reviewed by the Metro General Counsel.

Contracts involving federal or state grant funds must be reviewed by the Finance Officer.

Contracts which are to be let after advertised competitive bids, quotes or proposals must be reviewed by the Contracts Manager.

F. Minority Business Program

All contracting and purchasing is subject to the Metro Minority Business Enterprises Program. Metro will take affirmative action to do business with Minority Business Enterprises. The Contracts Manager will maintain a directory of minority businesses which shall be consulted and used in all contracting and purchasing of goods and services. If a minority business is available that appears capable of providing needed goods or services, that business must be contacted and given an opportunity to compete for Metro business. Contracts awarded subject to the MBE program may be exempted from the competitive bidding process.

G. Awarding Contracts Without Competitive Bids, Quotes or Proposals

In some cases, competitive bidding may not be required. The Contracts Manager will make a determination of whether a contract must be awarded subject to competitive bidding. Examples of the contracts which may not be legally subject to competitive bidding are:

- Rare Animals
- Price Regulated Items
- Emergency Contracts
- Advertising Contracts
- Recycled Materials
- Products of the Handicapped
- Contracts between Government Agencies
- Affirmative Action Contracts
- Data Processing Contracts
- Insurance Contracts
- Contract Amendments and Extensions
- Personal Services Contracts
- Purchases Under Requirement Contracts

In most cases these exempt categories must be interpreted narrowly. An emergency contract, for example, may only be executed if the emergency conditions could not have reasonably been foreseen and the only way to remedy the situation is through the execution of a contract.

Personal services contracts are subject to separate procedures described in Section III.

Specific exemptions from competitive bidding may be sought from the Metro Contract Review Board (See Ordinance No. 79-76 and Ordinance No. 81-125.)

Any request for an exemption from competitive bidding must comply with OAR 127-10-160.

H. Monthly Contract Report

The Executive Officer shall provide or cause to be provided a monthly report to the Council of all contracts, including extensions and amendments, which have been executed during the preceding month; provided, however, that such monthly report need not include purchase orders under \$500.

I. Purchase Orders

For purposes of these regulations, the term "contracts" includes purchases of goods or materials by purchase order. Purchase orders may be utilized in lieu of written contracts when the purchase is for goods or materials only.

J. Code of Conduct

No employee, officer or agent of Metro shall participate in the selection, award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his/her immediate family, his or her partner, or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. No Metro officer, employee or agent shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

Violations of this Code of Conduct shall subject an officer or employee to disciplinary action pursuant to the Metro Personnel Rules and may be grounds for other civil or criminal penalties provided by law.

K. Federal/State Agency Approval

When required by federal or state law or regulations, review and approval of Metro contracts shall include prior concurrence or approval by appropriate federal or state agencies.

III. PERSONAL SERVICES CONTRACTS

A. Definition

Personal Services contracts are for services that are not normally performed by the Metro department staffs and will not require continuous supervision by Metro staff. Examples of services that may be obtained under Personal Services contracts are: attorneys; economic consultants; engineers; architects; special photography; legislative liaison; public relations and professional advice on retainer. Personal Services contracts shall be in compliance with OAR 127-10-092.

B. Distinguishing Between Employees and Independent Contractors

It is important that employees not be hired under the guise of a Personal Services Contract. To determine whether a particular worker is to be an employee or an independent contractor, the most important factor to consider is the employer's right to control. If the employer is to retain the right to control the manner and means of accomplishing a desired result, the worker is generally considered an employee; if, however, the employer has the right to control only the results of the work, the worker is considered an independent contractor. Thus, the question usually comes down to who is to have the right to direct what shall be done and when and how it shall be done. This test of control does not require actual exercise of control, but rather the employer's right to control.

A consideration of the following factors is helpful in determining a worker's status:

1. Whether the worker is to be engaged in a distinct occupation or business. Independent contractor status is often accorded those who are engaged for their special skills. Thus, the hiring of an architect, broker, doctor, painter or attorney may indicate that an independent contractor relationship is being contemplated.
2. Whether the employer or the worker is to supply the instrumentalities, tools and the place of work.
3. Whether the worker or the employer is to have the power to dictate the particular manner in which the instrumentalities or tools shall be used and the way the workers shall do their work.
4. Whether the worker employs, pays and has full power of control over assistants.

5. Whether the work is part of the regular business of the employer.

C. Selection Process for Personal Services Contracts

1. Contracts Under \$2,500

For Personal Services contracts under \$2,500, the Department Director shall state in writing the need for the contract. This statement shall include a description of the contractor's capabilities in performing the work. Multiple proposals need not be obtained. This statement will be kept in the Department of Management Services contract file.

2. Contracts Between \$2,500 and \$10,000

For Personal Services contracts of at least \$2,500 but less than \$10,000, the Department Director shall use the following process:

- a. Proposals shall be solicited from at least three (3) potential contractors who, in the judgment of the Department Director, are capable and qualified to perform the requested work. The Minority Business Enterprise Directory maintained by the Contract Manager shall be consulted and at least one (1) of the potential contractors notified shall be an MBE if an MBE service provider appears in the MBE Directory.
- b. The initiating Department shall document the fact that at least three (3) proposals have been solicited. Preferably, the proposals should be written but this is not required. Metro shall reserve the right to reject any or all proposals for any reason.
- c. Evaluation, as determined by the Department Director, shall include use of a contractor evaluation form and may require oral presentations. The objective is the highest quality of work for the most reasonable price. The quality of the proposal may be more important than cost.
- d. Notification of selection or rejection shall be made in writing after final review by the initiating department.
- e. If the contract is for \$2,500 or more, it shall be submitted to the contractor for signature and then to either the Executive Officer or Deputy Executive Officer for signature.

3. Contracts of \$10,000 or More

For Personal Services contracts of \$10,000 or more, an evaluation of proposals from potential contractors shall be performed as follows:

- a. A request for proposals shall be prepared by the department. Where appropriate, the request shall be published in a newspaper of general circulation or in trade magazines. In addition, Metro shall notify in writing at least three (3) potential contractors, who, in the judgment of the Department Director are capable and qualified to perform the requested work. The Department of Management Services will be responsible for maintaining the file and making the appropriate notification.
- b. Evaluations of proposals shall include use of a contract evaluation form. The use of an oral interview or an evaluation team is recommended.
- c. After evaluation is complete, the Department Director will recommend the final selection to the Executive Officer.
- d. Notifications of selection and rejection shall be made in writing by the initiating department.
- e. Such Personal Services contracts with the Scope of Work must be reviewed by the department head, General Counsel and by the Contracts Manager prior to approval and execution.
- f. Such Personal Services contracts shall be subject to the approval requirements of paragraph II C of these regulations.

4. Sole Source Personal Services Contracts

If there is only one provider of the service required, the initiating department need not solicit and document three (3) proposals as required by subparagraphs (C)(2) and (C)(3) above. The initiating department must document that there is only one provider of the service required, and the Council shall be given notice of the execution and the justification for the contract.

5. Continuing Activities

A Personal Services contract may be renewed without receiving competitive proposals if the contractor is performing a continuing activity for the agency.

This applies to such contracts as those for construction observation, public relations consulting and annual auditing. Except as provided in paragraph 6 below, competitive proposals must be solicited for these services at least once every three (3) years and if the contractor proposes a price increase of more than 10% over the previous year, competitive proposals must be solicited.

6. Limited Source Contracts

Personal Services contracts may be renewed, extended or renegotiated without soliciting competitive proposals if, at the time of renewal, extension or renegotiation, there are fewer than three (3) potential contractors qualified to provide the quality and type of services required. If a Personal Services contract is renewed, extended or renegotiated under this paragraph without soliciting proposals, the initiating department shall document in detail why the quality and type of services required make it unnecessary or impractical to solicit proposals.

7. Approval of Personal Services Contracts

Personal Services contracts, amendments, renewals and extensions shall be subject to the approval requirements of paragraph II C of these regulations.

8. Personal Services Evaluation Form

Selection of Personal Services contractors shall include the use of an evaluation form documenting the reasons for the selection.

IV. MATERIALS and SERVICES

A. Definition: This section is intended to provide guidance for contracting services other than Personal Services and is not intended to prevent the use of purchase orders. If a Department Director is in doubt as to whether a purchase should be on a purchase order or form contract, the Department Director or his/her designee should contact the Contracts Manager for a determination. Contracts for materials and services are those for specific goods or products or for the labor required to produce a specific product.

B. SELECTION PROCESS FOR MATERIALS AND SERVICES CONTRACTS

1. Contracts Under \$500

For purchases of materials and services costing less than \$500, the initiating department should obtain

three (3) quotes. The lowest quote obtained will be accepted unless valid reason for rejecting it can be shown. After accepting a quote, the initiating department will follow up with a contract, attaching the quotes to the Department of Management Services file copy of the contract. Purchases of materials only under \$500 made by purchase order shall not require quotes and shall not be subject to the provisions of paragraph IID above.

2. Contracts Between \$500 and \$10,000

All contracted materials and services costing between \$500 and \$10,000 will require written quotes. The initiating department will write specifications, sending them to possible contractors whom they feel can do the job. If possible, at least three (3) contractors will be contacted. After receipt of the quotes and review by the initiating department's staff, a contract will be developed. If three (3) quotes are not available, a lesser number will suffice provided that a written record is made of the effort to obtain the quotes. If it is over the amount of \$2,500 the contract will then be submitted to the contractor for signature and then to either the Executive Officer or Deputy Executive Officer for signature. The initiating department will attach all quotes received to the Department of Management Services' copy of the contract. The Minority Business Enterprise Directory maintained by the Department of Management Services shall be consulted to determine whether an MBE is available that may possibly do the work or supply the goods required by the specifications. If one is available it must be given the opportunity to make a bid or quote.

3. Contracts Over \$10,000

Unless a general or specific exemption applies, all contracted materials and services costing over \$10,000 will be subject to a formal sealed bid process. The following procedure will be used:

- a. The initiating department staff will write bid specifications and compile a list of potential bidders.
- b. The bid document will be reviewed by the Department of Management Services and by legal counsel before bids are solicited.
- c. A request for bids will be advertised in the Daily Journal of Commerce, or when feasible, in an appropriate trade magazine.

- d. The Department of Management Services will receive and open sealed bids.
 - e. The opened bids will be reviewed by the requesting department and a recommendation and contract will be submitted to the Department of Management Services.
 - f. The Department of Management Services will make recommendation to the Executive Officer or Deputy Executive Officer.
 - g. Materials and services contracts, amendments, renewals and extensions shall be subject to the approval requirements of paragraph II C of these regulations.
 - h. The Management Services Department will notify all bidders of the contract award, obtain signatures on the contract and obtain any necessary bonds and insurance certificates.
 - i. Metro shall reserve the right to reject any or all quotes or bids received.
4. Subsections 1 and 2 above shall not apply to the purchase of inventory and gift items for resale at the Zoo Gift Shop.

C. INSURANCE AND BONDING REQUIREMENTS

All contracts which produce a possible liability to Metro must be accompanied by a certificate of liability insurance from the contractor naming Metro as a certificate holder or additional insured.

- 1. Any improvements contract in excess of \$10,000 must be accompanied by a bid bond of not to exceed 10% of the amount of the contract and a performance bond of 100% of the amount of the contract.
- 2. If a liability exposure to the District exists, certificates of insurance are required.

Minimum insurance requirements are:

- a. \$100,000 for personal injury to any one (1) person;
- b. \$300,000 for any number of claims resulting from one (1) accident;
- c. \$50,000 property damage for all damage claims resulting from one (1) accident.

V. Contracts Between Government Agencies

Contracts between government agencies may be made without competitive bids, quotes, or proposals.

Each contract being initiated by a department must be reviewed by the Department Director, General Counsel and appropriate state or federal agencies. If the contract is made pursuant to federal or state grants, it must be reviewed by the Finance Officer.

AJ/srb
5258B/289
03/08/82



METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: March 4, 1982
To: Metro Council
From: Andy Jordan *Andy*
Regarding: Contract Procedures Ordinance

We recommend the following amendments to the Metro Contract Procedures to be adopted by Ordinance No. 82-130 on March 4, 1982.

1. On page 3, after paragraph f., add:
"g. Purchases of inventory and gift items for resale at the Zoo Gift Shop."
2. On page 11, after paragraph i., add:
"4. Subsections 1 and 2 above shall not apply to the purchase of inventory and gift items for resale at the Zoo Gift Shop."
3. On page 2, the last paragraph of section II.B. should read as follows:

"For contracts of \$2,500 or more, and for contract amendments which exceed \$2,500 or which result in a total contract price exceeding \$2,500, either the Executive Officer or Deputy Executive Officer must sign; provided, however, that the Director or Deputy Director of the Zoo may sign purchase orders of up to \$10,000. When designated in writing to serve in (their absence) the absence of the Executive Officer or Deputy Executive Officer, the Director of Management Services may sign contracts."

I will be available at the Council meeting to explain these proposed amendments.

AJ:sh

MINUTES OF THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

MARCH 4, 1982

Members present: Couns. Banzer, Deines, Etlinger, Kafoury, Kirkpatrick, Oleson, Rhodes and Williamson.

Members absent: Couns. Berkman, Bonner, Burton and Schedeen.

Staff present: Andy Jordan, Dan LaGrande, Kay Rich and Ethan Seltzer.

Visitors present: Bob Weil, Metropolitan Citizens' League.

The meeting was called to order by Presiding Officer Banzer. There were no written or citizen communications to Council.

4. Councilor Communications.

Coun. Oleson introduced Resolution No. 82-316, Relating to the Development of a Solid Waste Transfer Station in Washington County, and asked that the resolution be referred to the Services Committee for consideration at their next meeting. He stated it is important for Metro to respond to the Washington County Solid Waste Advisory Committee promptly.

The resolution was referred to the Services Committee.

Presiding Officer Banzer noted the Metro employees art show, the works of which may be seen in the hallways of the building.

5.1 Ordinance No. 82-128, For the Purpose of Adopting and Implementing the Regional Stormwater Management Plan. (Second Reading)

Coun. Rhodes stated that there had been some amendments made in the ordinance; language changes making the plan voluntary rather than mandatory and an amendment proposed by Coun. Deines adding the provision in the Plan that program activities would take place subject to availability of financial resources.

A vote on the previous motion (Oleson/Rhodes) to adopt the ordinance carried unanimously.

5.2 Ordinance No. 82-129, Approving in Part the City of Portland's Petition for Locational Adjustment of Metro's Urban Growth Boundary (UGB) as Requested by Co-petitioners Kenneth and Melinda Scott and Amending the UGB as Approved. (Second Reading)

A vote on the previous motion (Bonner/Schedeen) to adopt the ordinance carried unanimously.

5.3 Ordinance No. 82-130, Adopting Contract Procedures and Establishing a Contract Review Board. (Second Reading)

Council considered a memo from Andy Jordan suggesting the following amendments:

1. On Page 3, after paragraph f., add:
"g. Purchases of inventory and gift items for resale at the Zoo Gift Shop."
2. On Page 11, after paragraph i., add:
"4. Subsections 1 and 2 above shall not apply to the purchase of inventory and gift items for resale at the Zoo Gift Shop."

After discussion of the amendments, motion to amend Ordinance No. 82-130 by adding amendments #1 and #2 proposed by Andy Jordan; carried unanimously. (Rhodes/Kirkpatrick)

The third amendment considered:

3. On Page 2, the last paragraph of Section II.B. should read as follows:
"For contracts of \$2,500 or more, and for contract amendments which exceed \$2,500 or which result in a total contract price exceeding \$2,500, either the Executive Officer or Deputy Executive Officer must sign; provided, however, that the Director or Deputy Director of the Zoo may sign purchase orders of up to \$10,000. When designated in writing to serve in (their absence) the absence of the Executive Officer or Deputy Executive Officer, the Director of Management Services may sign contracts."

Motion to amend Ordinance No. 82-130, last paragraph of Section II.B., as suggested; carried unanimously. (Deines/Kafoury)

A vote on the previous motion (Burton/Schedeen) to adopt the ordinance carried unanimously.

6.1 Executive Officer's Report.

Executive Officer reported that a conditional use permit had been applied for with the City of Portland to construct a band shell at the Zoo and no difficulties are anticipated in receiving the permit.

6.2 Committee Reports.

Presiding Officer reported that the Task Force on Fiscal Management would meet Monday, March 15, at Noon and Thursday, March 18, at 5:30 PM.

Coun. Deines reported that the Coordinating Committee would meet on Monday, March 15, at 5:30, to discuss the FY '83 budget.

Coun. Rhodes stated the Services Committee would hold their regular meeting on Tuesday, March 16, at 5:30 PM.

Coun. Williamson reported that JPACT meeting would be held on Thursday, March 18, at 7:30 AM.

Coun. Deines reported he had some phone calls regarding the services of

8.2 Public Hearing on Ordinance No. 82-128, For the Purpose of Adopting and Implementing the Regional Stormwater Management Plan. (First Reading)

Motion that the ordinance be adopted. (Oleson/Rhodes)

Motion to amend the ordinance with the three amendments proposed in the memo from Couns. Rhodes and Oleson; carried unanimously. (Rhodes/Bonner)

There was no one present who wished to speak during the public hearing.

8.3 Public Hearing on Ordinance No. 82-130, An Ordinance Relating to the Approval and Execution of Public Contracts and Repealing Ordinance No. 80-103. (First Reading)

Motion that the ordinance be adopted. (Burton/Schedeen)

Motion to amend the ordinance to delete Section II.C.4.g. in the contract procedures; carried. (Rhodes/Kirkpatrick; Etlinger, Banzer and Schedeen voting "no")

General discussion of the contract procedures.

There was no one present who wished to speak during the public hearing.

9.1 Executive Officer's Report.

Executive Officer Gustafson had no report at this time.

9.2 Committee Reports.

Coun. Berkman stated the Council Audit Committee would meet some time next week.

Coun. Rhodes reported the Services Committee had received an informative update on gas recovery at their last meeting.

Presiding Officer reported that the Task Force on Fiscal Management would meet at 5:30 PM on Wednesday, March 3.


The meeting adjourned at 10:20 PM.

Respectfully submitted,



Sue Haynes, Clerk of the Council

A G E N D A M A N A G E M E N T S U M M A R Y

TO: Metro Council
FROM: Executive Officer 
SUBJECT: Contract Procedures

I. RECOMMENDATIONS:

- A. ACTION REQUESTED: Adoption of Ordinance No. 82-130.
- B. POLICY IMPACT: The ordinance would establish Council policy pertaining to contract procedures.
- C. BUDGET IMPACT: Full implementation of the procedures may require additional cost with respect to needed staff to administer the process. Such costs are speculative at this point and will be analyzed fully in the FY '83 budget process.

II. ANALYSIS:

- A. BACKGROUND: For several years, Metro's contracting procedures have been established by Executive Order. This ordinance adopts the current administrative procedures and adds provisions for Council review and approval of contracts, primarily through a Contract Review Committee, and other alterations in existing procedures. The ordinance was approved by the Coordinating Committee on February 16 with some revisions to the first draft. Attached is the revised ordinance and accompanying procedures.
- B. ALTERNATIVES CONSIDERED: The Committee considered adoption of Council approval procedures only, rather than all contract procedures, but opted for a comprehensive ordinance adopting all administrative contract procedures.
- C. CONCLUSION: Approval of Ordinance No. 82-130.

AJ:sh