

Purchase and Acquisition of Goods and Services

The District Manager and Transportation Maintenance Manager frequently need to acquire material, goods, or services needed to perform an activity, repair, etc.

Methods of Purchase and Acquisition

Several methods exist for acquiring the needed material, goods, or services. Use the method that is best suited to the need or situation. Also, be sure to secure the approval of the person who has been delegated the authority to approve the purchase or acquisition. There is no limit to the cost of maintenance activities that maintenance crews may perform. Refer to Activity 304 for limits to public improvements and betterments that may be accomplished by maintenance crews.

The methods for acquiring material, goods, or services include:

1. Acquire needed goods from the storerooms, generally located in Salem, Bend, and LaGrande, operated by the Supply Operations Unit/Business Services Section of ODOT's Support Services Branch. The storerooms stock limited quantities of goods, including tools and equipment parts. Complete a Storeroom Order and Invoice, form 734-1327. For further instructions, refer to the Support Services Branch website on the ODOT Intranet.
2. Acquire needed goods or material through an established Price Agreement. The Purchasing and Contract Management Section of the Support Services Branch, through the Department of Administrative Services, establishes and maintains Price Agreements with vendors for many of the supplies normally used by ODOT and other state agencies. The Purchasing and Contract Management Section will assist the District Manager in establishing a Price Agreement to acquire specific material, such as asphalt concrete, in the District.

For information on goods and materials available on Price Agreement or on procedures to establish other Price Agreements, refer to the Support Services Branch website on the ODOT Intranet. Complete a Contract Release Order, form 734-1356, with each order of goods or materials.

3. Directly purchase goods, material, or services. The purchase must not exceed \$5,000. Refer to the Support Services Branch website for other instructions on this method. Also refer to the ODOT TEAMS Accounting Manual for instructions on how to pay for items or services acquired by this method.
4. Use a "solicitation" to acquire goods, materials, or services. Perform a feasibility study for acquisitions of services where required by the employee bargaining contract. Also refer to the Support Services Branch website for instructions on using:

- a. "Informal solicitation". This involves purchase of \$5,000 to \$75,000 of specified products or services. The purchaser must attempt to get competitive price quotes from at least three potential providers.
- b. "Formal solicitation". This involves purchases over \$75,000. Formal solicitations must be done through the Purchasing and Contract Management Section of the Support Services Branch.

Before contracting out work that is currently being performed by bargaining unit personnel, documentation known as a "Feasibility Study" is required by the *Collective Bargaining Agreements*.

5. Acquire material from ODOT construction contracts. There are two general situations, including:
 - a. With proper approval, the District Manager may work with the Area Manager to have material, generally crushed aggregates, furnished under a construction contract. Identify the need and initiate the process early in the Project Delivery process. Also refer to further discussion in the Maintenance Role in the ODOT Project Delivery Process section of this Guide.
 - b. The District Manager may also acquire materials that are excess or left over on construction contracts. Work with the Project Manager and Area Manager to pay the contract for the value of the acquired materials and to take possession of the materials. Also, refer to discussion in the Planning, Budgeting, and Reporting of Maintenance Activities section of this Guide.

Do not acquire excess or leftover material from construction contracts unless the District or other units of ODOT have a need for the material, because the District must reimburse the construction contract for the value of the material involved.

6. Acquire material or services from other public agencies. As appropriate, the District Manager may acquire material or services from, or provide them to, other public agencies. In order to do this, ODOT and the other public agency must enter into an agreement for the material or services.

Request assistance from the Region Manager on such agreements and on the process under which payment is made.

If acquired material is placed into a stockpile or stored for future use, rather than incorporating the material immediately into a work activity, the District Manager and Transportation Maintenance Manager must assure that the material is properly stockpiled under Activity 081 and that the stockpile inventory is properly managed. Refer to discussion in the Reporting of Work and Costs section and the Reports and Management section of the *Maintenance Field Operations Manual*.

Delegated Authority

Consult the ODOT Delegated Authorities documents, available on the Support Services Branch website on the ODOT Intranet, for purchasing authority. Generally, ODOT has delegated specified purchasing authority to the Region Manager and other designated persons.

The Region Manager may issue a letter of authority to authorize others in the Region, including the District Manager, to purchase goods, materials, and services up to a specified value.

Do not purchase any goods, materials, or services without the proper authority or the approval of the person with the proper authority.

Contract Conditions, Standard Specifications, and Special Provisions

If the procurement is for performing a maintenance or betterment activity, assure that the procurement includes needed requirements and provisions.

- The Purchasing and Contract Management Section will include the Department of Administrative Services General Conditions for Contracts in the procurement. The District Manager should consider whether to modify any of those conditions in the procurement.
- For non-emergency contracts require the contractor to develop plans for and implement appropriate methods to control erosion, sedimentation, and pollutants or contaminants and perform activities in accordance with the *ODOT Routine Road Maintenance Water Quality and Habitat Guide Best Management Practices*. It may be appropriate to include Section 00280 of the *ODOT Supplemental Standard Specifications for Highway Construction* and/or elements from the *ODOT Routine Road Maintenance Water Quality and Habitat Guide Best Management Practices* in the contract document.
- Consider incorporating specific sections from the *Oregon Standard Specifications for Construction* they relate to the involved work. The procurement must identify the required quality of the material and work, including needed testing. If a specific work process is required, the procurement must also identify that.

Qualified Products List

The *Qualified Products List* (QPL) is generally a construction/project delivery business line resource. However, it may be used by maintenance crews for materials that have been deemed suitable for highway related projects. Traffic control devices must be purchased from the QPL.