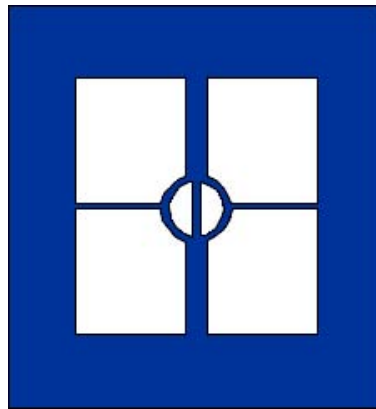


HOW TO DO BUSINESS WITH THE CITY OF HILLSBORO



<http://www.ci.hillsboro.or.us>

Prepared by:

The City of Hillsboro

Purchasing Division

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STATEMENT OF ETHICAL STANDARDS

As a public agency, the City of Hillsboro adheres to strict laws, rules, and ethical practices when purchasing goods and services. City of Hillsboro employees do not accept personal gifts from suppliers nor conduct purchasing transactions for personal benefit. It is a goal of the City of Hillsboro to obtain maximum value for each dollar spent.



NIGP CODE OF ETHICS

The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization.

Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.

Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.

Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.

Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.

Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.

Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.

Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.

Resists encroachment on control of personnel in order to preserve integrity as a professional manager. Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.

Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.

Subscribes to and supports the professional aims and objectives of the National Institute of Governmental Purchasing, Inc.

The City of Hillsboro



INTRODUCTION

The City of Hillsboro, founded in 1842 and incorporated in 1876, is the fifth largest city in Oregon with a current population of 90,612 encompassing an area of approximately 22.8 square miles in the northwestern corner of the state. Located 25 minutes west of Portland, Hillsboro is the county seat for Washington County. The City has transitioned over the last decade from a rural center to a high-tech regional hub attracting several large companies.

The City operates under the council-manager form of government. Policymaking and legislative authority are vested in the governing council comprised of six councilors and the mayor. The council acts as the local contract review board for the City. The governing council is responsible for passing ordinances, adopting the budget, appointing committees and hiring the City Manager and City Attorney. The City Manager is responsible for carrying out the policies and ordinances of the governing council and for overseeing the day-to-day operations of the City and appointing department managers. The council is elected on a non-partisan basis. The Mayor and Council members are elected to four-year staggered terms.

The City's annual budget for the 2010 - 2011 fiscal year is just over \$312 Million and includes all general, internal service, enterprise and urban renewal district activity. The City's general fund is supported primarily from property taxes, franchise fees, licenses and permits, and other fees and charges.



PURCHASING

The City of Hillsboro has a decentralized purchasing function in which the City's Departments are responsible for their own procurement process. The Purchasing Division advises and helps the Departments as needed and initiates purchases that benefit the entire City.

VENDOR LISTS



Currently, informal vendor lists are maintained by each of the Departments and the Purchasing Division. Submitting line cards, brochures, or letters of introduction is beneficial in letting the various Departments know about your products, specialties or area of interest.

CONTACTS



Attached is an abbreviated telephone listing of the City of Hillsboro's various Departments. Since the City of Hillsboro is decentralized, direct contract with each Department that you may be able to provide a product or service to is very important. Example: If you provide engineering services you may want to contact, depending on your specialty, the Water Department (Utilities), Parks & Recreation (Park Construction), Capital Planning & Development (Buildings) and Engineering (Streets, Sewer, Traffic).

ADVERTISING



All procurements greater than \$50,000 (\$75,000 if a professional service) are required to be advertised unless specifically exempt. The Daily Journal of Commerce, Hillsboro Argus and the Oregonian are the usual publications in which ads are placed. Major construction projects are always advertised in the Daily Journal of Commerce and will generally be available in the local construction plan rooms. The City also uses the State of Oregon's web site "ORPIN" to post bids and it is used for many notices, Invitation to Bid (ITB's) and Request for Proposals (RFP's). WWW.ORPIN.COM

DOLLAR LIMITS



City Departments may direct negotiate up to \$5,000 with vendors without obtaining quotes (up to \$20,000 for professional services). Three quotes are required for purchases between \$5,000 and \$50,000 (\$20,000 and \$75,000 for professional services). Internal Department policies may be more stringent and require lower thresholds for quotes or formal bidding. As an example, one Department requires three quotes for all items greater than \$500 and another for any purchases greater than \$1,000.