

Who We Are

Our goal in the Purchasing Office is to procure goods and services at the best value for the City of Eugene - using the most efficient and effective methods possible while abiding by state and local rules and regulations. In order to maintain good stewardship of public funds, the City often considers sustainability factors related to community and environment as well as cost when making purchases.

Purchasing Staff

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Contact Us



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www.eugene-or.gov/purchasing

City Departments

Facility Management
541-682-2690

**Public Works
Engineering**
541-682-5291

Fire & EMS Services
541-682-7100

**Public Works
Fleet Services**
541-682-4865

Technology Services
541-682-6722

**Public Works
Maintenance**
541-682-4800

**Planning
& Development**
541-682-5481

**Public Works
Parks & Open Space**
541-682-4800

Police Department
541-682-2822

**Library, Recreation
& Cultural Services**
541-682-6065

**Public Works
Wastewater**
541-682-8600

 eugene-or.gov

 facebook.com/CityofEugene/

 twitter.com/cityofeugene

Purchasing Rules & Regulations

Suppliers may contact the Purchasing Office or a specific department that may be interested in their product. Oregon ethic rules prohibit City employees from accepting marketing materials with intrinsic value to the offer.

The City of Eugene is subject to public procurement regulations, including:

- Oregon Revised Statutes 279A, B, C
- City of Eugene Administrative Order #44-14-08-F



**Eugene Central Services
Purchasing Office**



**Eugene Buys
Things**

URL Quick Links

Purchasing Office
eugene-or.gov/purchasing

Equity in Contracting Program
eugene-or.gov/3279/Equity-in-Contracting

ORPIN
orpin.oregon.gov/open.dll/welcome

COBID
oregon4biz.com/How-We-Can-Help/COBID/

The Competitive Process

Most City-issued solicitations are for purchases expected to exceed \$10,000. We issue [Requests for Quotes \(RFQ\)](#), [Invitations to Bid \(ITB\)](#), [Requests for Proposals \(RFP\)](#), [Requests for Information \(RFI\)](#) and [Requests for Qualifications \(RFQu\)](#).

Each process has its own legal and submittal requirements. Solicitation documents communicate the specifications of the product or service we seek, outline the submittal process and relay minimum requirements.

Bids & Notifications

The City of Eugene uses ORPIN, [Oregon Procurement Information Network](#), to notify suppliers of contracting opportunities and post bid and proposal documents. Register with ORPIN to be notified of opportunities. Find more information about registering with ORPIN at: orpin.oregon.gov/open.dll/welcome

Commitment to Sustainability

The City of Eugene is committed to promoting a sustainable future that meets today's needs without compromising the ability of future generations to meet their needs. We are interested in doing business with suppliers who consider the long-term impacts within their industry and are proactive in maximizing sustainable practices.

Suppliers are encouraged to make the City aware of sustainable efforts within their profession. Our solicitation process offers various ways for suppliers to display their efforts — we may specify sustainable requirements within a purchase or look at a proposer's sustainable performance and require demonstration of sustainability efforts.

Surplus

The Purchasing Office assists in the sale and disposal of City-owned goods and equipment. We utilize a variety of methods for repurposing items, including selling by online auction, fixed-price sales directly from the City, in-person auctions through a local vendor, and donating to non-profits or other public agencies. Please visit our website for a list of resources.

Equity in Contracting (EIC) Program

The EIC Program exists to increase accessibility of contracting opportunities for all suppliers interested in working with the City of Eugene, with a distinct focus on increasing the number of contracts issued to small, minority and women-owned businesses. The program serves to:

- Support the community both socially and economically
- Encourage innovation & superior solutions
- Find and support new markets
- Obtain best price and value
- Connect interested businesses with appropriate opportunities and resources

Initiatives

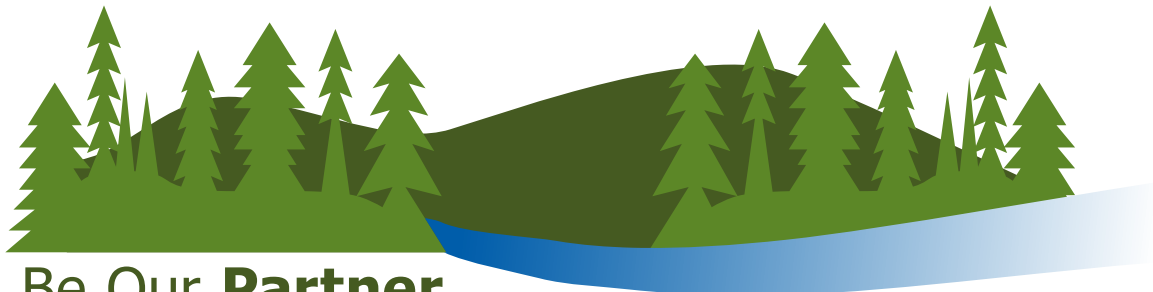
Advocacy Ensure that a diversity of suppliers gain visibility and have inclusion in all sourcing, contracting, and procurement decisions made by the City of Eugene.

Outreach Establish relationships with a diverse supplier pool through business networking, events and communications, while gaining an understanding of what barriers exist for our supplier community.

Education Provide suppliers with an understanding of what the City purchases, where opportunities are advertised, and how to best utilize available resources.

Certification Support Encourage suppliers to gain certification (MBE, WBE, ESB, SDVBE, DBE, ACDBE) through the State of Oregon Certification Office of Business Inclusion and Diversity (COBID).

oregon4biz.com/How-We-Can-Help/COBID/



Be Our **Partner.**
Build Our **Community.**