

Office of the Mayor
Tulsa, Oklahoma

Executive Order No. 09- 09

ESTABLISHMENT OF A STANDARDS, SPECIFICATIONS
AND AWARDS COMMITTEE FOR THE CITY OF TULSA

By virtue of the power vested in me as Mayor of the City of Tulsa, it is hereby ordered:

Section 1. PURPOSE. The Standards, Specifications and Awards Committee (the "Committee") is hereby established to assist in the process of acquiring for the City of Tulsa materials, supplies, equipment and services which are competitively bid pursuant to Title 6, Chapter 4 of the Tulsa Revised Ordinances (the "Purchasing Ordinance") and professional consultant services which are governed by Executive Order No. 90-08, as amended by Executive Orders No. 90-12 and No. 04-02.

Section 2. MEMBERSHIP. The Committee shall be composed of seven voting members. Members shall be the Directors of the following City Departments or alternates designated by such Directors:

Public Works
Finance
Airport
Equipment Management
Information Technology
Human Rights

The City of Tulsa Purchasing Agent, as defined in the Purchasing Ordinance, or an alternate designated by such Purchasing Agent shall be a member of the Committee and shall serve as Chairman of the Committee but shall be entitled to vote only to resolve any tie votes cast by the remaining Committee members casting votes.

Section 3. QUORUM. Four members of the Committee shall constitute a quorum.

Section 4. COMMITTEE DUTIES. It shall be the duty of the Committee to:

1. Review and, if appropriate, recommend to the Mayor the approval of requests from the Purchasing Agent for a waiver of the normal competitive sealed bid process when some material feature or characteristic of the item or service sought to be purchased is unique and requires the purchase of a sole brand or from a sole source ("Sole Brand or Sole Source Waiver Requests").

2. Review and, if satisfactory, approve Invitations for Bid and Requests for Proposal (collectively referred to herein as "Specifications"), prepared by the Purchasing Department prior to the solicitation of bids and proposals based on those Specifications. The Committee shall assure that all Specifications approved are definite and certain and permit competition. In evaluating Specifications and bids and proposals submitted, the Committee shall have the authority to make use of the City of Tulsa laboratory facilities and laboratory staff and to request technical expertise from other applicable Departments of the City and from independent experts. The Committee may request clarification from the Using Agency, as defined in the Purchasing Ordinance, of the exact requirements of the Using Agency.
3. Review the recommendations submitted by the Purchasing Agent and recommend to the Mayor standard specifications for a select number of supplies and equipment used by any one department or group of departments. Once adopted the items described in the standard will be the only ones of that specific type purchased unless the standard is revised.
4. Review, evaluate, and hear presentations and timely filed appeals (filed within five (5) business days of the date of the Notice of Recommendation of Award by Purchasing Agent) concerning bids and proposals submitted and awards of bids and proposals recommended by the Purchasing Agent.
5. Make award recommendations on bids and proposals to the Mayor.
6. Hold meetings as required to carry out the duties of the Committee, usually once each week. Meetings of the Committee shall be subject to the Oklahoma Open Meetings Law.
7. Adopt such procedural rules and regulations as are necessary to satisfactorily fulfill the obligations of the Committee.

Section 5. DUTIES OF PURCHASING AGENT. The Purchasing Agent shall:

1. Based on the requirements of the Using Agency, submit recommended Specifications to the Committee for approval prior to solicitations of bids or proposals.
2. Submit to the Committee for approval recommended standard specifications for supplies and equipment
3. Submit to the Committee Sole Brand or Sole Source Waiver Requests.
4. Enforce the written Specifications adopted by the Committee.
5. Open and read, at the meetings of the Committee, all bids and proposals solicited by the Purchasing Department.
6. Present to the Committee an award recommendation of bids and proposals submitted based on the City of Tulsa Charter, ordinances and executive orders.

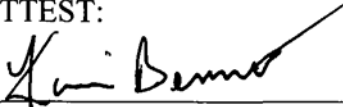
Section 6. EFFECTIVE DATE. This order shall be effective on the 2 day of December, 2009 and shall supersede and replace Executive Order 90-03.



Mayor

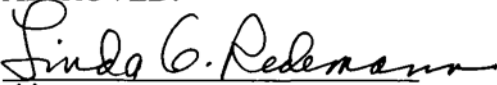
DATED: DEC 02 2009

ATTEST:



DEPUTY City Clerk

APPROVED:



Assistant City Attorney