



STAFF REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley

From: Teresa Sutherland, City Manager

Date: September 4, 2019

Subject: O-29-19: Purchasing and Procurement

This ordinance codifies regulations governing all City purchases. The City's procurement laws were repealed in 1990, and the City's procurements are currently governed by a 4-page policy that does not have the force of law.

Procurement policies have a profound impact on the cost of implementing government programs and services. These proposed regulations are designed to codify efficient and transparent policies and procedures that are essential to ensuring fair and impartial procurements. The Central Purchasing Office is prepared to implement these regulations upon adoption.

For reference, the sections of the bill are as follows:

- 6.08.010: Purposes
- 6.08.020: Scope
- 6.08.030: Definitions
- 6.08.040: Procurement Officer
- 6.08.050: Authority and duties of the Procurement Officer
- 6.08.060: City procurement records
- 6.08.070: Delegation of authority by the Procurement Officer
- 6.08.080: Types of contracts
- 6.08.090: Claim by contractor; contract voidable
- 6.08.100: Source selection; solicitation method
- 6.08.110: Formal solicitation – Competitive sealed bid
- 6.08.120: Formal solicitation – Competitive sealed proposals
- 6.08.130: Formal solicitation – Selection based on qualifications
- 6.08.140: Formal solicitation – Request for expressions of interest
- 6.08.150: Small procurements
- 6.08.160: Cooperative and bridge procurements
- 6.08.170: Contracting with public entities

- 6.08.180: Joint use of facilities
- 6.08.190: Non-competitive procurement
- 6.08.200: Exemption from competitive procurement requirements
- 6.08.210: Environmentally preferable purchasing
- 6.08.220: Micro purchases
- 6.08.230: Right to cancel solicitation; right to reject offers
- 6.08.240: Responsibility of offerors
- 6.08.250: Related construction projects
- 6.08.260: Contract extensions
- 6.08.270: Standard contract provisions
- 6.08.280: Incentive contracting
- 6.08.290: Brand name specifications or equal specifications
- 6.08.300: Bid security to guarantee that the offeror enters into a contract
- 6.08.310: Contract performance and payment security
- 6.08.320: Additional security
- 6.08.330: Protest and appeal procedures
- 6.08.340: Multiple bidding
- 6.08.350: Collusive bidding
- 6.08.360: Authority to debar or suspend contractors

Prepared by Teresa Sutherland, City Manager