


FINANCE
Procurement Division




Article 3-8 Contracts and Purchases Update

Council Meeting – April 16, 2024

City Staff Representatives: Michael Davis, Assistant City Attorney
Kelsey Archuleta, Procurement & Contracts Manager

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Purpose

Summarize proposed changes and revisions to Municipal Code 3-8 as previously presented to City Council on April 9, 2024.

No changes have been made to the Ordinance since that date.

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Article 3-8 Contracts and Purchases

PROPOSED REVISIONS:

- Increase City Manager's authority for award to a range of \$50,000-\$500,000.
 - Acquisitions over \$500,000 shall be presented to City Council for approval.
- Increase City Manager's authority to approve a contract change order up to 10% of original contract value or \$500,000, whichever is greater.
 - Change orders higher than City Manager's authority shall be presented to City Council for approval.
- Authorize City Manager to approve an extension to an existing Master Price Agreement.
- Establish suspension and debarment standards.

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PROPOSED CLARIFICATIONS:

- Specify requirements for collection of bid bond
- More clearly define award limits
- Correct punctuation
- Remove redundant language

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Options for City Council

- Approve the Ordinance, as written, to be presented at a future Council meeting for final consideration
- Decline the Ordinance as written with no changes to Municipal Code 3-8

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Questions and Feedback

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