



## Staff Report – Procurement Code Updates

May 5, 2025 Council Workshop Meeting

Procurement Code Updates

Presenter: Jen Hertz, Procurement Specialist

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Time Estimate: 20 minutes

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**BACKGROUND:** There have been some recent state legislative updates that have occurred over the last two years that impact or change how the procurement process can work for municipalities. This report provides information related to some ordinance and resolution updates for these changes. These changes have been shared previously with the Finance Committee.

*E-verify Update:* Staff is proposing an update to Camas Municipal Code (CMC) Chapter 2.98 to simplify the bid process by only requiring the winning bidder to provide proof of enrollment in the E-verify program, instead of requiring it as part of the bid process. This is consistent with other local municipalities.

*Threshold Update:* Staff is proposing an increase to the contract thresholds requiring City Council review from \$20,000 to \$100,000, as well as increasing the Public Works single trade and multi-trade thresholds to conform with RCW 35.23.352.

*Small Works Roster Update:* Staff is proposing allowing a direct negotiation for public works contracts that are between \$5,000 and \$150,000, as permitted under RCW 39.04.152. This would allow for efficiencies in the smaller public works projects.

This is the first step in a three-step process of our procurement process update. If Council approves these changes, the next step will be refreshing the procurement manual and facilitating internal and external training on the process updates. The final step will be launching two new modules in the Tyler software (Bid Management and Vendor Access) in the fall to continue improving the procurement process with the City.

**SUMMARY:** Staff is recommending an Ordinance that makes a minor update to the E-verify requirements for public works bidding contracts, a Resolution to update the thresholds for

contracts require City Council Review, and a Resolution that allows for direct negotiation for some public works contracts.

**BENEFITS TO THE COMMUNITY:** These recommendations should improve the procurement process with the City. These improvements should streamline the bidding process, which means projects can start sooner and ideally reduce costs to the City.

**POTENTIAL CHALLENGES:** As with any new or updated process, there will be a learning curve that may take some time to get used to. Staff will provide internal and external training to help mitigate this challenge.

**BUDGET IMPACT:** These changes do not have any budget impact.

**RECOMMENDATION:** Staff recommends that these changes (one Ordinance and two Resolutions) be placed on the May 19, 2025 Regular Meeting Agenda for Council's consideration.