

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2023-07

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 4.30, CONTRACT AND PURCHASE PROCEDURES TO ADJUST THE PURCHASE PARAMETERS

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment to Chapter 4.30 Contract and Purchase Procedures.

Section 4.30 of the Dillingham Municipal Code is hereby amended as follows with new text displayed in **bold** and underlined font and deleted text displayed in strike out font.

Sections:

4.30.050 Purchase orders.

4.30.060 Contracts/purchases of under one thousand dollars.

4.30.070 Contract/purchases of one thousand dollars to five thousand dollars.

4.30.080 Contracts/purchases of five thousand dollars to twenty thousand dollars.

4.30.090 Contracts/purchases of twenty thousand dollars or more.

4.30.050 Purchase Orders.

A. The city manager is responsible for the establishment of a purchasing system under which all merchandise, supplies and services will be purchased for the city, except for the school district.

B. Purchase orders shall be issued upon requisitions signed by the head of the division requesting the purchase. All requisitions shall be filed with the purchasing agent and no purchase shall be made until an order has been obtained from him/her.

C. In the absence of the city manager, a person designated in writing by him/her, is hereby authorized to sign purchase orders for supplies which do not exceed ~~two thousand dollars~~ **\$4,999** in value, in conformance with control procedures to be established by the city manager for that purpose.

4.30.060 Contracts/purchases of under ~~two thousand dollars~~ **\$4,999.**

Unless otherwise required by law, contracts and purchases estimated by the city manager to be not in excess of ~~two thousand dollars~~ **\$4,999** may be made on the open market without competitive bidding or quotations.

4.30.070 Contracts/purchases of ~~two thousand dollars~~ **\$4,999 to ~~seven thousand nine hundred ninety-nine dollars~~ **\$9,999**.**

Unless otherwise required by law, contracts and purchases estimated by the city manager in writing to be between ~~two thousand~~ **\$4,999** and ~~seven thousand nine hundred ninety-nine dollars~~ **\$9,999** may be made in the open market without competitive sealed bid or public notice; however whenever possible the city manager shall obtain at least three price quotes

and shall award the contract purchase to the lowest responsible bidder. The city manager shall maintain a written record of the price quotations requested and received.

4.30.080 Contracts/purchases of ~~eight thousand dollars~~ \$10,000 to ~~thirty thousand dollars~~ \$50,999.

Unless otherwise required by law, contracts and purchases estimated by the city manager in writing to be between ~~eight thousand~~ \$10,000 and ~~twenty-nine thousand nine hundred ninety nine dollars~~ \$50,999 may be made in the open market without competitive sealed bid or public notice, subject to the following:

- A. Quotations and Award. Such open market contracts and purchases, whenever possible and practicable, shall be based upon at least three competitive written quotations from interested bidders and shall be awarded to the lowest qualified and responsible bidder.
- B. Interested Bidder's List. The city manager shall create and maintain a list of interested bidders, which list shall contain the names of suppliers who have declared their interest in being solicited for quotations on specific classes of supplies or services. Names of suppliers who have become inactive in submitting quotations may be removed from the list.
- C. Written Quotations. Written quotations may be solicited by telephone, in person or in writing from bidders in the interested bidders list and from others known to be interested in submitting quotations. All quotations shall be submitted in writing and a detailed record shall be made of the quotations received. The city manager may consider the prices in published mail order catalogs as written quotations.
- D. City Council Approval. The city manager shall review all quotations and award the contract or purchase in writing. The city manager shall notify the city council of the award of such contract or purchase at the next regular city council meeting.
- E. Records. The city manager shall keep a written record of all such open market contracts and purchases and the quotations submitted in competition thereon. Such records shall be open to public inspection during regular business hours. Records of such open market purchases may be disposed of two years following the action.

4.30.090 Contracts/purchases of ~~thirty thousand dollars~~ \$51,000 or more.

- A. Unless exempt under the provisions of Section 4.30.130, contracts for and purchases of supplies estimated by the city manager in writing to exceed ~~thirty thousand dollars~~ \$51,000 shall be made by competitive sealed bid.
- B. Unless exempt under the provisions of Section 4.30.130, contracts for professional services estimated by the city manager in writing to exceed ~~thirty thousand dollars~~ \$51,000 shall be made by competitive sealed proposal.
- C. The city manager may provide for a process whereby interested bidders/proposers submit statements of qualifications. From these statements, the manager shall determine those who appear to satisfy the "responsible bidder" criteria as set forth at Section 4.30.030(A) and may limit the submittal of bids and proposals pursuant to Section 4.30.100 to only those parties.

Section 3. Effective Date. This ordinance is effective upon passage.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on January 4, 2024.

ATTEST:

Alice Ruby, Mayor

[SEAL]

Daniel E. Decker Sr
City Clerk