



MEMO TO: Finance Administration and Communications Committee of the Whole

FROM: Malisa Files, Finance Director

DATE: August 28, 2018

SUBJECT: Updated Purchasing Policies

I. PURPOSE

Scheduled for Council Action

II. DEPARTMENT CONTACTS

Malisa Files, Finance Director, 425-556-2166

Kelley Wood, Fiscal Services Manager, 425-556-2161

III. DESCRIPTION/BACKGROUND

The Purchasing Division of the Finance Department has updated and revised City procurement policies and procedures. As part of that process, the Department is seeking Council's approval to increase competitive bidding requirements for certain items; match State statutes for public work projects; and increase the Mayor's approval authority.

A. Analysis

The proposed Purchasing Policy and Resolution clarify the City's bidding requirements for general operating supplies and equipment, operating services, repair and maintenance, general services and professional services where no State statute dictates specific levels. The Policy and Resolution also bring the City's policies in line with State statutes for the bidding requirements for public works or contracting for architectural and engineering services and allows for the Policy to incorporate changes to those levels if State statutes are updated.

Within the Purchasing Policy and Resolution, approval authority for the Mayor has been raised from \$25,000 to \$50,000 for professional services and architectural and engineering services. For public work projects the Mayor's approval authority has been raised from \$200,000 to \$300,000.

The suggested changes to competitive bidding and approval authority were presented to Council at the May 22, 2018 Finance Administration and Communications Committee

meeting and the June 12, 2018 Study Session. At the June 12th Study Session, Council gave direction to proceed with bringing the proposed changes and related documentation to a future Council meeting for adoption. Today's meeting is a review of the developed policy and draft resolution prior to presenting to Council for formal adoption.

IV. TIME CONSTRAINTS

None

V. LIST OF ATTACHMENTS

Bidding and Approval Matrix

Draft Resolution

Draft Policy – to be provided at meeting