

**CITY OF CORDOVA, ALASKA
ORDINANCE 1093**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AMENDING CORDOVA MUNICIPAL CODE 5.12.040, COUNCIL APPROVAL OF
CONTRACTS; 5.12.050, CONTRACT AMENDMENTS; AND 5.12.140, OPEN MARKET
PROCEDURE; TO INCREASE TO \$25,000 THE AMOUNT OF A CONTRACT THAT THE
CITY MANAGER MAY EXECUTE, AND AWARD BY OPEN MARKET PROCEDURE,
WITHOUT CITY COUNCIL APPROVAL**

WHEREAS, The City of Cordova, Alaska ("City") enters into numerous contracts for supplies, services and construction; and

WHEREAS, prices of supplies, services and construction have increased substantially since the City Manger's procurement authority was limited to \$15,000 in 1998; and

WHEREAS, it is in the City's best interest to ensure efficient management and operations within the City; and

WHEREAS, increasing to \$25,000 the amount of a contract that the City Manager may execute and award without Council approval, ensures efficient management and operations within the City; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Cordova, that:

Section 1. Cordova Municipal Code Section 5.12.040 is amended to read as follows:

5.12.040 - Council approval of contracts.

No contract for supplies, services or construction which obligates the city to pay more than ~~fifteen~~ Twenty-Five ~~T~~housand ~~D~~ollars may be executed unless the council has approved a memorandum setting forth the following essential terms of the contract:

- A. The identity of the contractor;
- B. The contract price;
- C. The nature and quantity of the performance that the city shall receive under the contract; and
- D. The time for performance under the contract.

Section 2. Cordova Municipal Code Section 5.12.050 is amended to read as follows:

5.12.050 - Contract amendments.

A. All amendments to contracts for supplies, services and construction, including change orders, shall be approved in writing by the city manager, subject to council approval where required under this section. Contract amendments shall not be used to avoid procurement by the competitive procedures established under this chapter.

B. No contract amendment which will cause the total price of the contract, as amended, to exceed the greater of ~~fifteen~~ Twenty-Five ~~T~~housand ~~D~~ollars or one hundred ten percent of the original contract price may be executed unless the council has approved a memorandum setting forth any modifications to the essential terms of the contract.

[ADDED LANGUAGE UNDERLINED, REMOVED LANGUAGE STRICKEN OUT]

Section 3. Cordova Municipal Code Section 5.12.140 is amended to read as follows:

5.12.140 - Open market procedure.

A. The city manager may procure all supplies, services and construction having an estimated value of not more than Twenty-Five ~~fifteen~~ Thousand Dollars on the open market without formal advertising or other formal bid procedures. The city manager shall keep a written record of all bids received and awards made under this section.


B. Whenever practicable, at least three informal bids or quotations shall be solicited for any procurement under this section. The solicitation may be either oral or written, and shall be in a form reasonably calculated to yield the lowest responsive bid by a responsible bidder. Whenever practicable, the contract shall be awarded to the lowest responsive and responsible bidder.

Section 4. This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, and published in the Cordova Times, a newspaper of general circulation in the City, within ten (10) days after its passage.

1st reading: December 21, 2011

2nd reading and public hearing: January 4, 2012

PASSED AND APPROVED THIS 4th DAY OF JANUARY, 2012.



Jim Kallander, Mayor

ATTEST:



Susan Bourgeois, City Clerk



[ADDED LANGUAGE UNDERLINED, REMOVED LANGUAGE STRICKEN OUT]