


## COUNCIL COMMUNICATION

	Number:	<b>20-155</b>	Meeting:	<b>April 8, 2020</b>
	Agenda Item:	<b>4</b>	Roll Call:	[ _____ ]
	Submitted by:	<b>Steven L. Naber, P.E., City Engineer</b>		

### AGENDA HEADING:

Amending Chapter 94-196 of the Municipal Code relating to opening of bids for public improvements to allow receipt of electronic bids and bid securities.

### SYNOPSIS:

Approving amendments to Chapter 94-196 of the Municipal Code. With the ramifications from the recent COVID-19 pandemic, alterations to normal business practices have resulted, including the receipt and opening of public bids. These alterations to normal business practices have provided an opportunity to review the City's current practice of receiving and opening bids for public improvements, in order to provide a more efficient and hygienically-improved bidding process.

### FISCAL IMPACT: NONE

### ADDITIONAL INFORMATION:

- With these modifications to the Municipal Code, the use of electronic bidding will eliminate the need for staff to physically handle the bidding documents, thus mitigating health concerns and will also eliminate the need for bidders to submit their bids by mail or risk missing the submittal deadline due to traffic or vehicular issues when driving to City Hall to submit their bids.
- Electronic bidding will allow bidders to make changes to their bids right up to the submittal deadline and take advantage of last-minute price cuts, which are fairly common in this industry, as well as ultimately provide an electronic tracking system that will verify bid submittal times.
- The reading of bids will be broadcast live on DMTV-7 with a conference call-in number established to provide the opportunity for interested parties to ask questions, if needed. This process of a live broadcast and conference call-in number was used successfully at the March 23, 2020 bid letting, albeit somewhat cumbersome.
- The Iowa Department of Transportation (IDOT) currently receives all bids for its public improvement projects via an electronic bidding process.

- The State of Iowa has adopted the Uniform Electronic Transactions Act (UETA), which was adopted by the National Conference of Commissioners on Uniform State Laws (NCCUSL) in 1999, and guarantees that electronic transactions are just as enforceable as their paper counterparts.

**PREVIOUS COUNCIL ACTION(S): NONE**

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

Approval of electronic bidding software system purchase and implementation.

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Hall, 400 Robert D Ray Drive. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to [cityclerk@dmgov.org](mailto:cityclerk@dmgov.org).