


## COUNCIL COMMUNICATION

	Number:	<b>23-047</b>	Meeting:	<b>January 23, 2023</b>
	Agenda Item:	<b>34</b>	Roll Call:	<b>23-0132</b>
	Submitted by:	<b>Scott E. Sanders, City Manager Nickolas Schaul, Finance Director</b>		

### AGENDA HEADING:

Amendment to Procurement Ordinance, Chapter 2, Article V, Division 3, Subdivision 5, of the Municipal Code of the City of Des Moines.

### SYNOPSIS:

The amendment proposes changes to the current Procurement Ordinance, Chapter 2, Article V, Division 3, Subdivision 5, of the Municipal Code of the City of Des Moines and enacts a redrafted ordinance to increase bid and Request for Proposals (RFP) thresholds requiring a formal competitive process to \$100,000, correspondingly increases the Procurement Administrator's authority to execute purchase orders and the City Manager's authority to execute contracts. Additionally, other administrative updates are proposed to allow for online bidding and full use of the City's new e-procurement process.

### FISCAL IMPACT: NONE

### ADDITIONAL INFORMATION:

- Formal minimum bid threshold, including advertisement and City Council approval, changing from \$50,000 to \$100,000. City Manager purchasing authority correspondingly increased from below \$50,000 to below \$100,000.
- Removes requirement to publish notice in newspaper of general circulation throughout the City.
- Removes requirement to post invitations to bid and invitations for proposals to a bulletin board in the procurement office.
- Adds wording to allow for use of e-procurement system as primary or exclusive means of advertising for bids and proposals.

### PREVIOUS COUNCIL ACTION(S):

Date: November 20, 2017

Roll Call Number: [17-1988](#)

Action: [Amending](#) Chapter 2 of the Municipal Code regarding procurement. ([Council Communication No. 17-786](#)) Moved by Coleman that this ordinance be considered and given first vote for passage.  
Motion Carried 7-0.

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

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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).