

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 5519

AN ORDINANCE relating to purchasing; adopting and amending procedures with regard to public works contracts, leases, purchases, the procurement of recycled and recyclable products and other contracts; amending Sections 4.28.012, .017, .018, .019, .020, .030, .040, .050, .060, .070, .080, .085, .090, .095, .099, .100, .110, .120, .140, .142, .143, .150, .155, .160, .185, .210, .215, .216, and .230 of the Bellevue City Code; amending Sections 8, 11, 12, 13, 14, 15, 16, 18, 19, 25, 26 and 28 or Ordinance No. 3593, Section 3 of Ordinance No. 4320, Sections 1, 5, 6, 7, 9 and 14 of Ordinance No 4040, Section 1 of Ordinance No. 4888, Sections 2, 3, 4, 5, 6, 7, 8 and 9 of Ordinance No. 4968, repealing Sections 4.28.130, .170, .180 and .220 of the Bellevue City Code; repealing Section 1 of Ordinance No. 4320, repealing Section 10 and 11 of Ordinance No. 4040, and repealing Section 32 of Ordinance No. 3593; and establishing an effective date.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Section 1 of Ordinance No. 4040 and Section 4.28.012 of the Bellevue City Code are amended to read as follows:

4.28.012 Application.

This chapter applies to the award of contracts by the City for: (1) public works and improvements and (2) purchases of materials, supplies, and equipment. This chapter does not apply to the reimbursement of business expenses incurred by employees as governed by Ordinance No. 3397 as now or hereafter amended.

Section 2. Section 2 of Ordinance No. 4968 and Section 4.28.017 of the Bellevue City code are amended to read as follows:

4.28.017 Grants.

A. Nothing in this chapter shall prevent the City from complying with the terms and conditions of any grant, gift or bequest which is otherwise consistent with law.

B. The City Manager or his/her designee is authorized to apply for grants in any amount and to execute grant contracts for grants of not more than \$50,000. The City Manager or his/her designee shall notify the City Council periodically of such grant contracts.

Section 3. Section 3 of Ordinance No. 4968 and Section 4.28.018 of the Bellevue City Code are amended to read as follows:

4.28.018 Professional service contracts.

Contracts for professional services, including contracts for architectural, engineering, legal and consulting services, are not subject to the requirements of this chapter. The City Manager or his/her designee shall promulgate procedures and standards for the approval of such contracts. Contracts for architectural and engineering services shall be awarded in accordance with Chapter 39.80 RCW. For purposes of this section, "professional services" are those services involving skill, education and special knowledge and where the work is predominately mental and intellectual, rather than physical and mechanical.

Section 4. Section 4 of Ordinance No. 4968 and Section 4.28.019 of the Bellevue City Code are amended to read as follows:

4.28.019 Lease agreements.

Lease agreements for materials, supplies and equipment are not subject to the requirements of this chapter, but shall be subject to such procedures as are established by the City Manager or his/her designee. All such agreements in excess of \$35,000 must, however, be approved by the City Council. Lease agreements shall comply with any applicable state law regarding debt capacity.

Section 5. Section 5 of Ordinance No. 4968 and Section 4.28.020 of the Bellevue City Code are amended to read as follows:

4.28.020 Responsibility for purchasing.

A. General. The Finance Director shall be responsible for all City purchasing under this chapter except where otherwise provided. The Director shall appoint a Purchasing Manager who shall, subject to the direction and control of the Director, administer this chapter.

B. Duties. In accordance with this chapter, the Purchasing Manager shall:

1. Purchase or supervise the purchase of all materials, supplies, equipment, and nonprofessional services, and supervise the award of all public works and improvement contracts by the City;

2. Sell, trade or otherwise dispose of surplus personal property belonging to the City; provided the City Property Manager shall be responsible for the disposal of real property; and

3. Establish and maintain programs for specifications development, contract administration and inspection and acceptance, in cooperation with the city departments using the items purchased.

C. Operational Procedures. Consistent with this chapter, and with the approval of the Finance Director, the Purchasing Manager may propose operational procedures relating to the execution of his/her duties. Such procedures shall be followed by all city departments. These will be set forth in a purchasing handbook (Purchasing Cookbook).

D. Insurance Requirements. The City Manager or his/her designee may promulgate policies and procedures for determining insurance coverage requirements, limits of liability, necessary endorsements and other matters relating to insurance. Liability and property damage insurance requirements for any contract entered into by the City under this chapter shall be determined in accordance with the aforementioned policies and procedures.

E. Sheltered Workshops. With the approval of the Finance Director, the Purchasing Manager shall establish a process, consistent with state law, for the procurement of goods and services offered by sheltered workshops whenever it is reasonable to do so, and to such extent as is reasonable. "Sheltered workshop" shall have the meaning provided in RCW 82.04.385, and as such provision may be amended.

Section 6. Section 8 of Ordinance No. 3593 and Section 4.28.030 of the Bellevue City Code are amended to read as follows:

4.28.030 Cooperative purchasing.

The Finance Director or his/her designee is authorized to join in cooperative purchasing arrangements with other public agencies similarly authorized, when the best interests of the City would be served thereby. Any cooperative purchasing agreement shall set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties and shall be governed by the requirements of state law in regard to competitive bidding when applicable.

Section 7. Section 5 of Ordinance No. 4040 and Section 4.28.040 of the Bellevue City Code are amended to read as follows:

4.28.040 Competitive bidding – Materials, supplies and equipment.

A. General. Any purchase of material, supplies, and equipment, where the cost thereof exceeds \$35,000 shall be by competitive bidding, except for purchases

made pursuant to BCC 4.28.030, 4.28.085 and 4.28.090. (See BCC 4.28.140 for the bid requirements for public works or improvement projects.)

B. Invitation for Bids. An invitation for bids shall be issued which shall include the specifications and the contractual terms and conditions applicable to the procurement.

C. Public Notice. Public calling for sealed bids shall be given not less than 14 calendar days prior to the date set forth therein for the opening of bids. Such notice shall be published at least once in a newspaper of general circulation. The public notice shall generally state the nature of the work to be done, or equipment to be purchased, the plans and specifications therefore shall then be on file in the Contracting Services office for public inspection and require that bids be sealed and filed with the Contracting Services office by the date and time of bid opening. Bids not received by the date and time stated for bid opening will not be accepted or considered.

D. Bid Opening. Bids shall be opened publicly by the Finance Director or his/her designee at the time and place designated in the public notice calling for bids. The amount of each bid, and other relevant information, together with the name of each bidder, shall be recorded. The record and each bid shall be open to public inspection.

E. Reverse Auctions. The Finance Director or his/her designee is authorized to utilize on-line reverse auction services in lieu of the bidding procedures set forth in BCC 4.28.040 for purchases of materials, supplies and equipment when the best interests of the City will be served thereby, provided that records pertaining to such purchases will be available for public inspection.

F. Bid Evaluation. Bids shall be evaluated based on the specifications and other relevant evaluation criteria set forth in the bid specifications. The evaluation criteria shall be objectively measurable whenever possible, and may include such factors as discounts, transportation costs, and total or life cycle costs, inspection or testing which has been done of the product bid, quality, workmanship, delivery time, and suitability for a particular purpose.

G. Correction or Withdrawal of Bids; Cancellation of Awards. Correction or withdrawal of inadvertently erroneous bids before bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted by the City Council. Mistakes discovered before bid opening may be modified or the bid may be withdrawn by written or telegraphic notice received in the Contracting Services office designated in the invitation for bids prior to the time set for opening. After bid opening, corrections in or withdrawal of bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake was made, the nature of the mistake, and the bid price actually intended. However, downward correction of a bid, which would displace the apparent low bidder, shall only be permitted if the error made and the intended bid price can be determined solely from

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the bid documents. All decisions to permit the correction or withdrawal of bids after bid opening, or to cancel awards or contracts based on bid mistakes, shall be made by the City Council.

H. Award. The bids shall be submitted to the City Council by the City Manager, along with the recommendation of the appropriate department. The City Council may award the bid to the lowest responsible bidder as determined under the standards set forth in BCC 4.28.190, or may reject all bids in its discretion when the public interest will be served thereby. The contract shall be awarded to the lowest responsive, responsible bidder whose bid meets the specifications and evaluation criteria set forth in the call for bids.

I. Bid Protests. If a written protest by one of the bidders on a publicly bid public works contract is received within two business days of the bid opening, the City may not enter into a contract with anyone but the protesting bidder without providing at least two full business days' written notice of its intent to execute the contract with one of the other bidders.

Section 8. Section 6 of Ordinance No. 4040 and Section 4.28.050 of the Bellevue City Code are amended to read as follows:

4.28.050 Small purchases of materials, supplies and equipment.

Any purchase not exceeding the amount specified in BCC 4.28.040A shall be considered a "small purchase" and may be made in accordance with small purchase procedures to be adopted by the Purchasing Manager. The requirements of BCC 4.28.040 shall not apply to such purchases. Insofar as it is practical, three businesses shall be invited to submit price quotations. The Purchasing Manager shall keep a record of all small purchases and quotations submitted in competition thereon and such records shall be open for public inspection during regular office hours. The Purchasing Manager or his/her designee shall award the purchase order on small purchases to such vendor as the purchasing manager determines to have submitted the lowest responsible quotation, in accordance with the provisions of this chapter.

Section 9. Section 11 of Ordinance No. 3593 and Section 4.28.060 of the Bellevue City Code are amended to read as follows:

4.28.060 Small purchases – Filing of statements on awards to other than vendor submitting lowest price quotation.

When the award for a small purchase is not given to the vendor submitting the lowest price quotation, a statement of the reasons for placing the order elsewhere shall be prepared and filed with the other papers relating to the transaction and shall be open to public inspection during regular office hours.

Section 10. Section 12 of Ordinance No. 3593 and Section 4.28.070 of the Bellevue City Code are amended to read as follows:

4.28.070 Small purchases – Rejection of quotations.

The Purchasing Manager or his/her designee shall have the authority to reject all quotations or parts thereof, with regard to a small purchase of any materials, supplies, or equipment when he/she determines the public interest will be served thereby, and upon rejection of such quotations shall include the reason therefor in the records of the transaction, which shall be open for public inspection.

Section 11. Section 13 of Ordinance No. 3593 and Section 4.28.080 of the Bellevue City Code are amended to read as follows:

4.28.080 Noncompetitive purchases.

A. The Purchasing Manager shall be authorized to make open market purchases without obtaining formal competitive bids or informal price quotations therefor as required under BCC 4.28.040 and 4.28.050 under the following conditions:

1. Items of Special Design. When an item required is of special design, shape or manufacture to match or fit in with an existing installation and competitive bidding is impracticable;
2. Surplus or Distress Sales. When it is possible to procure obvious bargains in surplus or distress material, supplies or equipment;
3. Items for Quick Delivery. When the obtaining of competitive bids or quotations will cause delay resulting in an appreciable loss to the City;

B. Small Items Not Stocked, Monthly Purchase Orders. The Purchasing Manager is authorized to establish monthly purchase orders with local vendors for periods of not more than 12 months for the purchase of items which are not stocked by the departments of the City and are available at usual market prices. Such local vendors shall be selected on the basis of best overall price policies, breadth and depth of stocks and delivery service;

C. Petty Cash Accounts. The Purchasing Manager is authorized to establish petty cash accounts for city departments for reimbursement of legally payable expenses incurred on behalf of the City, which shall be paid in accordance with rules and regulations established by the Finance Department.

Section 12. Section 14 of Ordinance No. 3593 and Section 4.28.085 of the Bellevue City Code are amended to read as follows:

4.28.085 Materials, supplies and equipment – Sole source procurement.

A contract for the purchase of materials, supplies or equipment may be awarded without complying with the formal bidding requirements of this chapter when the Purchasing Manager determines in writing, subject to the approval of the City Attorney, after conducting a good faith review of available sources, that there is only one source for the required materials, supplies or equipment. The Purchasing Manager shall conduct negotiations, as appropriate, as to price, terms, and delivery time. A record of sole source procurements shall be maintained that lists each contractor's name, the amount and type of each contract, and a listing of the item(s) procured under each contract.

Section 13. Section 15 of Ordinance No. 3593 and Section 4.28.090 of the Bellevue City Code are amended to read as follows:

4.28.090 Emergency procurements.

Notwithstanding any other provisions of this chapter, the City Manager or his/her designated agent may make or authorize others to make emergency procurements of materials, supplies, or equipment, without complying with the requirements of this chapter when there exists a threat to public health, welfare, or safety or where the City may suffer a substantial monetary loss by reason of the time required to follow regular purchasing procedures; provided, that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, and a listing of the item(s) procured under the contract, and shall be reported to the City Council at the next subsequent meeting.

Section 14. Section 16 of Ordinance No. 3593 and Section 4.28.095 of the Bellevue City Code are amended to read as follows:

4.28.095 Cancellation of invitations for bids or requests for proposals.

An invitation for bids may be canceled in the discretion of the. The reasons therefor shall be made part of the contract file. Each call for bids issued by the City shall state that the invitation may be canceled. Notice of cancellation shall be sent to all parties that have been provided with a copy of the bid call. The notice shall identify the bid number and state briefly the reasons for cancellation.

Section 15. Section 7 of Ordinance No. 4040 and Section 4.28.099 of the Bellevue City Code shall be amended to read as follows:

4.28.099 City procurement records.

A. Contract File. All determinations and other written records pertaining to the call for bids, award, or performance of a contract shall be maintained for the City in a contract file by the Contracting Services office or City Clerk.

B. Retention of Procurement Records. All procurement records shall be retained and disposed of by the City in accordance with state law and city ordinances, regulations and guidelines. If a contract is being funded in whole or in part by assistance from a federal agency, then all procurement records pertaining to that contract shall be maintained in accordance with any applicable requirements of federal law.

Section 16. Section 18 of Ordinance No. 3593 and Section 4.28.100 of the Bellevue City Code are amended to read as follows:

4.28.100 Unauthorized purchases.

Except as provided in this chapter and except as authorized by operational procedures adopted by the Purchasing Manager under BCC 4.28.020C, no city employee shall purchase or contract for any material, supplies or equipment or make any contract within the purview of this chapter other than through the Purchasing Manager. Any purchase or contract made contrary to the provisions hereof shall not be approved by any city officer and the City shall not be bound thereby, except as may be required or provided by law.

Section 17. Section 19 of Ordinance No. 3593 and Section 4.28.110 of the Bellevue City Code are amended to read as follows:

4.28.110 Inspection and testing.

The Purchasing Manager or his/her designee shall inspect or supervise the inspection of all deliveries of materials, supplies, or equipment to determine their conformance with the specifications set forth in the call for bids.

A. Inspection by Using Department. The Purchasing Manager may authorize a using department having the staff and facilities for adequate inspection to inspect all deliveries made to such using departments, under procedures he/she shall prescribe.

B. Tests. The Purchasing Manager may require chemical and physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with the specifications. In the performance of such tests, he/she shall have the authority to make use of laboratory facilities of any outside laboratory.

Section 18. Section 6 of Ordinance No. 4968 and Section 4.28.120 of the Bellevue City Code are amended to read as follows:

4.28.120 Procurement of recycled and recyclable products.

With the approval of the Finance Director, the Purchasing Manager is hereby authorized and directed to promulgate procedures and guidelines to govern the procurement of products and materials made from recycled or recyclable materials to the maximum extent practicable by all city departments, and to encourage waste reduction. The Purchasing Manager shall make available upon request a list of products and materials that have significant levels of recovered materials that can and should be readily procurable. Designated products or materials shall qualify as recycled products if they meet minimum content standards as defined by the Purchasing Manager.

The guidelines promulgated by the Purchasing Manager shall include the following requirements:

- A. In procuring designated products and materials, the City shall require recovered material and/or post-consumer material content to be factors in determining the lowest responsible bid in any competitive bidding procurement process initiated pursuant to city ordinance. Guidelines for purchasing materials, supplies and equipment which encourage recycled or recyclable products shall be developed.
- B. The City shall promote the use of recycled and recyclable products by publicizing its procurement program and by disseminating information about recycled and recyclable products.
- C. The City Manager shall report periodically to the City Council on progress in procuring recycled and recyclable products.
- D. It is not intended that the city or its contractors procure products that do not perform adequately for their intended end use or products that are not available at a reasonable price within a reasonable period of time.

Section 19. Section 1 of Ordinance No. 4320 and Section 4.28.130 of the Bellevue City Code are hereby repealed.

Section 20. Section 1 of Ordinance No. 4888 and Section 4.28.140 of the Bellevue City Code are amended to read as follows:

4.28.140 When bids required for public works and improvements.

Except as otherwise authorized by Chapters 39.04 and 39.28 RCW, or RCW 35.22.620, relating to emergency public works, or other applicable general state law, as now enacted or as hereafter amended, all public works and improvements shall

be done by contract pursuant to public notice and call for competitive bids in accordance with BCC 4.28.040 hereof whenever the cost of such public work or improvement, including the cost of materials, supplies, equipment and labor will exceed the sum of \$35,000 if more than one craft or trade is involved with the public works project, or in excess of \$20,000 if only a single craft or trade is involved with the public works project or the public works project is street signalization or street lighting; provided, the City may use a small works roster pursuant to RCW 35.22.620 consistent with the policies and procedures promulgated by the Finance Director or his/her designee.

Whenever the estimated cost of the public work or improvement is less than the amounts provided above, a contract for the public work or improvement may be awarded by the Finance Director, or his/her designee, consistent with city policies and the procedures set forth in BCC 4.28.050, 4.28.060 and 4.28.070 for the purchases of materials, supplies and equipment or, within the limits and to the extent authorized by RCW 35.22.620(2), the public work or improvement may be performed by city employees.

The City Manager, or his designee, is authorized to accept the public works and improvements performed under any contract awarded hereunder after determining that such work has been satisfactorily completed in accordance with the contract terms thereof.

Section 21. Section 3 of Ordinance No. 4320 and Section 4.28.143 of the Bellevue City Code are amended to read as follows:

4.28.143 Equal opportunity requirements for contractual service providers.

A. All contractors, subcontractors, consultants, vendors and suppliers who contract with the city in a total amount of \$35,000 or more within any given year are required to comply with the equal opportunity requirements of this section. There shall be included in any contract between such contractual services provider and the City the following provisions:

1. Contractor shall make specific and constant recruitment efforts with minority and women's organizations, schools, and training institutions. This shall be done by notifying relevant minority and women's organizations.

2. Contractor shall seek out eligible minority and women contractors to receive subcontract awards. Appropriate minority and women contractors shall be notified in writing of any bids advertised for subcontract work.

3. Contractor shall provide a written statement to all new employees and subcontractors indicating commitment as an equal opportunity employer and the steps taken to ensure equal treatment of all persons.

4. Contractor shall actively consider for promotion and advancement available minorities and women.

5. Contractor is encouraged to make specific efforts to encourage present minority and women employees to help recruit qualified members of protected groups.

6. Contractor is encouraged to provide traditional and nontraditional employment opportunities to female and minority youth through after-school and summer employment.

7. Contractor is encouraged to assist in developing the skills of minorities and women by providing or sponsoring training programs.

B. Willful disregard of the City's nondiscrimination and equal opportunity requirements shall be considered breach of contract and suspension or termination of all or part of the contract may follow.

C. All contractors, subcontractors, vendors, consultants or suppliers of the City upon whom the equal opportunity requirements are imposed must sign the affidavit of compliance and submit it with the bid proposal, as specified in the bid documents or upon the request of the Purchasing Manager. All documents related to compliance steps listed above shall be presented upon the request of the Purchasing Manager. The Purchasing Manager shall serve as the compliance officer for the City and is authorized to develop and issue procedures for the administration of this section.

Section 22. Section 25 of Ordinance No. 3593 and Section 4.2.8.150 of the Bellevue City Code are amended to read as follows:

4.28.150 Bids to comply with regulations.

All bids offered by persons, associations or corporations desiring to sell or supply material, equipment, or supplies to, or to construct a public work or improvement for, the City, shall comply strictly with the terms of the notice of call for bids and the specifications and evaluation criteria issued or published by the City in connection therewith, together with all relevant state laws, the terms of which shall be deemed included in such specifications whether or not they are expressly set out therein.

Section 23. Section 26 of Ordinance No. 3593 and Section 4.28.155 of the Bellevue City Code are amended to read as follows:

4.28.155 Specifications.

A. Maximum Practicable Competition. All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage maximum free and open competition in satisfying the City's needs. The policy enunciated in this

section applies to all specifications including but not limited to, those prepared for the City by architects, engineers, designers, and draftsmen.

B. "Brand Name or Equal" Specification. Brand name or equal specifications may be used when the Purchasing Manager or his/her designee determines that use of a brand name or equal specification is in the City's best interest.

C. Brand Name Specification. Because use of a brand name specification is restrictive of competition, it may be used only when the Purchasing Manager makes a written determination that only the identified brand name item or items will satisfy the City's needs.

Section 24. Section 9 of Ordinance No. 4040 and Section 4.28.160 of the Bellevue City Code are amended to read as follows:

4.28.160 Bonds and bid security – Noncollusion affidavit – Insurance.

A. Bid Proposal Deposit.

1. Requirement for Bid Proposal Deposit. Bid proposal deposits shall be required for all competitive bidding for public work or improvement contracts. Bid security shall be of a type and in a form approved by the Finance Director or his/her designee, which may include a bond provided by a surety company authorized to do business in this state, or the equivalent in cash, or certified check and shall be included in the bid submittal. Bid security shall be required on bids for materials, supplies and equipment only if determined necessary by the Finance Director or his/her designee.

2. Amount of Bid Proposal Deposit. Bid proposal deposits shall be in an amount equal to at least five percent of the amount of the bid.

3. Rejection of Bids for Noncompliance with Bid Requirements
Noncompliance with the bid proposal deposit requirement will result in rejection of the bid.

4. Withdrawal of Bids. If a bidder is permitted to withdraw its bid before award as provided in BCC 4.28.040F, the bidder's bid proposal deposit shall be returned.

B. Contract Performance and Payment Bonds.

1. When Required – Amounts. When a public works or improvement contract is awarded as a result of a call for bids under BCC 4.28.140, the following bonds or security shall be delivered to the City and shall become binding on the parties upon the execution of the contract:

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a. A performance bond satisfactory to the City, executed by a surety company authorized to do business in this state, in an amount equal to 100 percent of the price specified in the contract; and

b. A payment bond satisfactory to the City, executed by a surety company authorized to do business in this state or otherwise secured in a manner satisfactory to the City for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bond shall be in an amount equal to 100 percent of the price specified in the contract.

2. Authority to Require Additional Bonds. Nothing in this section shall be construed to limit the authority of the City to require a performance bond or other security in addition to the bonds specified herein.

C. Non-Collusion Affidavit. As part of any bid submitted, the bidder shall be required to warrant that the bid is a genuine bid and that he has not entered into collusion with any other bidder or any other person by submitting with his bid an executed and notarized noncollusion affidavit on a form approved by the City Attorney.

D. Insurance. Contracts for public works and improvements shall contain such requirements for the provision of insurance by the contractor as are determined under BCC 4.28.020 D.

Section 25. Section 10 of Ordinance No. 4040 and Section 4.28.170 of the Bellevue City Code are hereby repealed.

Section 26. Section 11 of Ordinance No. 4040 and Section 4.28.180 of the Bellevue City Code are hereby repealed.

Section 27. Section 28 of Ordinance No. 3593 and Section 4.28.185 of the Bellevue City Code are amended to read as follows:

4.28.185 Bid irregularities.

Except where otherwise provided in this chapter, bids containing irregularities will be accepted by the City and presented for consideration by the City Council. Any action concerning a bid containing irregularities shall be at the discretion of the City Council. All calls for bids shall state the reserved right of the City to reject any and all bids and to waive irregularities in any bid, provided that no bidder shall be permitted to gain unfair advantage over other bidders by action of the City Council pertaining to this section.

Section 28. Section 14 of Ordinance No. 4040 and Section 4.28.210 of the Bellevue City Code are amended to read as follows:

4.28.210 Rejecting bids – Recalling for bids.

The City Council may reject any or all bids and make further calls for bids in the same manner as the original call. If no bid is received on the first call, the City may readvertise and make a second call, or may enter into a contract without any further call or may purchase the supplies, materials, or equipment or perform such work and improvement by day labor.

Section 29. Section 7 of Ordinance No. 4968 and Section 4.28.215 of the Bellevue City Code are amended to read as follows:

4.28.215 Administrative procedures – Public works contracts.

The City Manager or his/her designee may promulgate procedures for the purpose of administering public works improvement contracts. Such procedures may define the levels of authority pertaining to review and approval of contract change orders.

Section 30. Section 8 of Ordinance No. 4968 and Section 4.28.216 of the Bellevue City Code are amended to read as follows:

4.28.216 Administrative guidelines, policies and procedures – Purchases for special events.

The City Manager or his/her designee may promulgate procedures to govern the purchase of supplies, such as food, beverages, decorations and awards, for public events and employee activities, including employee of the year recognition, volunteer recognition and ceremonial openings of public facilities.

Section 31. Section 32 of Ordinance No 3593 and Section 4.28.220 of the Bellevue City Code are hereby repealed.

Section 32. Section 9 of Ordinance No 4968 and Section 4.28.230 of the Bellevue City Code are amended to read as follows:

4.28.230 Other contracts.

The City Manager or his/her designee may promulgate procedures for the approval of all other contracts not otherwise covered by this chapter. These contracts shall include, but shall not be limited to: nonprofessional service contracts, maintenance agreements and contracts, instructor contracts, entertainment contracts and any other personal service contract.

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Section 33. This ordinance shall take effect and be in force five days after its passage and legal publication.

Passed by the City Council this 15th day of November, 2004, and signed in authentication of its passage this 15th day of November, 2004.

(SEAL)

Connie B. Marshall
Connie B. Marshall, Mayor

Approved as to form:

Lori Riordan, Acting City Attorney

Patrice C. Cole
Patrice C. Cole, Assistant City Attorney

Attest:

Myrna L. Basich
Myrna L. Basich, City Clerk

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