

ORDINANCE NO. 1430

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON raising the small works roster limits, authorizing alternative methods of developing and using small works roster, revising advertising requirements and contract award procedures of the City for such services, and amending DMMC 3.36.

WHEREAS, the City Council finds that it is the City's interest to streamline and improve City contracting and make the small works process more efficient and make better use of City staff time and other resources, and

WHEREAS, the City Council finds that higher small works roster contracting limits as authorized by the state legislature in 2000 should be adopted by the City, and

WHEREAS, the City has evaluated the small works roster process services now being offered by the Municipal Research and Service Center and being increasingly used by other cities, and

WHEREAS, the City Council has concluded that such contracted services will be both more cost effective and efficient, and

WHEREAS, the City should advertise for public works-related services in the publication(s) most used by bidders to learn of such bidding opportunities and need not advertise in the official newspaper of the City if it does not meet this criteria, and

WHEREAS, notice of the public hearing was given to the public in accordance with law and a public hearing was held on March 20, 2008, and all persons wishing to be heard were heard, and

WHEREAS, the City Council finds that the amendments contained in this ordinance are appropriate and necessary; now therefore,

THE CITY COUNCIL OF THE CITY OF DES MOINES ORDAINS AS FOLLOWS:

Sec. 1. DMMC 3.36.010, formerly DMMC 3.96.010, and section 1 of Ordinance No. 1076 as amended by section 63 of Ordinance No. 1144 are amended to read as follows:

Established. There is established a small works roster for public works of \$200,000.00 or less, that shall be administered by the Director of Public Works ("Director") or by other means as might be adopted by the City Council by resolution.

Sec. 2. DMMC 3.36.020, formerly DMMC 3.96.020, and section 2 of Ordinance No. 1076 as amended by section 63(19) of Ordinance No. 1144 are amended to read as follows:

The Director may establish a single small works roster or sub-rosters for different categories of

anticipated work, or with City Council authority contract for such services with the Municipal Research and Services Center of Washington (MRSC) or another public agency. The roster or rosters shall consist of all responsible contractors who have requested to be on the rosters and who are properly licensed or registered to perform such work in this state where required by law.

Sec. 3. DMMC 3.36.030, formerly DMMC 3.96.030, and section 3 of Ordinance No. 1076 as amended by section 63(19) of Ordinance No. 1144 are amended to read as follows:

Notice of roster - Publication. If a City roster is established, once a year the Director shall publish in such newspapers as the Director may determine, a notice of the existence of the City small works roster or rosters and solicit the names of the contractor for such rosters.

Sec. 4. DMMC 3.36.040, formerly DMMC 3.96.040, and section 4 of Ordinance No. 1076 as amended by section 63(19) of Ordinance No. 1144 are amended to read as follows:

Contract award procedures. The following procedures are followed when the City intends to award contracts for public works projects by use of a City, MRSC or other agency's small works roster in lieu of the requirements for formal sealed bidding:

(1) The Director prepares a written invitation for bid quotations, that shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished.

(2) The Director invites written bid quotations from all contractors on the appropriate small works roster.

(3) All invitations for bid quotations shall contain a statement that bid quotations must be received in the office of the Director on a date certain, and that a bid quotation received thereafter shall not be considered.

(4) The contract is awarded to the lowest responsible bidder.

(5) Immediately after an award is made, the bid quotations obtained are recorded and open to public inspection, and are available by telephone inquiry.

Sec. 5. DMMC 3.36.050, formerly DMMC 3.96.050, and section 4 of Ordinance No. 1076 as amended by section 63(19) of Ordinance No. 1144 are amended to read as follows:

List of contracts awarded. The Director posts a list of the contracts awarded under the small works roster on the City's website. The list contains the name of the contractor or vendor awarded the contract, the amount of the contract, a brief description of the type of work performed or items purchased under the contract, and the date it was awarded. The list also states the location where the bid quotations for these contracts are available for public inspection.

Sec. 6. Severability - Construction.

If the provisions of this ordinance are found to be inconsistent with other provisions of the Des Moines Municipal Code, this ordinance is deemed to control.

Sec. 7. Effective date. This ordinance shall take effect and be in full force thirty (30) days after its passage, approval, and publication in accordance with law.

PASSED BY the City Council of the City of Des Moines this 27th day of March, 2008 and signed in authentication thereof this 27th day of March, 2008.


M A Y O R

APPROVED AS TO FORM:


City Attorney

ATTEST:


City Clerk

Published: April 2, 2008

Effective Date: April 26, 2008

LEGAL NOTICE
SUMMARY OF ADOPTED ORDINANCE
CITY OF DES MOINES

ORDINANCE NO. 1430, Adopted March 27, 2008.

DESCRIPTION OF MAIN POINTS OF THE ORDINANCE:

This ordinance raises the small works roster limits, authorizes alternative methods of developing and using small works roster, revises advertising requirements and contract award procedures of the City for such services, and amends DMMC 3.36.

The full text of the ordinance will be mailed without cost upon request.

Denis Staab
City Clerk

Published: April 2, 2008