

ORDINANCE NO. 2004-07-048

**AN ORDINANCE OF THE CITY OF BELLINGHAM AMENDING BELLINGHAM MUNICIPAL CODE SECTION 4.80.110 REGARDING CONTRACTING PROCEDURES FOR THE PURCHASE OF SUPPLIES, MATERIAL OR EQUIPMENT.**

**WHEREAS**, the City of Bellingham currently requires a formal written contract for the purchase of supplies, material or equipment in excess of \$20,000; and,

**WHEREAS**, this requirement greatly increases staff and contractor workload by requiring in excess of 200 additional contracts per year; and,

**WHEREAS**, the City's legal interests in this situation can be protected by using purchase orders to document the transaction; and,

**WHEREAS**, since the City already does purchase orders for these transactions, eliminating the contract requirement will reduce the workload and simplify the contracting process for City contractors; and,

**WHEREAS**, revising the Bellingham Municipal Code as enacted herein is in the best interests of the City of Bellingham;

**NOW, THEREFORE, THE CITY OF BELLINGHAM DOES ORDAIN:**

**Section 1.** Bellingham Municipal Code Chapter 4.80.110 is hereby revised as follows:

**4.80.110 - Execution Of Contracts**

A. A formal written contract, signed by the Mayor and attested by the Finance Director, shall be required as follows:

1. For public works or improvements where the cost thereof exceeds \$2,500;
2. For contracts for services in excess of \$5,000.

B. In cases of purchases of supplies, material or equipment, a purchase order shall be sufficient to document the transaction.

C. In all other cases, a document (on a form acceptable to the city) representing the terms of agreement between the contractor or vendor and the city shall be executed by the contractor or vendor and the head of the department for whom the work is being performed. The Mayor and Finance Director are hereby authorized to delegate to such department head authority to sign such document. Such document shall be accompanied by an insurance certificate naming the city as an additional insured.

PASSED by the Council this 17<sup>th</sup> day of July, 2004.

John Watts  
Council President

APPROVED by me this 13<sup>th</sup> day of August, 2004.

Mark Acun  
Mayor

Attest: Christine Weinberg  
Finance Director

Approved as to form:

Lee E. Rueda  
Office of the City Attorney

Published: \_\_\_\_\_