

AN ORDINANCE OF THE CITY OF BELLINGHAM AMENDING BELLINGHAM MUNICIPAL CODE SECTION 4.80.110 REGARDING THE EXECUTION OF CONTRACTS.

WHEREAS, the City of Bellingham currently requires a formal written contract for the public works in excess of \$2,500 and for services in excess of \$5,000; and,

WHEREAS, these threshold dollar levels have not been raised since 1998 and have become unduly restrictive in the current economy; and,

WHEREAS, the result is to require more administrative time and process than is necessary to adequately safeguard the City's legal and financial interests; and,

WHEREAS, these changes would be incorporated into the City's purchasing policy and would allow City staff to better allocate their resources and contractors to start the projects quicker; 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 \$5,000;
2. For contracts for services in excess of \$10,000.

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.


[Ord. 2004-07-048; Ord. 1998-04-016; Ord. 9878, 1988; Ord. 8884 §10, 1980]

PASSED by the Council this 14th day of September, 2009.



Council President

APPROVED by me this 16th day of September, 2009.



Mayor

Attest: 

Finance Director

Approved as to form:



Office of the City Attorney

Published: September 18, 2009