

ATTACHMENT A – SUMMARY OF CODE CHANGES

Table detailing proposed changes to BCC Chapter 4.28 (**Procurement**)

Code Reference	Recommendation Summary	Benefit
4.28.040(A)(1)	Set threshold for using a sealed bid process for materials, supplies and equipment at \$350,000.	Maintains a consistent threshold with other procurement types. Below \$350,000, administrative policies will include additional thresholds for other competitive processes, such as soliciting quotes.
4.28.040(A)(2)	Tie bid limits for public works projects to RCW 35.23.352.	RCW 35.23.352 describes bid limits for public works projects performed by second class cities and code cities; by separating our Council approval threshold from the bid limits in RCW (see notes for 4.28.040(I) below), we can simplify this reference and the bid limit will move with RCW.
4.28.040(H)(2)	Set threshold for decisions to permit the correction or withdrawal of bids or to cancel awards based on bid mistakes at \$350,000.	Clarifies procedural authority related to the \$350,000 Council approval threshold.
4.28.040(I)	Set Council approval threshold for public works and materials, supplies, and equipment at \$350,000; remove redundant language regarding rejecting and cancelling bids and provide procedural authority for staff below \$350,000.	Separates the threshold for Council approval related to public works and materials, supplies, and equipment from the bidding limits in RCW and establishes authority for staff to award bids for contracts that are \$350,000 or less.
4.28.080(A)	Correct references to RCW 35.22.620 and 39.05.155.	RCW 35.22.620 refers to public works performed by first class cities; the applicable statute for code cities is 35.23.352. The

		reference to 39.05.155 appears to be a typo.
4.28.080(B)	Stipulate that the threshold used in this paragraph is to 4.28.040(l).	Clarifies that \$350,000 is the intended threshold.
4.28.120	Set the director of finance and asset manager as the person responsible for promulgating procedures and standards for professional services contracts.	Maintain consistency as the fam director is delegated responsibility for administrative procedures for other contract types
4.28.130(B)	Increase threshold to \$350,000 for small items not stocked.	Maintains consistency with other thresholds.
4.28.140	Stipulate that the threshold used in this paragraph is to 4.28.040(l).	Clarifies the threshold for small purchases of materials, supplies, and equipment is \$350,000.
4.28.200	Increase threshold to \$350,000 for grants.	Maintains consistency with other thresholds.
4.28.210	Increase threshold to \$350,000 for lease agreements for materials, supplies, and equipment.	Maintains consistency with other thresholds.

Table detailing proposed changes to BCC Chapters 4.30 and 4.32 (**Real Property**)

Code Reference	Recommendation Summary	Benefit
4.30.010(A)(1). <i>Minor Acquisitions</i>	Remove separate threshold that applies only to purchases that are not part of an approved project.	Removes a largely unused section of code and sets clarity around a single threshold for property acquisitions.
4.30.010(A)(2)	Set threshold for property purchases at \$350,000.	Maintains a consistent threshold with procurement; most partial acquisitions and easements would be below the threshold while whole parcel acquisitions would require Council approval.

4.30.010(A)(2)	Authorize administrative settlements where the negotiated price is within \$10,000 or 10 percent of fair market value, whichever is greater.	Allows staff to more efficiently negotiate reasoned and justifiable settlements with property owners.
4.30.010(C) (new)	Authorize the City Manager to prepare policies and procedures for Real Property transactions.	Clarifies that updates of existing administrative policies and procedures can be made at the staff level.
4.30.020(A)	Set threshold for leases of real property at \$350,000 per year.	Maintains consistency with procurement and property acquisition thresholds.
4.32.060	Replace references to BCC 4.32.020 and 4.32.030, which address the sale of personal property rather than real property and replace with 4.32.070 and 4.32.090 which require public hearings for the sale of real property under some circumstances.	Fixes outdated references in the code.