



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** James Kennedy, City Solicitor

**DATE:** July 5, 2018

**SUBJECT:** Amend Code of Ordinances, Title V, Administrative Code; Chapter 31, Purchasing and Contract Procedure, Section 31-1-3, Purchasing Procedures

### **Recommendation:**

Accept this report and set the attached ordinance for a public hearing on September 10, 2018, which amends the Code of Ordinances, Title V, Administrative Code; Chapter 31, Purchasing and Contract Procedure, Section 31-1-3, Purchasing Procedures.

### **Discussion**

In review of the City's Purchasing Procedures, a scrivener's error was recently discovered in Section 31-1-3 (e) (1) b, with respect to Exceptions to Sealed Competitive Bids and Proposals. The proposed amendment corrects that error.

In addition, an amendment is proposed for Section 31-1-3 (e)(2) to safeguard the City's interest in issuing Requests for Proposals.

Accordingly, we recommend that these amendments to Ordinance 31-1-3, Purchasing Procedures are approved.