



Agenda Briefing

Date of Meeting: 4/21/2020

Responsible Department: Finance

Presenter: Mike Gibbs

Briefing Prepared By: Mike Gibbs

Strategic Focus Area: City Services

General Information / Subject:

The City aims to use Public Purchasing as the electronic platform to accept bids electronically. Public Purchasing is operated by the Public Surplus, the company selected to hold online auctions on the behalf of the City. Public Purchasing allows the audit trail to show that bids are held, confidential and unopened until an authorized City Employee logs onto the system to retrieve the files. The company complies with all legal requirements set out by the State on handling online bid submission.

Executive Summary / Background:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Funding / Fiscal Information:

Account Number:

Amount Budgeted:

Amount Requested / Required:

Funding Source (if not budgeted):

Supporting Materials Attached:

Prior Action / Review by Council, Boards, Commissions:

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Staff Recommendation:

**APPROVED BY:
(as appropriate)**

Michael Gibbs

4/13/2020

Preparer or Department Director

Date

Building Official, if needed

Date

City Secretary, if needed

Date

Community and Visitor Relations Director
if needed

Date

Court Administrator, if needed

Date

Deputy City Manager, if needed

Date

EDC Director, if needed

Date

Emergency Services Director, if needed

Date

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Finance Director, if needed

Date

HR Director, if needed

Date

IT Director, if needed

Date

Police Chief, if needed

Date

Public Works Director, if needed

Date

City Manager

Date

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