



## **KENAI PENINSULA BOROUGH**

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**MIKE NAVARRE**  
**BOROUGH MAYOR**

### **MEMORANDUM**

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *mn*

**FROM:** Valentina Sustaita, Purchasing and Contracting Director *V. Sustaita*

**DATE:** July 6, 2017

**SUBJECT:** Ordinance 2017-15, Amending KPB 5.28.500(D), Procurement and Purchasing, to Authorize a Reduction in the Duration of Surplus Property Notices to Borough Agencies (Mayor)

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In accordance with KPB 5.28.500, the borough's Purchasing and Contracting Department currently follows the timeline of 30 days set forth in KPB 5.28.500(D) to advertise to borough agencies that surplus borough property is available for other agencies' use.

This timeline was set in 1987 when the most available means for distribution of the notices was the U.S. Postal Service. This timeline of 30 days was required to allow sufficient time for the notifications to reach borough agencies and for borough agencies' responses to reach the Purchasing and Contracting Department.

The Purchasing and Contracting Department currently uses electronic notifications via e-mails and SharePoint access for this purpose. The systems allow for instant receipt of surplus property notices and agency responses.

In order to improve the efficiency of the current process, and in line with the instant notification systems now available, the Purchasing and Contracting Department recommends that 30 days notification should be changed in code to ten business days. Ten business days still allows sufficient time for notifications to reach all agencies and to meet the purpose of surplus property redistribution.

This process change requires modification of KPB 5.28.500(D).