



KENAI PENINSULA BOROUGH

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MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Dale Bagley, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *MN*

FROM: Colette Thompson, Borough Attorney *CT*
Craig Chapman, Finance Director *C Chapman*
Mark Fowler, Purchasing and Contracting Director *MF*

DATE: March 5, 2015

SUBJECT: Ordinance 2015-08, An Ordinance Amending KPB 2.34.110 to Delete the Requirement that Assembly Approval is Required for General Broker Service Contracts

The borough code at Chapter 5.28 sets out comprehensive purchasing and procurement procedures for the borough. KPB 5.28.250 contains specific requirements for the competitive solicitation of services which protect the borough's interests in conducting fair, competitive solicitations.

KPB 2.34.110, which is in the Risk Management Chapter of the code, includes an extra requirement that the assembly approve a contract award for general broker services lasting at least one year. The dollar amount charged for broker services has been between \$55,000 and \$65,000 per year for at least the last eight years. Requiring this assembly approval delays the ability of the borough to award the contract and have the broker commence services. The administration respectfully requests that the assembly delete this additional requirement from the code.

Your approval would be appreciated.