

RESOLUTION NO. 2024 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO ESTABLISHING AN AWARD OF CONTRACT POLICY AND APPROVING STANDARD FORM AGREEMENTS

WHEREAS, the San Bruno Municipal Code (SBMC) Chapter 2.44 establishes a comprehensive purchasing system designed for the efficient acquisition of supplies, services, equipment, and technology, ensuring quality and financial control over purchases; and

WHEREAS, consistent with Chapter 2.44, the City Manager has implemented administrative purchasing procedures to guide procurement operations, last updated with City Council Resolution No. 2019-08, setting the signing authority at \$75,000; and

WHEREAS, current administrative policies require City Council authorization for expenditures over \$75,000, creating a need for a streamlined process for the execution of contracts approved within the adopted budget; and

WHEREAS, to enhance operational efficiency and leverage the city budget appropriations effectively, a revision to the City Manager's signing authority and procurement policies is necessary; and

WHEREAS, the City Attorney has developed form agreements for general services and for consultant services which collectively reduce liability to the City and enhance operational efficiency by streamlining the review process, thereby decreasing the time required for review; and

WHEREAS, the proposed policy amendments include the use of standard form agreements approved by the City for organizations wishing to work with San Bruno, allowing the City Manager to execute agreements for budgeted expenditures and public projects up to \$250,000 under specific conditions;

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby adopts the Award of Contract Policy, attached as Exhibit A; and

BE IT FURTHER RESOLVED, that the City Council hereby adopts standard form agreements on file with the City Clerk, with such changes from time to time as deemed necessary or useful by the City Manager with the concurrence of the City Attorney.

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I hereby certify that foregoing **Resolution No. 2024 - _____**
was introduced and adopted by the San Bruno City Council at a regular meeting on
February 13, 2024, by the following vote:

AYES:

NOES:

ABSENT:

Lupita Huerta, City Clerk