

ORDINANCE NO. 2585

AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND CHAPTER 2.32 PURCHASES AND SALES TO AMEND THE PROCEDURE FOR PUBLIC NOTICE AND BIDS AND TO ADD CONTRACT CHANGE ORDERS AND TO AMEND CHAPTER 2.36 DISPOSITION OF SURPLUS OR UNUSED REAL PROPERTY TO AMEND THE DEFINITIONS OF COST AND INVENTORY OF SURPLUS SUPPLIES AND TO AMEND THE PROCEDURE FOR THE SELECTION AND AWARD OF PROPOSALS AND BIDS.

WHEREAS, the ongoing application, administration and enforcement of Title 2, Administration and Personnel of the Salisbury Municipal Code, demonstrates a need for periodic review, evaluation and amendments that will keep Title 2 current; and

WHEREAS, the Director of Procurement may amend the rules adopted pursuant to Chapter 2.32, Purchases and Sales of the Salisbury Municipal Code, in accordance with specific provisions of Chapter 2.32.090, Authority to establish rules and regulations; and

WHEREAS, the Mayor and City Council requested that the Director of Procurement periodically review Chapters 2.32 and 2.36 in light of existing procedural practices and input from the City Council and Department Directors; and

WHEREAS, the Salisbury Municipal Code contains requirements for competitive bidding and awarding of contracts, and requires Council approval for all contracts in excess of \$100,000.00; and

WHEREAS, after a contract award has been approved by Council, contracts sometimes require changes that may alter the work to be performed, the time frame of the project and the cost of the contract, known as Change Orders; and

WHEREAS, there is currently no provision in the Salisbury Municipal Code that requires Council approval of Change Orders; and

WHEREAS, the procedure and selection for disposition of surplus property contains references to bids and proposals in different sections of Chapter 2.36; and

WHEREAS, disposition of unused real estate currently mandates the inclusion of certain provisions in a disposition contract and later provides that said provisions shall be included as considered appropriate by the City Council, this ordinance is intended to clarify the discretion afforded to the City Council; and

WHEREAS, the Director of Procurement has recommended and the Mayor and City Council desire to add a requirement for Council approval of certain construction contract change orders, to add bids and proposals to all sections of Chapter 2.36, and to clarify that for a

disposition contract for the disposition of unused real property, the City Council will approve those provisions deemed necessary by the Council.

NOW, THEREFORE, be it enacted and ordained by the City of Salisbury, that Chapters 2.32 and 2.36 of the City of Salisbury Municipal Code be amended as follows:

Chapter 2.32 – Purchases and Sales.

2.32.050 - Procedure for competitive bidding.

Whenever the estimated value of the purchase or contract is twenty-five thousand dollars (\$25,000.00) or less, the council authorizes informal bidding procedures in the case of any single contract, purchase, or sale. Whenever the estimated value of the purchase or contract is in excess of twenty-five thousand dollars (\$25,000.00), the following procedures shall be followed:

- A. Determination of When Bidding Required. On receiving any requisition for any purchase or any request for the making of any contract or council approval of any sale of city property, the **[[director of procurement]]***Director of Procurement* shall estimate the value and shall determine whether the same appears to require competitive bidding and what form it should take. If in doubt, he/she may submit such question to the city solicitor, who shall render an opinion informally or in writing as may be required by the **[[director of procurement]]***Director of Procurement*.
- B. Fixing of Terms, Conditions and Specifications of Bidding. After consulting the head of the using agency, the **[[director of procurement]]***Director of Procurement* shall fix and determine all the detailed terms and conditions of bidding pursuant to Article XVI of the Charter and this section, including the form and content of source selection, notices to bidders, times and conditions for bidding, specifications, surety for bids and other details. Bids may be requested in whole or in parts and with one or more alternates as the **[[director of procurement]]***Director of Procurement* may determine. In every instance, the city shall reserve the right to reject any bids, waive any irregularities and make the award in the best interests of the city.

Council approval shall be required for all unbudgeted capital outlay items and all capital outlay which exceeds budgeted funds. For budgeted goods and services, council approval shall only be required for contracts in excess of one hundred thousand dollars (\$100,000.00).

- C. Methods of Source Selection. If the estimated value is twenty-five thousand dollars (\$25,000.00) or more, the **[[director of procurement]]***Director of Procurement* shall solicit bids using one of the following methods:
 1. Competitive Sealed Bidding.
 - a. A public notice **[[and invitation to bid]]***inviting bids* shall be **[[published]]**
advertised using print or electronic media **[[at least once in a newspaper**

published in the city and]] allowing ample time for preparation of bids, but in no event less than seven calendar days before the date for submitting bids.

- i.* The notice **[[and invitation to bid]]** shall be **[[mailed]]**made available to persons listed on the city's list of prospective bidders.
 - ii.* Other persons shall be notified by suitable means as the **[[director of procurement]]**Director of Procurement may select, in his/her discretion, in order to discourage uniform bidding and to obtain as full and open competition as possible.
 - iii.* The notice shall contain a description of the project or purchase being sought, the availability and location of specifications, where bids must be submitted, the deadline for submitting bids, the time and place of the bid opening, and a statement indicating that the city reserves the right to reject all bids submitted.
- b. Sealed bids submitted to the **[[director of procurement]]**Director of Procurement on time shall be opened in public at the time and place designated and shall be tabulated, which shall be open to public inspection.
- i.* The **[[director of procurement]]**Director of Procurement, on his/her own authority, may reject all bids or any part thereof, and re-advertise for bids when, in his/her judgment, the public interest will be served thereby.
 - ii.* The director may select the successful bidder by lot if the best bids are identical and the public interest will not permit the delay of re-advertising.
- c. The **[[director of procurement]]**Director of Procurement shall award the contract to the responsible bidder who submits the responsive bid that is either the lowest bid price, or is the lowest evaluated bid price, or is the bid most favorable to the city.
- d. If, after competitive sealed bids have been opened, the **[[director of procurement]]**Director of Procurement determines that only one responsible bidder has submitted a responsive bid, the **[[director of procurement]]**Director of Procurement may negotiate the procurement contract with that one bidder under the procedure for noncompetitive negotiation (sole source procurement).
- e. After competitive sealed bids have been opened, the director may award a procurement contract on the basis of revised bids if:
- i.* All bids are rejected;
 - ii.* All bid prices exceed the funds available for the procurement; or
 - iii.* The director determines that all bids are unreasonable as to at least one requirement and the delay that would result from issuing a new invitation for bids with revised specifications or quantities would be fiscally disadvantageous or otherwise not in the best interests of the city;
 - iv.* If there is more than one bidder, discussions about revised specifications or quantities shall be conducted with all responsible bidders who submitted responsive bids. The bidders shall be treated fairly and equally with respect to any discussions;

- v. An invitation for revised bids shall state whether the award will be made without competitive negotiations; such invitation is not subject to the notice requirements in subsection (C)(1)(a);
 - vi. After revised bids have been submitted, negotiations with bidders may not be conducted unless the director determines that there is a compelling reason to negotiate. Award shall be made pursuant to subsection (C)(1).
- 2. Multi-Step Bidding.
 - a. May be used when the director determines that an initial preparation of specifications for price bids is impracticable;
 - b. Shall follow notice and invitation to bid requirements found in subsection (C)(1)(a);
 - c. Includes a request for unpriced technical offer or samples;
 - d. Directs bidders to submit sealed price bids separately either with the technical offers or after the technical offers are evaluated and they have been found acceptable under the criteria set forth in the invitation to bid;
 - e. Only those prices submitted by bidders whose technical offers have been found acceptable will be considered;
 - f. Sealed price bids may not be opened until after a complete evaluation of the technical offers has been made;
 - g. Award is made pursuant to requirements under competitive sealed bidding.
- 3. Competitive Sealed Proposals.
 - a. Competitive sealed proposals may be used when the **[[director of procurement]]***Director of Procurement* determines that specifications cannot be prepared that allow an award based on the lowest bid price, the lowest evaluated bid price, or the bid most favorable to the city; or when the use of competitive sealed bidding is not practicable or not advantageous to the city.
 - b. A request for proposals shall follow the notice and invitation to bid requirements found in subsection (C)(1)(a).
 - c. A request for proposals shall include a statement of the scope of the procurement and the factors including price, that will be used in evaluating proposals and the relative importance of each factor.
 - d. After receipt of proposals, but before award, the director may conduct discussions with an offeror to:
 - i. Obtain the best price for the city;
 - ii. Ensure full understanding of the city's requirements and the offeror's proposal.
 - e. If discussions are conducted, the director:
 - i. Shall provide an opportunity to participate to each responsible offeror who submits a proposal that, in the judgment of the director, is reasonably susceptible of being selected for award;
 - ii. Shall treat all of those responsible offerors fairly and equally;

- iii. May allow all of those responsible offerors to revise their initial proposals by submitting best and final offers, if discussions indicate that it would be in the best interest of the city to do so;
 - iv. May conduct more than one series of discussions and requests for best and final offers; and
 - v. May not disclose to an offeror any information derived from a proposal or discussion with a competing offeror.
 - f. Proposals are irrevocable for the period specified in the request. A best and final offer is irrevocable for the period specified in the request for best and final offers.
 - g. The director shall award the procurement contract to the responsible offeror who submits the proposal or best and final offer determined to be the most advantageous to the city considering the evaluation factors set forth in the request for proposals.
4. Competitive Negotiations.
- a. To be used for certain professional, architectural, engineering, or other specialized services;
 - b. The director requests statements of qualifications and information including description of work, time estimate, past experiences, references, hourly rates, if applicable;
 - c. All responses are evaluated and discussions may be conducted with any bidder to clarify qualifications or discuss the approach to the work;
 - d. Once evaluations and discussions are completed, the using department head and the director shall select, in order of qualification ranking, at least three acceptable suppliers. The best qualified supplier is then requested to submit cost or pricing data. A contract is then negotiated with that supplier;
 - e. If a contract cannot be negotiated, the reasons for failure are documented and the same process is followed with the next most qualified supplier.
5. Noncompetitive Negotiation-Sole Source Procurement.
- a. Noncompetitive negotiation can be utilized if at least two sources are available for the services but the absence of effective competition makes it unreasonable to expect bids or proposals from the available sources.
 - b. A request for general expressions of interest shall be published in the same manner as required for invitation for bids, shall state the general requirements for services, and shall request interested service providers to respond in writing with general expressions of interest.
 - c. The director may conduct discussions with any responsible service provider who has submitted an expression of interest; the director shall treat fairly and equally with respect to discussions all responsible service providers who have submitted expressions of interest.
 - d. The director may award a procurement contract to the provider offering the best price, conditions, and services and in the best interests of the city.

- e. Sole source procurement exists whenever the director determines that there is only one available source for the subject of a procurement contract and he/she may award the contract without competition to that source.
- 6. Procedure for Informal Competitive Bidding.
 - a. If the estimated value is less than twenty-five thousand dollars (\$25,000.00) the **[[director of procurement]]***Director of Procurement* shall solicit informal competitive bids by giving notice by mail, telephone, fax, or other means deemed effective by the director to such persons as he/she may select, at his/her discretion, in order to discourage uniform bidding and to obtain as full and open competition as possible.
 - b. At least three competitive bids shall be secured whenever possible, and an award shall be made by the director to the lowest and best bid in the case of purchases or the highest and best bid in the case of sales.
 - c. The director shall keep a record of all competitive bids submitted pursuant to this procedure, and such records shall be open in his/her office.
- D. Small Business Preference Program.
 - 1. Applicability. The small business preference program applies to all competitive bidding conducted pursuant to this section by the city.
 - 2. Procedures.
 - a. The **[[director of procurement]]***Director of Procurement* shall screen all procurements potentially eligible for a small business preference and shall determine which of those procurements is appropriate for preferences under these procedures. The **[[director of procurement]]***Director of Procurement* shall also determine which percentage preference is to be applied. The determination shall be based on the availability of qualified, certified small businesses and other appropriate factors.
 - b. The proposed small business procurement preference may not exceed a base percentage preference of five percent of the total contract value. A two percent preference may be added to the base percentage preference for veteran-owned small businesses and a three percent preference may be added to the base percentage preference for disabled-veteran-owned small businesses.
 - c. Any solicitation for a procurement designated for a small business preference shall include a statement that the procurement has been so designated and shall indicate the price preference percentage to be applied to that procurement.
 - d. Small business preferences shall apply only to those businesses which meet the definition of a small business, veteran-owned small business, or disabled-veteran-owned small business under Maryland law and COMAR, and in the case of the city's small business preference program, any small business, veteran-owned small business or disabled-veteran-owned small business must also have its principal place of business within the city limits, **[[.]]** Maryland or be at least fifty-one (51) percent owned and controlled by an individual domiciled in the city.

- e. The **[[director of procurement]]***Director of Procurement* shall maintain a list of all small businesses, veteran-owned small businesses and disabled-veteran-owned small businesses qualified under both state law and this Code to be designated as such. It is the responsibility of the small business and not the **[[director of procurement]]***Director of Procurement*, to request that its name be included on the list. The director will, however, verify whether each small business is qualified for inclusion on the list and demand whatever proof is required. If any business is found not qualified, the **[[director of procurement]]***Director of Procurement* will notify the business and afford it an opportunity to appeal the director's decision to the city administrator. The decision of the city administrator is final.
3. Direct Solicitation. When soliciting bids for a procurement designated for a small business preference, the **[[director of procurement]]***Director of Procurement* shall **[[send]]***make available* a solicitation or notice of the solicitation to all certified small businesses on the list which are appropriate for the subject of the contract.
4. Evaluation. When a procurement under this code section has been designated for a small business preference, the procurement officer shall accept the most favorable responsive bid from a responsible small business if the bid does not exceed the most favorable responsive bid price received from a responsible bidder that is not certified as a small business by:
 - a. More than five percent;
 - b. More than seven percent for a veteran-owned small business;
 - c. More than eight percent for a disabled-veteran-owned small business; or
 - d. The predetermined percentage preference.

2.32.080 - Disposition of surplus supplies.

All using agencies shall submit to the **[[director of procurement]]***Director of Procurement*, at such times and in such form as he/she may prescribe, a request to declare as surplus all supplies, materials and equipment**[[, costing]]** *with a historical cost of* two thousand dollars (\$2,000.00) or more**[[and listed on the capital asset inventory which]]**, *that* are no longer used or which have become obsolete, worn out or scrapped. The director may transfer such stock to other agencies which have need for or can use it or, if not thus usable, may sell or otherwise dispose of same in accordance with the Charter. All supplies, materials, and equipment **[[costing]]** *with a historical cost of* less than two thousand dollars (\$2,000.00), which are no longer used or which have become obsolete, worn out or scrapped, may be disposed of as determined by the head of the department *that is* disposing of such property.

2.32.85 – Change Orders.

City Council approval is required for any Change Order of a contract that has an original award amount in excess of \$100,000.00, and that results in a cumulative increase of the original contract of 20% or greater.

Chapter 2.36 – Disposition of Surplus or Unused Real Property.

2.36.040 - Procedure.

The following procedure shall guide the sale of city-owned surplus or unused real property:

- A. The **[[director of procurement]]**Director of Procurement shall determine whether city-owned land is surplus or unused in accordance with the City Charter and make recommendations to the city council as to the sale or disposition of such real property.
- B. The city council may approve the sale or disposition of such property, and, if approved, the **[[director of procurement]]**Director of Procurement shall be directed to either publish a notice inviting *bids or* proposals for development or prepare an advertisement for auction sale.
- C. A notice inviting proposals or an auction advertisement shall be published in a local newspaper of general circulation not less than three times within thirty (30) days prior to the date that proposals shall be made or auction held, and such notice or auction advertisement shall identify the specific property to be sold, **[[the]]** by site, size**[[side]]** and location.
- D. If sealed bids are requested, the **[[director of procurement]]**Director of Procurement shall establish the manner in which all *bids or* proposals shall be submitted in response to the notice. All *bids or* proposals for the purchase of said surplus or unused property shall contain sufficient information to specifically address the items listed in Section 2.36.050 of this chapter and be accompanied by a deposit of ten percent of the bid price.
- E. If an auction is offered, the **[[director of procurement]]**Director of Procurement shall set the terms of the auction, including a deposit of ten percent of the successful bid.

2.36.050 - Selection of winning proposals.

After all *bids or proposals* have been opened and all information reviewed and compiled, the **[[director of procurement]]**Director of Procurement shall make a report to the city council; the city council shall then consider all such information, the nature of all *bids or***[[development]]** proposals and make a selection which, in the council's judgment, is the highest and best *bid or* proposal and in the best interest of the city.**[[,]]** The City Council may **[[considering]]**request

additional information and consider the following factors to aid in its determination of the bid or proposal which will be in the best interest of the city:

- A. The demonstrated financial and legal ability of the person making the proposal to implement the proposal;
- B. The significance of the proposal in having a positive impact on the city of Salisbury;
- C. The potential of the development for providing employment opportunities;
- D. The monetary value offered for the surplus land, as well as the monetary value of the proposed development after completion;
- E. A preliminary development plan for the property which shall consist of a description of all proposed uses and the type of development proposed for the property and the preliminary design of all proposed buildings and structures and a preliminary site plan showing a footprint of the proposed buildings or structures and all amenities proposed to be developed on the site;
- F. Such other and further factors as the city council may wish to consider.

2.36.070 - Award of bid.

The city council shall make an award by resolution and proceed to sell or dispose of the property pursuant to the terms of a disposition contract. The disposition contract for the sale of the property shall not merge into any deed, unless specified in the contract, and the disposition contract ~~[[shall]]~~ may contain the requirements of Section 2.36.080(A) and such other specific requirements as the ~~[[c]]~~ City ~~[[c]]~~ Council deems necessary to accomplish the purposes of this chapter. As a condition precedent to the city's obligation to convey the property, the purchaser shall submit to the city evidence satisfactory to the city that the purchaser has the equity capital and commitments for mortgage financing necessary for the construction of the improvements to the property. The city council may not convey such property until after the disposition contract is executed.

2.36.080 – Disposition contract.

- A. In addition to the regulations set forth in the city building code, zoning code, historic district ordinance and other applicable codes and ordinances, the following controls ~~[[shall]]~~ may be implemented by provisions in a disposition contract as are considered appropriate by the city council:

EXPLANATION:

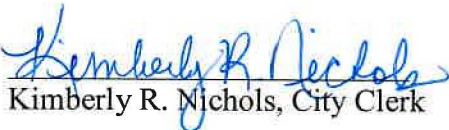
* *ITALICIZED AND UNDERLINED PRINT INDICATE MATERIAL ADDED TO EXISTING LAW.*

Deleted material from the existing Code is indicated by bold double bracketed [[]] language.

AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF SALISBURY, MARYLAND, that the Ordinance shall take effect upon final passage.

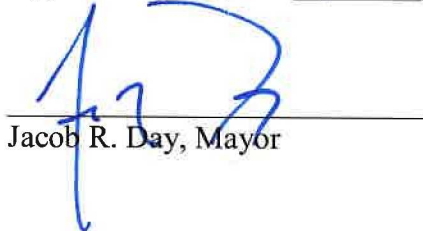
THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the 24th day of February, 2020 and thereafter, a statement of the substance of the ordinance having been published as required by law, in the meantime, was finally passed by the Council on the 9th day of March, 2020.

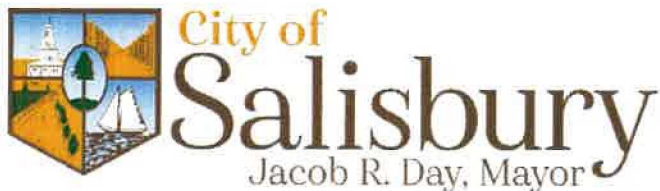
ATTEST:


Kimberly R. Nichols, City Clerk


John R. Heath, City Council
President

Approved by me, this 10th day of MARCH, 2020.


Jacob R. Day, Mayor



To: City Council
From: Jennifer Miller
Director of Procurement
Date: February 24, 2020
Subject: Charter and Code of Ordinance changes requested

I am requesting several changes to the Salisbury Code of Ordinances in matters relating to procurement. In the areas defined below, the current charter or code is outdated or limits the flexibility and nimbleness with which the City can respond. Please see the attached draft of each code. In all sections, I've also taken the liberty of capitalizing proper nouns (Director of Procurement; City Council).

2.32.050 Procedure for Competitive Bidding

The current language restricts publication of solicitations to newspapers published in the City. This is a costly method, as we have electronic outlets with greater reach (eMMA; the City of Salisbury Procurement Portal). I also wish to specify the content required in the published notice. Lastly, I seek to remove the antiquated requirement of sending solicitations by mail.

2.32.080 Disposition of Surplus Supplies

The proposed revision clarifies cost to "historical cost" and removes the additional requirement of being listed on the capital asset inventory list.

2.32.85 Change Orders

The proposed addition to the Code will formalize an existing practice with updated approval thresholds. Additionally, Council approval is being requested (via a Resolution) to enact an internal approval policy for all construction change orders.

2.36.040 Procedure (Disposition of Surplus or Unused Real Property) & 2.36.050 Selection of Winning Proposals

The proposed revision allows the City to receive bids for the sale of City-owned real property in addition to the sole current requirement of requesting development proposals. This small change will allow the City to more readily get property back in the hands of the public when a lengthy proposal process is not necessary or appropriate.

2.36.050 Selection of winning proposals

The proposed revision allows the City Council to request additional information about the intended use of a City-owned parcel being sold, but such shall not be mandatory when not necessary or appropriate.

2.36.070 Award of bid

The current language restricts the conveyance of City-owned property to a land disposition contract that must include development requirements, when a standard agreement of sale/fee simple sale may be a more appropriate vehicle when development requires are not mandatory.

cc Andy Kitzrow
Mark Tilghman, City Solicitor



City of Salisbury

TIER 6 CHANGE ORDER

Original PO \$100,000.01+
Cumulative Increase \geq 20.01%

Contract #: RFP ##-### or ITB ##-###
Contract Name:
Change Order #:
P.O. #:
Initiation Date:
Contract Date:
Account #:

TO: Vendor Name
Vendor Street Address
Vendor City, State, Zip Code

You are directed to make the following changes in this contract:

1. Description of changes to be made
2. Description of changes to be made
3. Description of changes to be made

Signature of the Contractor indicates their agreement herewith, including any adjustment in the Contract Sum or Contract Time. The terms and conditions of the original contract shall prevail; no other terms and conditions accompanying this charge order shall be valid or enforceable unless specifically acknowledged by written contract amendment issued by the City of Salisbury. Not valid until signed by all parties indicated below.

The original Contract Sum was..... \$
Net change by previously authorized Change Orders..... \$
The Contract Sum prior to this Change Order was..... \$
The Contract Sum will be (increased), (~~decreased~~), (~~unchanged~~) by..... \$
The Cumulative Contract Sum including this Change Order will be..... \$
Therefore, the Cumulative Contract Sum will be (increased), (~~decreased~~), (~~unchanged~~) by.... %
The Contract Time will be (increased), (~~decreased~~), (~~unchanged~~) by..... () days or () weeks
Therefore, the revised date of substantial completion is.....

AUTHORIZED:

<u>Printed Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>
Amanda Pollack, P.E.	Director of Infrastructure & Development		
Jennifer Miller, CPPO, CPPB	Director of Procurement		
Keith Cordrey	Director of Finance		
Julia Glanz	City Administrator		
Mark Tilghman, P.A.	City Solicitor		
Jacob R. Day	Mayor		
John R. Heath	President, City Council		

VENDOR ACKNOWLEDGEMENT (Please sign and return two originals):

<u>Printed Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>



EXHIBIT A – CONSTRUCTION CONTRACT CHANGE ORDER THRESHOLD SUMMARY

Questions about this document? Please call (410) 548-3190

Informal Procurements up to \$24,999.99				
Tier	Original Purchase Order/Contract	Cumulative Increase in Original Purchase Order/Contract	Approval Authority	Process
1	\$2,000 - \$25,000	≤20.00% of Original PO/Contract	Department Director	Complete Tier 1 Change Order Form; Process cost revision to Purchase Order.
2	\$2,000 - \$25,000	≥20.01% of Original PO/Contract; If ≥50.00% or \$10,000 (whichever is greater), process under Tier 4	Department Director, Procurement Director	Complete Tier 2 Change Order Form; Process cost revision to Purchase Order.

Formal Procurements \$25,000.00 - \$99,999.99				
Tier	Original Purchase Order/Contract	Cumulative Increase in Original Purchase Order/Contract	Approval Authority	Process
3	\$25,000.01 - \$100,000	≤20.00% of Original PO/Contract	Department Director, Procurement Director, Finance Director	Complete Tier 3 Change Order Form; Process cost revision to Purchase Order.
4	\$25,000.01 - \$100,000	≥20.01% of Original PO/Contract	Department Director, Procurement Director, Finance Director, City Administrator	Complete Tier 4 Change Order Form; Process cost revision to Purchase Order.

Formal Procurements \$100,000+				
Tier	Original Purchase Order/Contract	Cumulative Increase in Original Purchase Order/Contract	Approval Authority	Process
5	\$100,000.01+	≤20.00% of Original PO/Contract	Department Director, Procurement Director, Finance Director, City Administrator	Complete Tier 5 Change Order Form; Process cost revision to Purchase Order; Prepare an information report to Mayor and City Council.
6	\$100,000.01+	≥20.01% of Original PO/Contract	Department Director, Procurement Director, Finance Director, City Administrator, Mayor City Solicitor, City Council	Complete Tier 6 Change Order Form; Process cost revision to Purchase Order; Prepare a Council Agenda Item under "Award of Bids" and present for City Council approval.