

**OFFICE OF THE CITY MANAGER
LITTLE ROCK, ARKANSAS**

**BOARD OF DIRECTORS COMMUNICATION
SEPTEMBER 6, 2016 AGENDA**

<p>Subject:</p> <p>An ordinance to amend City bidding requirements to permit an increased maximum period of time that bids may be received following the date of invitation to bid</p> <p>Submitted By:</p> <p>Finance Department</p>	<p>Action Required:</p> <p style="text-align: center;">✓ Ordinance Resolution Approval Information Report</p>	<p>Approved By:</p> <p style="text-align: right;">Bruce T. Moore City Manager</p>
<p>SYNOPSIS</p> <p>FISCAL IMPACT</p> <p>RECOMMENDATION</p> <p>BACKGROUND</p>	<p>This ordinance maintains the existing thirty (30)-day limit to accept bids, but in special circumstances permits an extension of this period of time.</p> <p>None.</p> <p>Approval of the ordinance.</p> <p>As part of the What Works Cities initiative, the Harvard Performance Lab has worked with the Finance Department Purchasing Division to evaluate the City of Little Rock’s purchasing procedures and make recommendations for improving the bid process for the City and potential vendors. The Harvard Performance Lab identified the thirty (30) day maximum as an issue for City staff and potential respondents, particularly when it comes to bids related to complex commodities such as health insurance and workers’ compensation. As such, staff recommends giving the City Manager the authority to extend the amount of time bids may be received following the invitation to bid if the complexity of the bid issue warrants such an extension. This will allow respondents more time to prepare high-quality responses to intricate invitations to bid.</p>	