



## City Council

### Approval of a Resolution Authorizing Electronic Submittal of all Documents Associated with Public Works Contracting at the City of Olympia

**Agenda Date:** 8/25/2020  
**Agenda Item Number:** 4.C  
**File Number:**20-0657

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**Type:** resolution **Version:** 1 **Status:** Passed

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#### **Title**

Approval of a Resolution Authorizing Electronic Submittal of all Documents Associated with Public Works Contracting at the City of Olympia

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee

##### **City Manager Recommendation:**

Move to approve a Resolution authorizing electronic submittal of all documents associated with Public Works contracting at the City of Olympia.

#### **Report**

##### **Issue:**

Whether to approve the Resolution authorizing electronic submittal of all documents associated with Public Works contracting at the City of Olympia.

##### **Staff Contact:**

Jim Rioux, Project Manager, Public Works Engineering, 360.753.8484

##### **Presenter(s):**

None - Consent Calendar Item.

##### **Background and Analysis:**

In 2017 Public Works Engineering purchased the e-Builder Project Information Management System. This system includes a Bidding Module that the City can use to conduct on-line bidding.

The 2020 State Legislature passed the Uniform Electronic Transaction Act (SB 6028), which clearly allows local government agencies to determine the extent to which they will use and accept electronic signatures and records. Though past law allowed the use of electronic signatures, the City hadn't widely considered its use until that became more necessary during the COVID-19 pandemic.

Public Works Engineering concludes that implementation of electronic submission of documents for bidding and public works contracting will significantly reduce resources needed to publish bid documents, conduct bid openings, review bid proposals and award contracts. It will also help eliminate the risk of disease transmission associated with current bidding procedures, which include in person bid openings, and will make the bid submittal process more flexible.

**Neighborhood/Community Interests (if known):**

None.

**Options:**

1. Approve the Resolution authorizing electronic submittal of all documents associated with Public Works contracting at the City of Olympia. Allows staff to implement electronic contracting procedures.
2. Direct staff to make changes to the Resolution. Staff will update the Resolution and return to Council at a future date.
3. Do not approve the Resolution. Staff will continue current contracting practices.

**Financial**

No financial impact.

**Attachments:**

Resolution