



CITY OF KINGMAN COMMUNICATION TO COUNCIL

TO: Honorable Mayor and City Council

FROM: Tina Moline

MEETING DATE: January 20, 2026

AGENDA SUBJECT: Approval of Ordinance No. 1989 - Amending the Procurement Code of the City of Kingman

SUMMARY:

The current version of the City of Kingman's procurement code was adopted in March 2020. In utilizing the code, staff has identified certain sections that could use an update.

The most significant revision is related to purchasing threshold amounts. The table below outlines the current and proposed threshold amounts:

Current Threshold	Proposed Threshold	Purchasing Procedure
Up to \$5,000 (this threshold has been in place since before 2012)	Up to \$10,000	No bidding required; staff can direct select the vendor.
\$5,001 to \$50,000 (this threshold has been in place since 2012)	\$10,000.01 to \$100,000	Three written quotes need to be obtained before staff can select the vendor.
Greater than \$50,000 (this threshold has been in place since 2012)	Greater than \$100,000	Formal, competitive bidding is required before staff can recommend a vendor for Council's consideration.

With the cost of goods and services having significantly increased since 2012, following the purchasing procedures under the current thresholds is inefficient and delays the timing of purchases. After comparing the proposed purchasing thresholds with 16 other similar jurisdictions, it was found that 6 have a direct selection threshold of at least \$9,999 and 11 have a formal, competitive bidding threshold of at least \$99,999. The attachment titled *Local Government Threshold Comparisons* provides more details.

The table below and attachment titled *Revision Tracking Sheet* summarizes all revisions being requested:

Revised Section	Revision Description
Various	Updated the thresholds as follows: 1. Removed Petty Cash threshold. 2. Revised Small Purchases threshold to "up to \$10,000". 3. Revised Intermediate Purchases threshold to "\$10,000.01 to \$100,000". 4. Revised Formal Purchases threshold to "over \$100,000."
Section 2-304	Added a definition for "Competition Impracticable" and expanded the definition of "Contract Amount".
Section 2-305	Added a procedure for executing contracts to include thresholds and signatories.
Section 2-321	Added several new exceptions: 1. Competition impracticable 2. Water and wastewater treatment plant specialty services, maintenance & equipment not readily available from more than one manufacturer 3. Equipment repairs in which substantial work must be performed before a cost estimate can be made
Section 2-321	Updated the computer software exception to include "existing" software-as-a-service and hosted solutions.
Section 2-322	Removed the requirements to complete an extensive written determination for utilizing the cooperative purchasing exception since this exception already undergoes a thorough evaluation process by the purchasing agency.
Section 2-332	Added language regarding contract amendments not being required to go back to City Council for approval if the increase is solely due to taxes or shipping/freight charges.
Sections 2-345 and 2-346	Updated the formal solicitation sections to remove statute references as well as reflect the City's OpenGov electronic bidding procedures.
Section 2-348	Removed online bidding as a purchasing method since it is not used.

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

Adopt Ordinance No. 1989 Amending the Procurement Code of the City of Kingman

SUGGESTED MOTION:

Adopt Ordinance No. 1989 Amending the Procurement Code of the City of Kingman

ATTACHMENTS:

[Ordinance 1989](#)

[Procurement Code 2026 Update - Legislative Style Version](#)

[Local Government Threshold Comparisons](#)

[Revision Tracking Sheet](#)