



CITY OF KINGMAN COMMUNICATION TO COUNCIL

TO: Honorable Mayor and City Council

FROM: Tina Moline

MEETING DATE: February 3, 2026

AGENDA SUBJECT: Approval of Resolution No. 5595 - Declaring the Procurement Code of the City of Kingman, Arizona be a Public Record

SUMMARY:

To avoid significant publication costs associated with the approval of any procurement code revisions proposed in Ordinance No. 1989, a resolution declaring the "Procurement Code of the City of Kingman, Arizona" to be a public record must be approved. To ensure City Council is aware of the proposed changes associated with Ordinance No. 1989 before considering approval of Resolution No. 5595, staff will cover all proposed changes in this item.

Ordinance No. 1989 Summary

The current version of the City of Kingman's procurement code was adopted in March 2020. In utilizing the code, staff identified certain sections that could use an update and presented the revisions to Council on 1/20. After discussion, Council requested for an additional modification to be made to the thresholds. The table below outlines the current and modified purchasing 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 \$50,000 for specialized services and technical registrant services (as defined in the Procurement Code) \$10,000.01 to \$100,000 for purchases not involving specialized services or technical registrant services	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 \$50,000 for specialized services or technical registrant services (as defined in the Procurement Code) Greater than \$100,000 for purchases not involving specialized services or technical registrant services	Formal, competitive bidding is required before staff can recommend a vendor for Council's consideration.
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The table below and attachment titled Revision Tracking Sheet summarize all other revisions. It's important to note that staff is not recommending any changes be made to the written justification necessary for utilizing cooperative purchasing agreements since this is one of the most common exceptions.

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" for purchases not involving specialized services or technical registrant services and "\$10,000.01 to \$50,000" for specialized services and technical registrant services purchases. 4. Revised Formal Purchases threshold to "over \$100,000" for purchases not involving specialized services or technical registrant services and "over \$50,000" for specialized services and technical registrant services purchases.
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 2-321	Expanded on thresholds and authority for awarding contracts using exceptions.
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:

Approve Resolution No. 5595 Declaring the Procurement Code of the City of Kingman, Arizona be a Public Record

SUGGESTED MOTION:

Approve Resolution No. 5595 Declaring the Procurement Code of the City of Kingman, Arizona be a Public Record

ATTACHMENTS:

[Resolution 5595](#)

[Revision Tracking Sheet](#)

[Local Government Threshold Comparisons](#)

[Procurement_Code_2026_Update_-_Legislative_Style_Copy_Version_2.pdf](#)