

RESOLUTION NO. _____

RESOLUTION TO REQUIRE SPECIFIC INFORMATION TO ACCOMPANY PROPOSED CONTRACTS FOR PROFESSIONAL SERVICES AND GENERAL CONTRACTS WHICH ARE SUBMITTED TO CITY COUNCIL COMMITTEES AND THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS

WHEREAS, the City Council for the City of Jonesboro, Arkansas, desires to be informed of the annual request for qualifications and the creation of an annual list of qualified professional contractors;

WHEREAS, the City Council for the City of Jonesboro, Arkansas, is seeking specific information on how each department selects qualified professional services for each project; and,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS, THAT:

SECTION 1: All submissions to City Council Committees and to the City Council of proposed contracts for professional services, or for the awarding of general contracts in excess of \$20,000, shall comply with the requirements of this resolution.

SECTION 2: Annually the Purchasing Agent through his/her supervisor, the Director of Finance, shall report to the City Council on the annual request for qualifications and shall present the following information:

1. The specific place and method used in notifying prospective bidders of the annual request for qualifications.
2. The deadline set for submission of proposals and place of reception.
3. A list of authorized employees on behalf of the City of Jonesboro who attended the opening of the qualifications.
4. A list of the approved contractors listed alphabetically by type of service.
5. A list of contractors not meeting the deadline.

Alternatively, this information may be solicited and reported during the year for particular projects.

SECTION 3: The City employees on the Selection Committee authorized to select a professional services contractor shall select professional contractors according to A.C.A. §19-11-801 through A.C.A. §19-11-805. When seeking City Council approval of a contract with a professional services contractor the department director shall present, in writing, the following information to the Public Works Committee.

1. A list of all the companies considered.
2. All results of rankings, including score sheets.
3. A list of all departments included in selection and ranking.
4. A rank ordered list of the top three contractors.
5. This shall include comments regarding the four considerations under A.C.A. § 19-11-803.

6. The name of the contractor selected and the reasons why the contractor was selected.
7. Names and addresses of the people within the company who will be working with the City of Jonesboro on the project.

SECTION 4: The Selection Committee shall be comprised of two (2) representatives from the department issuing the contract, one (1) representative from the Finance Department, one (1) representative from the Mayor's Office, and one (1) representative from either planning or inspections.

SECTION 5: As to general contractors: All contracts covered by this resolution shall be submitted to the City Council accompanied by the following information:

1. The specific place and method used in notifying prospective bidders of the request for proposals.
2. The date set for submission of proposals and place of reception.
3. A list of authorized employees on behalf of the City of Jonesboro who attended the bid opening and selected the winning bid.
4. A brief list of the main bids and alternatives, if any of each bidder.
5. A brief summary of the reasons for selecting the winning company.
6. If the specific bid is not accepted, but further negotiations with the chosen bidder are undertaken, a detailed description of these negotiations.