



MEMORANDUM

CC-26-126

Ordinance 26-32, an Ordinance of the City Council of Homer, Alaska Amending Homer City Code Section 3.16.040 Advertising for Bids and 3.16.110 Competitive Sealed Proposals – Negotiated Procurement. City Manager/City Clerk.

Item Type: Backup Memorandum
Prepared For: Mayor Lord and Homer City Council
Date: June 11, 2026
From: Amy Woodruff, City Clerk
Through: Melissa Jacobsen, City Manager

SUMMARY:

City Staff propose editing City Code to add flexibility for procurement. The ability to accept electronic bids and proposals will increase competition and reduce advertising costs.

BACKGROUND:

The City is laying the groundwork for electronic submission of bids and proposals for City Projects. Specific references to “envelopes” and requirements for advertising in print newspapers circulated in the City will be removed. At present, proposals and bids for some types of projects come from Anchorage or even out of state. We frequently receive requests to submit materials by email, and Public Works staff once fielded a call from a Plan Holder who intended to drive a proposal to Homer asking for a deadline extension because of weather conditions in Turnagain Pass.

Alaska Statutes do not require that Invitations to Bid (ITBs) and Requests for Proposals (RFPs) be advertised in print, and many other municipalities have removed the requirement from their code. This change does not prohibit the use of print newspapers when appropriate, it simply establishes advertising on the City’s website as the new minimum standard.

The electronic bid system will reduce staff time associated with preparing and publishing RFPs and ITBs, and it will improve bidder compliance with ITB and RFP specifications. Staff plan to roll out the new platform in a hybrid format and continue to accept paper bids for the foreseeable future to accommodate all potential bidders.

RECOMMENDATION:

Adopt the ordinance amending Homer City Procurement Code.