



CITY OF POLSON

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ADMINISTRATIVE POLICY NO. 2021 – 01

Contract Administration

Polson Municipal Code (2.03.200) charges the City Manager with a duty to *'execute bonds, notes, contracts, and written obligations of the commission, subject to the approval of the commission.'*

Administrative Policy 2021-01 is to be guidance to staff regarding the accurate and timely approval, signature, retention, maintenance, and enforcement of all city contracts. The City Manager reserves the right to waive/modify application of this policy where special circumstances occur.

01. City Commission Approval

All contracts obligating the City of Polson must be approved by the Polson City Commission, through a legislative resolution approved according to all relevant provisions of state and local law.

02. Authorized Signature

The City Manager is to be considered the authorized signature for all *'bonds, notes, contracts, and written obligations.'*

03. Signature Collection

Prior to submission of an original contract et al. to the city commission for approval, all other parties shall have signed first; resulting in the City of Polson being the final signature prior to execution. At least two (2), signed, originals should be submitted to the City Clerk for presentation to the City Commission.

04. Contract Retention

The City Clerk will retain and maintain original copies of all contracts et al. obligating the City of Polson. At no time should the original documents leave the City Clerk's control, although departments may keep copies for use in their operations. The City Clerk will keep an updated database/spreadsheet of all current city contracts, accessible online by staff, to include information such as origination date, expiration date, all signed parties, purpose, etc. Any updates, addenda, or other original contract related documents should be provided to the City Clerk. ***Departments should submit to the City Clerk original copies of all contracts in their possession as of February 15, 2020.***

05. Contract Maintenance

It is the responsibility of each department, and ultimately the City Manager, to monitor their contracts with regard to prices, terms, expiration dates, etc. The departments shall follow all required purchasing practices in the selection of new vendors and/or renewal of existing contracts – to include the timely execution of a Request for Proposal/Qualification process when necessary.

This Administrative Policy is subject to modification by the City Manager, as deemed necessary, and is effective immediately.

Dated this 11th Day of January, 2021



Edwin R. Meece, City Manager