

CITY OF MARGATE, FLORIDA

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MARGATE, FLORIDA, AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE II - FINANCES, SECTION 2-23 PURPOSE AND INTENT, SECTION 2-24 - DEFINITIONS, SECTION 2-25 - PURCHASING PROCEDURES, SECTION 2-26 PURCHASING RESTRICTIONS; WHEN BIDS REQUESTS FOR PROPOSALS OR LETTERS OF INTEREST REQUIRED, SECTION 2-27 CONTRACTS FOR CONSTRUCTION OF PUBLIC WORKS AND IMPROVEMENTS, AND SECTION 2-28 AWARD OF BIDS, REQUESTS FOR PROPOSALS, LETTERS OF INTEREST, AND OTHER SOLICITATIONS; PROCEDURE FOR LETTING; PROVIDING FOR CLARIFYING DEFINITIONS OF PIGGYBACKING, FORMAL QUOTE, AND INFORMAL QUOTE; AMENDING THE THRESHOLDS FOR PURCHASING AUTHORITY; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MARGATE, FLORIDA:

Section 1: Chapter 2 - Administration, Article II - Finances, Section 2-23 Purpose And Intent, is hereby amended to read as follows:

Sec. 2-23. Purpose and intent.

. . .

- (i) ~~Nonapplicability to cooperative bidding or direct purchase from other governmental agencies or educational institutions. The requirements herein shall not be applicable for any supplies, materials, equipment, projects, construction, public works projects, improvements, or services that are purchased under a cooperative bidding procedure, in conjunction with or directly from any other governmental agency or~~

CODING: Words in ~~struck through~~ text are deletions from existing text, words in underscored text are additions to existing text, and **shaded** text are changes between First and Second Readings.

1 ~~educational institution where the supplies, materials,~~
2 ~~equipment, projects, public works projects, services,~~
3 ~~or improvements are purchased pursuant to the official~~
4 ~~procedures of the other governmental agency, or to the~~
5 ~~extent permitted by Florida Statutes.~~

6 Cooperative bidding, piggybacking, and/or direct
7 purchase from an existing agreement awarded by special
8 districts, other governmental agencies, or educational
9 institutions. The requirements herein shall not be
10 applicable to the acquisition of supplies, materials,
11 equipment, projects, construction, public works
12 projects, improvements, or services, except
13 professional services which are governed by s. 287.055,
14 from the purchasing agreements of other special
15 districts, public educational institutions,
16 municipalities, or counties which have been procured
17 pursuant to competitive bid, requests for proposals,
18 requests for qualifications, competitive selection, or
19 competitive negotiations, and which are otherwise in
20 compliance with general law if the purchasing agreement
21 of the other special district, municipality, or county
22 was procured by a process that would have met the
23 procurement requirements of the awarding agency, or to
24 the extent permitted by Florida Statutes.

25 . . .

27 **[Note to Municipal Code: The rest of this section shall**
28 **remain as codified.]**
29

30 **Section 2:** Chapter 2 - Administration, Article II -
31 Section 2-24 - Definitions, is hereby amended to read as
32 follows:

33 **Sec. 2-24. Definitions.**

34 The words defined in this section shall have the meanings set
35 forth below whenever they appear in this Code, unless:

- 36 (1) The context in which they are used clearly requires a
37 different meaning; or

CODING: Words in ~~struck through~~ text are deletions from existing
text, words in underscored text are additions to existing text,
and **shaded** text are changes between First and Second Readings.

1 (2) A different definition is prescribed for a particular
2 article or provision.

3 . . .

4
5 Formal quote means an official pricing offer submitted for
6 approval or specific purchasing agreement execution that
7 is received as a written document such as a PDF submitted
8 on official letterhead or quote form. Such pricing
9 contains a clear itemization of goods and associated
10 services to be received, fixed or clearly defined pricing
11 inclusive of an expiration date if applicable, transaction
12 specific terms and conditions, and acceptance
13 requirements.

14 . . .

15
16
17 Informal quote means a general and quickly provided
18 estimate or cost approximation for smaller dollar
19 purchases that is often received verbally, in the text
20 body of an email, or other informally communicated means,
21 that may contain minimal details or transactional
22 requirements. Such pricing may be subject to change once
23 details are finalized.

24 . . .

25
26
27 Piggybacking means the process in which a public entity
28 uses another agency's existing, competitively awarded or
29 negotiated contract to buy goods or services at the same
30 favorable terms and prices, thereby avoiding the necessity
31 of its own competitive process to benefit from leverage
32 gained by economies of scale.

33 . . .

34
35 **[Note to Municipal Code: The rest of this section shall**
36 **remain as codified.]**

37
38 **Section 3:** Chapter 2 - Administration, Article II -
39 Section 2-25 - Purchasing Procedures, is hereby amended to
40 read as follows:

CODING: Words in ~~struck through~~ text are deletions from existing text, words in underscored text are additions to existing text, and **shaded** text are changes between First and Second Readings.

1 (8) All services that cost greater than fifty thousand
2 dollars (\$50,000.00) shall be authorized by the city
3 manager with notification to the city commission.
4 . . .

5 [Note to Municipal Code: The rest of this section shall
6 remain as codified.]
7

8 **Section 4:** Chapter 2 - Administration, Article II -
9 Section 2-26 - Purchasing restrictions; when bids, requests
10 for proposals or letters of interest required, is hereby
11 amended to read as follows:

12 **Sec. 2-26. Purchasing restrictions; when bids, requests for**
13 **proposals or letters of interest required.**
14 . . .

15 (c) Responsibilities and authority.

16 (1) Any purchase of supplies, materials or equipment ~~not~~
17 ~~exceeding the sum of costing fivethree~~ thousand ~~five~~
18 ~~hundred~~ dollars (~~\$5,000~~3,500.00) ~~or less~~ shall be made by
19 the using department director or designee, utilizing a
20 variety of sources whenever possible, without further
21 action.

22 (2) Any purchase of supplies, materials, or equipment ~~over~~
23 ~~the sum of three~~ that cost more than five thousand ~~five~~
24 ~~hundred~~ dollars (~~\$3,500~~0.00) ~~but and~~ not ~~more~~ than
25 ~~exceeding the sum of~~ twenty-five ~~ten~~ thousand dollars
26 (~~\$2510,000~~250,000.00) for budgeted items shall be by informal
27 quote (phone or facsimile). Any purchase of supplies,
28 materials, equipment, or projects ~~over the sum of~~ twenty-
29 five ~~ten~~ thousand dollars (~~\$2510,000~~250,000.00) and not ~~exceeding~~
30 ~~the sum of~~ more than fifty ~~twenty-five~~ thousand dollars
31 (~~\$250,000~~250,000.00) shall be by formal written quotation. The
32 purchasing division shall endeavor to obtain a minimum of
33 three (3) quotations unless the purchasing division can
34 demonstrate that only one (1) source is available.

35 (3) Where said purchases are in excess of ~~fifty~~twenty-five
36 thousand dollars (~~\$250,000~~250,000.00) for budgeted items,

1 invitations for written sealed bids or request for
2 proposals shall be publicly noticed at least once.

3 (4) For procurements that are a combination of services and
4 supplies or materials, procurement requirements shall be
5 based upon the anticipated value of the supplies and
6 materials. If the anticipated value of the services
7 exceeds fifty (50) percent of the contract, then
8 procurement requirements shall be based upon the
9 anticipated total value of services, supplies, and
10 materials, but the services thresholds shall be utilized.

11 (5) For all purchases, the finance department shall verify
12 that the purchase request has sufficient unencumbered
13 funds to cover the purchase, or that a budget amendment
14 (which are performed annually) or transfer is in process
15 for approval by the city manager or designee or city
16 commission.

17 Summary of thresholds (excluding services):

Up to \$3,500.00 \$5,000.00	Approved by department director or designee <u>with one (1)</u> <u>informal quote</u>
Over \$3,500.00 up to \$10,000.00 <u>\$5,000.00 to \$25,000.00</u>	Three <u>(3)</u> informal quotes
Over \$10,000.00 up to \$25,000.00 <u>to \$50,000.00</u>	Three <u>(3)</u> formal quotes
Over \$25,000.00 <u>\$50,000</u>	Written sealed bids or request for proposals or other solicitations

18
19 . . .
20 **[Note to Municipal Code: The rest of this section shall**
21 **remain as codified.]**
22

23 **Section 5:** Chapter 2 - Administration, Article II -
24 Section 2-27. Contracts for construction of public works and
25 improvements; procedure for letting, is hereby amended to read
26 as follows:

1 **Sec. 2-27. Contracts for construction of public works and**
2 **improvements; procedure for letting.**

3
4 For projects costing under two hundred~~fifty~~ thousand
5 dollars (~~\$20050,000.00~~), or less, bid bonds may be waived at
6 the discretion of the city manager. Consistent with Section
7 255.05(d), Fla.Stat., or as may be amended from time to time,
8 performance and/or payment ~~bid~~ bonds may be waived at the
9 discretion of the city manager. For any projects where bonds
10 are waived, payments shall be made to the contractor upon
11 satisfactory completion of a portion of the work, as
12 determined by the using department director, and then final
13 payment shall be released upon final completion.

14 **[Note to Municipal Code: The rest of this section shall**
15 **remain as codified.]**

16
17 **Section 6:** Chapter 2 - Administration, Article II -
18 Section 2-28 - Award of bids, requests for proposals, letters
19 of interest, and other solicitations, is hereby amended to
20 read as follows:

21 **Sec. 2-28. Award of bids, requests for proposals, letters of**
22 **interest, and other solicitations.**

23 (a) All awards for bids, requests for proposals, letters of
24 interest, and other solicitations of one hundred~~fifty~~ thousand
25 dollars (~~\$10050,000.00~~) or less as required in sections 2-26 and
26 2-27 of the City Code shall be authorized by the city manager.

27 (b) All awards for bids, requests for proposals, letters of
28 interest, and other solicitations in excess of one hundred~~fifty~~
29 thousand dollars (~~\$10050,000.00~~) as required in sections 2-26
30 and 2-27 of the City Code shall be authorized by the city
31 commission.

32
33 **[Note to Municipal Code: The rest of this section shall**
34 **remain as codified.]**
35

1
2 **SECTION 7:** All ordinances or parts of ordinances
3 in conflict herewith are repealed to the extent of such
4 conflict.

5
6 **SECTION 8:** If any section, sentence, clause, or
7 phrase of this ordinance is held to be invalid or
8 unconstitutional by a court of competent jurisdiction, then
9 said holding shall in no way affect the validity of the
10 remaining portions of this Ordinance.

11
12 **SECTION 9:** It is the intention of the City
13 Commission that the provisions of this Ordinance shall become
14 and be made a part of the City of Margate Code, and that the
15 sections of this Ordinance may be renumbered or relettered
16 and the word "ordinance" may be changed to "section",
17 "article" or such other appropriate word or phrase in order
18 to accomplish such intentions.

19
20 **SECTION 10:** This Ordinance shall become effective
21 immediately upon adoption at its second reading.

22
23 PASSED ON FIRST READING THIS _____ day of _____ 2026.

24 PASSED ON SECOND READING THIS _____ day of _____ 2026.

25
26 ATTEST:

27
28 _____
29 JENNIFER M. JOHNSON
30 CITY CLERK

MAYOR ANTONIO V. ARSERIO

31 RECORD OF VOTE - 1ST READING RECORD OF VOTE - 2ND READING

32
33 Schwartz _____ Schwartz _____

34 Simone _____ Simone _____

35 Ruzzano _____ Ruzzano _____

36 Caggiano _____ Caggiano _____

37 Arserio _____ Arserio _____

CODING: Words in ~~struck through~~ text are deletions from existing text, words in underscored text are additions to existing text, and shaded text are changes between First and Second Readings.