

1 CITY OF MARGATE, FLORIDA
2
3 ORDINANCE NO. _____

4 AN ORDINANCE OF THE CITY OF MARGATE, FLORIDA,
5 AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE
6 II - FINANCES, SECTION 2-23 PURPOSE AND
7 INTENT, SECTION 2-24 - DEFINITIONS, SECTION
8 2-25 - PURCHASING PROCEDURES, SECTION 2-26
9 PURCHASING RESTRICTIONS; WHEN BIDS REQUESTS
10 FOR PROPOSALS OR LETTERS OF INTEREST
11 REQUIRED, SECTION 2-27 CONTRACTS FOR
12 CONSTRUCTION OF PUBLIC WORKS AND
13 IMPROVEMENTS, AND SECTION 2-28 AWARD OF BIDS,
14 REQUESTS FOR PROPOSALS, LETTERS OF INTEREST,
15 AND OTHER SOLICITATIONS; PROCEDURE FOR
16 LETTING; PROVIDING FOR CLARIFYING DEFINITIONS
17 OF PIGGYBACKING, FORMAL QUOTE, AND INFORMAL
18 QUOTE; AMENDING THE THRESHOLDS FOR PURCHASING
19 AUTHORITY; PROVIDING FOR CONFLICT; PROVIDING
20 FOR SEVERABILITY; PROVIDING FOR CODIFICATION;
21 PROVIDING FOR AN EFFECTIVE DATE.
22
23

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

26 **Section 1:** Chapter 2 - Administration, Article II
27 - Finances, Section 2-23 Purpose And Intent, is hereby
28 amended to read as follows:
29
30

31 **Sec. 2-23. Purpose and intent.**

32 . . .
33
34 (i) ~~Nonapplicability to cooperative bidding or direct~~
35 ~~purchase from other governmental agencies or~~
36 ~~educational institutions. The requirements herein shall~~
37 ~~not be applicable for any supplies, materials,~~
38 ~~equipment, projects, construction, public works~~
39 ~~projects, improvements, or services that are purchased~~
40 ~~under a cooperative bidding procedure, in conjunction~~
41 ~~with or directly from any other governmental agency or~~

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

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

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

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

Sec. 2-24. Definitions.

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

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

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

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

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

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

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

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

1 **Sec. 2-25. Purchasing procedures.**

2 . . .

3 (1) All bids, requests for proposals, and letters of
4 interest for projects, services, supplies, materials or
5 equipment, and cooperative agreements shall be approved
6 by the city manager. Each member of the city commission
7 shall be notified in advance of any bidding or the
8 approval of said bids, requests for proposals,
9 cooperative agreements and letters of interest upon
10 anticipation that purchase of said project, service,
11 supply, material or equipment shall reasonably exceed
12 one hundred fifty thousand dollars (\$10050,000.00).

13 (2) All bids, requests for proposals, and letters of
14 interest for franchises shall be approved by the city
15 commission.

16 (3) All responses to solicitations received by the city for
17 city projects, franchises, services, supplies,
18 materials or equipment, shall be received by the
19 purchasing manager or his/her designee at a designated
20 time and place.

21 (4) All awards for city projects, franchises, supplies or
22 equipment that cost over one hundred fifty thousand
23 dollars (\$10050,000.00) shall be authorized by the city
24 commission.

25 (5) In implementation of this section, all articles,
26 services, supplies, projects, materials, or equipment
27 which can be reasonably construed as one (1) project
28 shall be considered as one (1) project for purposes of
29 determining the amount of the bid, request for
30 proposals or letters of interest to be made.

31 (6) Any purchase of services up to fifteen thousand dollars
32 (\$15,000.00) shall be made by the department director
33 or designee without further action.

34 (7) All services that cost greater than fifteen thousand
35 dollars (\$15,000.00) shall be authorized by the city
36 manager.

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

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

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

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

(c) Responsibilities and authority.

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

(2) Any purchase of supplies, materials, or equipment over the sum of three thousand five hundred dollars (\$3,500.00) but not more than exceeding the sum of twenty-five thousand dollars (\$2510,000.00) for budgeted items shall be by informal quote (phone or facsimile). Any purchase of supplies, materials, equipment, or projects over the sum of twenty-five thousand dollars (\$2510,000.00) and not exceeding the sum of more than fifty thousand dollars (\$250,000.00) shall be by formal written quotation. The purchasing division shall endeavor to obtain a minimum of three (3) quotations unless the purchasing division can demonstrate that only one (1) source is available.

(3) Where said purchases are in excess of fifty~~twenty~~-five thousand dollars (\$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 \$5,000.00 to \$25,000.00	Three <u>(3)</u> informal quotes
Over \$10,000.00 up to \$25,000.00 to \$50,000.00	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 hundredfifty 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 hundredfifty 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 hundredfifty
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.]**

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

25
26 PASSED ON SECOND READING THIS _____ day of _____ 2026.
27

28
29 ATTEST:
30

31 JENNIFER M. JOHNSON
32 CITY CLERK

33 MAYOR ANTONIO V. ARSERIO

34 RECORD OF VOTE - 1ST READING RECORD OF VOTE - 2ND READING
35

36 Schwartz
37 Simone
Ruzzano
Caggiano
Arserio

33 Schwartz
34 Simone
Ruzzano
Caggiano
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.