

**1**

**Margate:**

Up to \$3,500.00	Approved by department director or designee
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**Coconut Creek:**

\$0.00 - \$2,999.99	No quotes required – P-Card Purchase
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**Coral Springs:**

Purchases of commodities and contractual services when the estimated value is less than five thousand dollars (\$5,000.00) or less, may be made upon receipt of one (1) informal quote.

**North Lauderdale:**

No competitive requirement unless equal to or greater than \$5,000

**Parkland:**

Micro purchases up to \$5,000.00.

Department heads have authorization to purchase goods and services up to five thousand dollars (\$5,000.00), for a single purchase, without the use of a competitive bidding process, subject to a valid, current appropriation for the item(s) to be purchased. Payment for the goods and services shall be made using a purchase order or procurement card, unless the item is a capital asset. All purchases of capital assets require a purchase order. The procurement for goods and services shall not be artificially divided to fall under the micro purchase threshold so as to circumvent competitive bidding requirements described in this article.

**Tamarac:**

\$0.00 — \$2,499.99	Minimum of one (1) quotation required.
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**2**

**Margate:**

Over \$3,500.00 up to \$10,000.00	Three informal quotes
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**Coconut Creek:**

\$3,000.00 - \$49,999.99	At least three (3) written quotes
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**Coral Springs:**

Purchases of commodities and contractual services when the estimated value is between five thousand one dollars (\$5,001.00) and thirty thousand dollars (\$30,000.00) may be made upon receipt of not less than three (3) informal quotes. In order to determine a fair and reasonable price, additional quotes may be solicited.

**North Lauderdale:**

Purchases of commodities, materials or supplies or services equal to or greater than \$5,000.00 must have at least three documented competitive written quotations.

**Parkland:**

Small purchases above \$5,000.00 and up to \$10,000.00.

Purchases above five thousand dollars (\$5,000.00) and up to ten thousand dollars (\$10,000.00) may be awarded where a minimum of three (3) written quotes have been obtained prior to contractor selection. Written authorization must be provided to the purchasing director or designee in the form of a purchase requisition. Purchases above five thousand dollars (\$5,000.00) and up to ten thousand dollars (\$10,000.00) need not be administered by the purchasing department. The procurement for goods and services shall not be artificially divided to fall within the purchase threshold identified in [section 2-141.3](#) so as to circumvent any competitive bidding requirements described in this article. Award shall be made to the lowest, responsive and responsible bidder.

**Tamarac:**

\$2,500 — \$4,999.99	Minimum of three (3) verbal quotations required.
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**3**

**Margate:**

Over \$10,000.00 up to \$25,000.00	Three formal quotes
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**Coconut Creek:**

No corresponding third level category. Please see fourth level category.

**Coral Springs:**

Purchases of commodities and contractual services when the estimated value is in excess of thirty thousand dollars (\$30,000.00) but not more than seventy-five thousand dollars (\$75,000.00) may be made after a minimum of three (3) different sources of supply have been solicited to provide formal written quotations through the city's e-bidding system. The names of the businesses submitting quotes and the date and amount of each quote shall

be recorded and maintained as a public record. Formal quotes will be given a tracking number and date for opening.

**North Lauderdale:**

Purchases of commodities or services between \$10,000.00 and up to \$25,000.00 must have at least three competitive written quotations and shall require the pre-approval of the purchasing division and the city manager.

**Parkland:**

Small purchases above \$10,000.00 and up to \$50,000.00.

Purchases above ten thousand dollars (\$10,000.00) and up to fifty thousand dollars (\$50,000.00) may be awarded where a minimum of three (3) written quotes have been obtained prior to contractor selection. Purchases above ten thousand dollars (\$10,000.00) and up to fifty thousand dollars (\$50,000.00) shall be administered by the purchasing department. The procurement for goods and services shall not be artificially divided to fall within the purchase threshold identified in [section 2-141.4](#) so as to circumvent any competitive bidding requirements described in this article. Award shall be made to the lowest, responsive and responsible bidder.

**Tamarac:**

\$5,000 — \$29,999.99	Minimum of three (3) written quotations required.
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**4**

**Margate:**

Over \$25,000.00	Written sealed bids or request for proposals or other solicitations
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**Coconut Creek:**

\$50,000.00 – and Over	Formal solicitations are issued by the Procurement Division and requires Commission approval
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**Coral Springs:**

All purchases and award of contracts in excess of seventy-five thousand dollars (\$75,000.00) annually must be approved by the city commission before the purchase is made by the purchasing manager or their designee.

**North Lauderdale:**

Purchases of or contract for commodities or services in excess of \$25,000.00 shall be based on a formal competitive solicitation and shall be pre-approved by the city commission.

**Parkland:**

Purchases of \$50,000.00 or more.

Purchases estimated to cost fifty thousand dollars (\$50,000.00) or more require a competitive solicitation process as described by this article, except for purchases defined in exempt purchases, [section 2-143.9](#), and emergency purchases, [section 2-144](#). A purchase requisition must be approved prior to procurement of goods and services exceeding fifty thousand dollars (\$50,000.00).

Purchases of goods or services from the same vendor exceeding the aggregate sum of fifty thousand dollars (\$50,000.00) per twelve-month period or one hundred fifty (\$150,000.00) on a multi-year basis shall not be permitted unless the purchase is first approved by the city commission.

Upon city commission approval, the purchasing director may take any actions necessary to implement the award of any solicitation including the approval of any renewal terms, provided that funding has been approved in the applicable fiscal year budget by the city commission. The city manager or designee shall execute any renewal contract.

**Tamarac:**

\$30,000 — \$64,999.99*      Formal written quotations required.
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