



Procurement & Purchasing Policy

GENERAL

The purpose of the Procurement and Purchasing Manual is to provide a method for assuring that projects, supplies, materials, and equipment are procured at the most favorable prices to the Margate CRA, and are in full compliance with the applicable state and local laws.

The scope of these policies and procedures applies to the purchase of all inventory items, supplies, and capital equipment for the CRA. It applies to all vendors, materials, and services that directly affect the quality and delivery of CRA's services.

The responsibilities of compliance apply to all CRA personnel that require products or services.

PROCUREMENT AUTHORITY AND ADMINISTRATION

All Margate CRA personnel are expected to demonstrate responsibility for the expenditure of Margate CRA funds and renders good judgment when using resources to make organizational purchases. This policy and any changes thereto shall be submitted to the CRA Board for approval. Nothing contained in these policies and procedures shall supersede applicable state statutes related to the procurement of goods and services.

The Executive Director is responsible for approving procurement procedures, ensuring compliance with this "Procurement and Purchasing Policy" manual and taking action to prevent fraud and/or abuse. The procurement process shall be under the supervision of the CRA Executive Director and/or his/her designee.

The authorization and approval of purchases are as follows:

PROJECTS, SUPPLIES, MATERIALS AND EQUIPMENT

Contract Price	Approval By Staff	Approval by Executive Director/Designee	Approval By CRA Board	Procedure
\$0-\$5,000	X	X		No further action
\$5,000-\$25,000	X	X		3 informal quotes
\$25,001- \$50,000		X	X	3 formal written quotes
\$50,001 and Over		X	X	Formal Bid

Formal bids will be governed by the City of Margate Purchasing Division, Rules & Regulations where applicable.

EXCEPTIONS TO PROCUREMENT POLICY

These procurement policies and procedures DO NOT apply to the follow disbursement transactions.

1. Subscriptions, publications, and memberships
2. Advertising and promotions
3. Insurance coverage
4. Temporary or casual labor or personnel
5. Legal expenses
6. Licenses, permits, and registrations
7. Utility expenses
8. Postage
9. Community and recreation events
10. Travel reimbursements
11. Continuing education and training
12. Contribution, donations, bequests, and refunds
13. Payroll expenses
14. Refunds (i.e. water, taxes, overpayments, etc.)

The following situations are exempt from the competitive bid and competitive proposal requirements of this section:

1. Emergency purchases. During unusual conditions or emergencies, the CRA Board may by resolution authorize the purchase of designated supplies and equipment in excess of the limitations herein prescribed; when in the discretion of the CRA Board the purchase contemplated is deemed to be in the best interest of the CRA. If in the opinion of the CRA Executive Director, an emergency situation exists which poses a threat to life, health, and safety or for the protection of the assets of the CRA, the Executive Director or in his/her absence, the Assistant Director, subject to later ratification by the CRA Board, may incur costs and expenses associated with remedying the aforesaid conditions in an amount not to exceed \$50,000.00 and further subject to future annual increases as occasioned by the most closely aligned Consumer Price Index applicable to South Florida.

2. Supplies, equipment, materials, and professional services. Contracts for supplies, equipment, materials, and projects involving peculiar skill, ability, experience or expertise, and under Twenty-Five Thousand Dollars (\$25,000) are not subject to competitive bidding or competitive proposals; however, applicable state laws, such as the Consultants' Competitive Negotiation Act of the Florida Statutes, as may be amended from time to time, to the extent applicable, shall be followed.

3. Work performed by CRA or City of Margate employees. These provisions shall not apply to work performed by regular employees of the CRA or the City of Margate.

4. Disaster preparedness. Contracts for and purchases of commodities or services that are made in contemplation and preparation for and in response to the occurrence of an emergency, a natural or man-made disaster or civil unrest, where time or availability rather than price is the controlling factor, are exempt from this section.

NONAPPLICABILITY TO COOPERATIVE BIDDING WITH OTHER GOVERNMENT AGENCIES

The above policy shall not be applicable for any supplies, materials, equipment, projects, or improvements which are purchased under a cooperative bidding procedure or in conjunction with any other governmental agency where said supplies, materials, equipment, and projects or improvements are purchased pursuant to the official procedure of said other government agency.

SOLE-SOURCE PROCUREMENTS AND PURCHASES

Sole-source purchases are defined as being "non-competitive" in price or availability. Examples include direct purchases from a manufacturer's sole sale agency or purchase of a particular brand of computer equipment because it is exclusively compatible with the server. Sole-source purchases must be approved by the Executive Director. If a sole source method of procurement is selected, the Executive Director shall submit a memorandum to the CRA Board justifying the use of the sole source purchase.