



## Legislation Text

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**File #:** ID 2017-442, **Version:** 1

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**TO:** Mayor and City Commission

**FROM:** Samuel A. May, Interim City Manager

**DATE:** June 21, 2017

REPEALING ARTICLE II SECTIONS 2-25 THROUGH 2-31, AND 2-39; CREATING NEW SECTIONS 2-23 THROUGH 2-33 AND 2-39; PROVIDING FOR PURCHASE OF MATERIALS, SUPPLIES, SERVICES, EQUIPMENT, CONSTRUCTION, AND PROJECTS; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

**BACKGROUND:** This proposed ordinance updates the City's purchasing code in compliance with new procurement standards provided under the Code of Federal Regulations (CFR) for FEMA declarations, consistency with State Statutes, and incorporates current purchasing policy, procedures, and practice into the City Code.

Several significant changes to the City's purchasing code, policies, and procedures that are incorporated into this proposed ordinance are as follows:

1. Establishes thresholds for the purchase of services.

up to \$25,000	made by the Department Director or designee without further action.
greater than \$25,000	authorized by the City Manager
greater than \$50,000	authorized by the City Manager with notification to the City Commission.
2. Updates thresholds for use of quotes and sealed bids for purchase of all items excluding services.

Up to \$3,500	approved by Department Director or designee
Over \$3,500 up to \$10,000	three informal quotes
Over \$10,000 up to \$25,000	three formal quotes
over \$25,000	written sealed bids or request for proposals or other solicitations
3. Updates thresholds for awards of bids, requests for proposals, letters of interests and other solicitations.

Up to \$50,000	authorized by the City Manager
Greater than \$50,000	authorized by the City Commission
4. Provides for a threshold of surplus or obsolete personal property in excess of \$25,000 per item to be approved by the City Commission. The value of the item shall be the original cost less accumulated depreciation.
5. Provides for conflicts and consistency with the Broward County Code of Ethics.

Employees and their immediate family members shall not participate or submit a bid on any City solicitation.

6. Provides for composition of a five-member Selection and Evaluation Committee (SEC) for Consultants' Competitive Negotiations Act (CCNA) projects.  
For CCNA projects, the SEC shall consist of one member each of the following:  
City Manager or designee  
Purchasing Division  
Finance Department  
Department of Environmental and Engineering Services  
Department involved  
The City Manager shall have the right to add additional members to the SEC as deemed appropriate, and determine if the members are to be voting or non-voting members. The number of voting members shall always be an odd number.

This item passed on First Reading at the June 21, 2017, Regular City Commission meeting.

**RECOMMENDATION:** For approval.

**FISCAL IMPACT:** None.

**CONTACT PERSON:** Mary Beazley, Finance Director  
Spencer Shambray, Purchasing Manager