



Legislation Text

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TO: Chair and Members of the Board

FROM: Samuel A. May, Executive Director

DATE: August 21, 2017

ADOPTING THE CITY OF MARGATE'S PROCUREMENT POLICY AS PROVIDED IN CITY OF MARGATE ORDINANCE NO. 2017-12 AS MAY BE AMENDED FROM TIME TO TIME; PROVIDING FOR THE REPEAL OF THE EXISTING MARGATE COMMUNITY REDEVELOPMENT AGENCY'S PROCUREMENT POLICIES AND PROCEDURES PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND: On July 5, 2017, the City of Margate adopted Ordinance 2017-12 for the Purchase of Materials, Supplies, Services, Equipment, Construction, and Projects and incorporated those changes into the City's purchasing code.

To simplify purchasing procedures for the CRA, and to be in compliance with the recently adopted ordinance, the Board will need to repeal the current CRA Purchasing and Procurement Policy (attached) and adopt the City's Procurement Policy as provided in Ordinance 2017-12 for consistency purposes.

The main changes in the City's purchasing code, policies, and procedures that will affect the current CRA's Purchasing and Procurement Policy are as follows:

1. Establishes thresholds for the purchase of services.

Up to \$15,000	made by the Executive Director or designee without further action.
Over \$15,000 up to \$50,000	authorized by the Executive Director (no competitive quotations or additional notification required)
Greater than \$50,000	authorized by the Executive Director with notification to the CRA Board

2. Updates thresholds for use of quotes and sealed bids for purchase of all items excluding services.

Up to \$3,500	authorized by Executive Director or designee
Over \$3,500 up to \$10,000	three informal quotes required (verbal or written)
Over \$10,000 up to \$25,000	three formal quotes required (written)
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 Executive Director
Greater than \$50,000	authorized by the CRA Board

4. Provides for a threshold of surplus or obsolete personal property in excess of \$25,000 per item to be approved by the CRA Board. 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 CRA bid 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:

Executive Director or designee

Purchasing Division

Finance Department

Department of Environmental and Engineering Services

Department involved

The Executive Director 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.

RECOMMENDATION: Approve the Resolution to repeal the existing CRA Procurement Policies and Procedures and adopt the City of Margate's Procurement Policy as provided in Ordinance No. 2017-12.

FISCAL IMPACT: N/A

CONTACT PERSON: Kim Vazquez, Project Manager