

**RESOLUTION NO. 2002-134**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCONUT CREEK, FLORIDA, RESCINDING RESOLUTION 94-24 RELATING TO THE CITY MANAGER'S AUTHORITY TO EXPEND FUNDS; PROVIDING FOR NEW REGULATIONS RELATED TO THE CITY MANAGER'S AUTHORITY TO EXPEND FUNDS AS PROVIDED BY THE CITY BUDGET WITHIN THE LIMITATIONS HEREINAFTER SET FORTH; PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City Commission finds it to be in the best interest of the City that monies authorized within the approved budget be expended without cumbersome procedures; and

**WHEREAS**, the City Commission desires to establish reasonable and necessary controls to maintain sound purchasing practices and procedures; and

**WHEREAS**, the City of Coconut Creek expends a significant portion of its annual budget on the purchase of capital equipment, consumable materials, and services; and

**WHEREAS**, it is in the policy of the City of Coconut Creek to obtain these goods, services and equipment in the most cost effective manner in order to maximize savings and reduce the burden to the tax payer; and

**WHEREAS**, there exists a governmental purchasing cooperative, The Broward Governmental Co-operative Purchasing Group, dedicated to coordinating joint purchasing between governmental agencies in Southeastern Florida, and the City's participation in this co-operative group will greatly facilitate the realization of the City of Coconut Creek's goal to purchase goods, services and equipment in a more cost effective way; and

**WHEREAS**, granting the City Manager authority to make expenditures through the use of State and Federal and cooperative group purchasing contracts or up to certain dollar limitations will remove unnecessary restrictions and result in more cost effective procurement practices.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF COCONUT CREEK, FLORIDA:**

**Section 1:** That Resolution 94-24, relating to the City Manager's authority to expend funds is hereby rescinded and that new regulations relating to the City Manager's authority are set forth below.

**Section 2:** That the City Commission of the City of Coconut Creek hereby authorizes the City's participation in The Broward Governmental Co-operative Purchasing Group.

**Section 3:** That, the head of each department and all staff members responsible for purchasing in the City of Coconut Creek are hereby directed to actively consider and participate in joint or cooperative purchasing efforts with Broward Governmental Co-operative Purchasing Group, where savings can be realized.

**Section 4:** That, the City Manager is hereby authorized to expend funds appropriated in the approved budget through purchases off State of Florida, Federal General Services Administration (GSA) or Cooperative Group Contracts and/or piggyback purchasing off other Governmental Unit Contracts, without City Commission approval or without the City obtaining bids or quotations.

**Section 5:** That, when purchases cannot be made off State, Federal, or Cooperative Group Contracts or piggybacking off other Governmental Unit Contracts, the City Manager is authorized to expend funds appropriated in the approved budget upon the following conditions:

\$25,000 and over	Formal sealed bids required and approved by City Commission.
\$ 5,000 to \$24,999.99	At least three written quotations required.
\$ 2,500 to \$ 4,999.99	At least three verbal quotations required.
Under \$ 2,499.99	No quotes or bids required.

**Section 6:** That, when goods or services can be obtained only from one vendor, the City's purchasing records shall contain sufficient documentation to substantiate the purchase as sole source. Sole source purchases of \$25,000 or more shall require City Commission approval.

**Section 7:** That, pursuant to Section 2-467, Coconut Creek Code of Ordinances, all contracts, amendments and addendums thereto where the City appears as a party, shall be authorized by the City Commission.

**Section 8:** That, the acquisition of professional architectural, engineering, landscape architectural, or land surveying and mapping services shall be made pursuant to Section 287.055, Florida Statutes, and any amendments thereto.

**Section 9:** That, in those cases where an emergency situation exists, the quote and bid requirements contained herein may be waived by the City Manager. Emergency situations are defined as those in which the operation of a City Department would be severely hampered or when the protection and preservation of life or property would be impaired by following normal procedures.

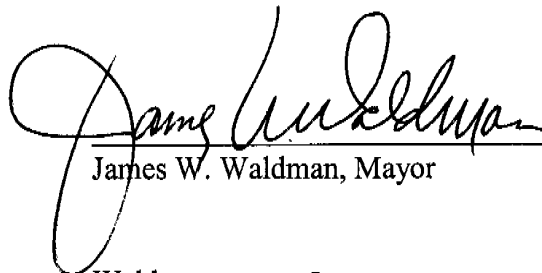
**Section 10:** That this Resolution shall take effect immediately upon its passage.

Adopted this 10th day of October, 2002, on a motion by Commissioner Gerber and seconded by Commissioner Sarbone.

Ayes 3

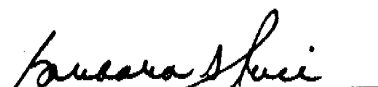
Nays 1

Absent or  
Abstaining 1



James W. Waldman, Mayor

Attest:



Barbara S. Price, CMC  
City Clerk

Waldman Aye

Tooley Nay

Gerber Aye

Fantl Absent

Sarbone Aye