



Legislation Details (With Text)

File #: RES 2018-223 **Name:** Purchasing Policy Amendments
Type: Resolution **Status:** Passed
File created: 9/20/2018 **In control:** City Commission
On agenda: 10/11/2018 **Final action:** 10/11/2018
Title: A RESOLUTION REPEALING RESOLUTION NOS. 2002-134, RELATING TO THE CITY MANAGER’S AUTHORITY TO EXPEND FUNDS, AND 2014-11, RELATING TO DISPOSAL OF SURPLUS PROPERTY, AND PROVIDING FOR NEW REGULATIONS IN ACCORDANCE WITH THE PURCHASING POLICIES AND PROCEDURES MANUAL.

Sponsors:

Indexes: FINANCE, Policy, Procedure, purchasing, Repeal, Resolution

Code sections:

Attachments: 1. RESOLUTION 2018-223-Purchasing Policies and Procedures, 2. EXHIBIT A-Purchasing Policies and Procedures Manual, 3. BACKUP-Resolution No. 2002-134, 4. BACKUP-Resolution No. 2014-11

Date	Ver.	Action By	Action	Result
10/11/2018	1	City Commission		

AGENDA ITEM REPORT

TITLE:

A RESOLUTION REPEALING RESOLUTION NOS. 2002-134, RELATING TO THE CITY MANAGER’S AUTHORITY TO EXPEND FUNDS, AND 2014-11, RELATING TO DISPOSAL OF SURPLUS PROPERTY, AND PROVIDING FOR NEW REGULATIONS IN ACCORDANCE WITH THE PURCHASING POLICIES AND PROCEDURES MANUAL.

BACKGROUND:

The purpose of the purchasing guidelines is to provide for efficient, ethical, fair, competitive, and transparent policies and procedures and to safeguard the quality and integrity of the procurement system for the City. In 2002, the City Commission approved Resolution No. 2002-134 related to the City Manager’s authority to expend funds as provided by the City budget; and in 2014, the City Commission approved Resolution No. 2014-11 related to the Finance Director’s authority to dispose of surplus property.

DISCUSSION:

A significant portion of the City’s annual budget is spent on the purchase of capital equipment, consumable materials, and services. Procurement of these items should be done in the most cost effective manner in order to maximize savings and to reduce the burden to the taxpayer. Furthermore, it is in the best interest of the City to establish and maintain reasonable and necessary controls without cumbersome procedures. The recommended changes to the purchasing guidelines are:

Purchasing Levels/Thresholds:

Current Purchase Amounts	New Purchase Amounts	Requirement
Under \$2,500	\$0.00 - \$2,999.99	No quotes required
\$2,500 to \$4,999.99	Eliminated	At least three (3) verbal quotations required
\$5,000 to \$24,999.99	\$3,000 to \$49,999.99	At least three (3) written quotations required
\$25,000 and over	\$50,000 and over	Formal sealed bids or request for proposals required and approved by City Commission unless otherwise specified in this policy. *

* The City Manager is authorized to expend funds appropriated in the approved budget through purchases off State of Florida, Federal General Services Administration (GSA) or Co-operative Group Contracts and/or piggyback contracts from other Governmental Unit Contracts without City Commission approval or without the City obtaining bids or quotations.

RECOMMENDATION:

Staff recommends repealing Resolution Nos. 2002-134 and 2014-11 and replacing them with Resolution No. 2018-223.

FISCAL IMPACT: N/A