

ORDINANCE NO: 170-02-114

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL, FLORIDA AMENDING THE CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, ARTICLE III, DEPARTMENTS OF GOVERNMENT, DIVISION 8, DIVISION OF PURCHASING; AMENDING SECTION 2-140, OPEN MARKET PROCEDURE REGARDING AN INCREASE IN PURCHASING AUTHORITY OF THE CITY MANAGER AND PROVIDING MODIFICATIONS TO OPEN MARKET PROCEDURES WHEN SOLICITING QUOTATIONS; PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY CITY MANAGER, CHARLES FARANDA)

BE IT RESOLVED BY THE COMMISSION OF THE CITY OF LAUDERHILL, FLORIDA:

SECTION 1. That the City of Lauderhill Code of Ordinances Chapter 2, Administration, Article III, Departments of Government, Division 8, Division of Purchasing, Section 2-140, Open Market Procedure, is hereby amended to read as follows:

**Sec. 2-140. - Open market procedure.**

Any item not required by section 2-137 to be the subject of bidding and not required by the purchasing officer to be bid, or where the cost is equal to or less than thirty thousand dollars (\$30,000.00) shall be purchased in the open market without newspaper advertisement and without observing the procedures prescribed by section 2-139 for the awards of formal contracts, as follows:

- (a) *Notice inviting bids.* The purchasing officer may solicit quotations by any one (1) or more of the following. All solicitations for quotations must contain *written* specifications prepared by the city detailing the exact description/specifications/terms/conditions that the city is soliciting and these *written* specifications must be provided to *all* vendors from whom the city is seeking a solicitation:
  - (1) By direct mail requests to prospective vendors.
  - (2) By telephone, facsimile or email.
  - (3) By public notice posted on the bulletin board of city hall or city internet website.
  - (4) By use of a third party internet hosting site.
- (b) *Purchasing limits.*
  - (1) Five thousand dollars (\$5,000.00) to thirty thousand dollars and no cents (\$30,000.00)—Requires solicitation of at least three (3) *written* quotations.
  - (2) One thousand dollars (\$1,000.00) to four thousand nine hundred ninety-nine dollars and ninety-nine cents (\$4,999.99)—Requires solicitation of at

least three (3) quotations, verbal or written. The specifications for the solicitation shall be provided by the City in writing to all vendors who are solicited, the quotations returned by the vendor(s) may be either verbal or written.

- (c) *Purchasing regulations; credit card limitations.* The finance director shall promulgate rules and regulations governing purchases of less than five hundred dollars (\$500.00), including such purchases made by cash, credit card, and purchase order. Credit cards shall be limited to those department heads deemed necessary by the city manager.
- (d) *Contractual services.* Any purchase or agreement for contractual services for ~~thirty~~ sixty thousand dollars (~~\$30,000.00~~ \$60,000.00) or less need not be approved by the commission. The City Manager shall provide the city commission with an itemized report quarterly which includes any expenditure made or contract entered into that cost between \$25,000-\$60,000.

SECTION 2. All ordinances or parts of ordinances, all resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed as to the extent of such conflict.

SECTION 3. This ordinance shall take effect immediately upon its passage and adoption.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017.

PASSED on first reading this \_\_\_\_ day of \_\_\_\_\_, 2017.

PASSED AND ADOPTED on second reading this \_\_\_\_ day of \_\_\_\_\_,  
2017.

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PRESIDING OFFICER

ATTEST:

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CITY CLERK

MOTION  
SECOND

FIRST READING

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\_\_\_\_\_

SECOND READING

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M. BATES  
H. BENSON  
H. BERGER  
K. THURSTON  
R. KAPLAN

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