

Sec. 2-182. - Purchase of supplies and contractual services estimated to cost between five thousand dollars and one hundred thousand dollars.

Where the furnishing of supplies and contractual services is estimated to cost between five thousand dollars (\$5,000.00) and one hundred thousand dollars (\$100,000.00) or, in the case of a term contract, between five thousand dollars (\$5,000.00) and one hundred thousand dollars (\$100,000.00) per term, excluding price adjustments, such purchases may be made upon approval of the city manager or the city manager's designee. Whenever the total cost does not exceed twenty-five thousand dollars (\$25,000.00) and it is deemed necessary and proper to do so, except in case of emergency, or as otherwise provided herein, at least three (3) competitive written quotes shall be sought by electronic mail, the city's e-procurement web site, U.S. mail, or facsimile, and the quote of the lowest responsive and responsible bidder may be accepted by the *purchasing* manager or the *purchasing* manager's designee without city commission approval. The following purchases, however, may be made upon approval of the city manager or the city manager's designee when the cost exceeds five thousand dollars (\$5,000.00), without bid and on a nonemergency basis, when such purchases are deemed to be made for the best interests of the city:

- (1) *Test items.* Test items may be purchased without bid when it is probable that such purchases will result in formulating future bid specifications for such items or will result in the determination that such are proprietary items.
- (2) *Odd lots and closed-out materials.* Odd lots and closed-out materials may be purchased without bid when such purchases are offered at considerable savings to the city.
- (3) *Photocopy or office-type machine rentals or purchases.* Photocopy or office-type machine rentals or purchases may be made without bid upon recommendation of the central services organization after conducting extensive study and trial usage of a minimum of three (3) such machines.
- (4) *Maintenance service of equipment.* When considered to be in the best interest of the city, maintenance service of office-type equipment may be made without bid, and on other type equipment without bid upon the recommendation of the using department, when services to be performed are by the equipment manufacturer, manufacturer's service representative, a distributor of the manufacturer's equipment, or when at least three (3) responsible services have been tested.
- (5) *Land surveys, land appraisals, abstracts of title and title searches.* Land surveys, land appraisals, abstracts of title and title searches may be purchased without bid and may be made on a rotation basis between at least three (3) reliable sources, subject to the provisions of Florida's Consultant's Competitive Negotiation Act and section 2-194 of this Code.
- (6) *Late bids.* Bids received after the hour and date specified in the proposal form will not be opened. Only the city manager will authorize the opening of a late bid when so requested by the bidder and after considering all the circumstances involved.

(Code 1953, § 2-45.3; Ord. No. C-84-16, § 2, 3-7-84; Ord. No. C-85-27, § 1, 3-5-85; Ord. No. C-89-85, § 1, 7-18-89; Ord. No. C-98-40, § 3, 7-21-98; Ord. No. C-12-04, § 8, 3-20-12; Ord. No. C-16-19, § 5, 9-7-16)

Sec. 2-183. - Small purchases.

Purchases of supplies and services may be made when the cost does not exceed five thousand dollars (\$5,000.00) without competitive bids by the city manager or the city manager's designee, when it best serves the interests of the city.

(Code 1953, § 2-45.4; Ord. No. C-89-85, § 1, 7-18-89; Ord. No. C-12-04, § 9, 3-20-12)