

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 MODIFICATIONS TO OPEN MARKET PROCEDURES WHEN SOLICITING QUOTATIONS; PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY CITY MANAGER, CHARLES FARANDA)

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.

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 _____, 2016.

PASSED on first reading this ____ day of _____, 2016.

PASSED AND ADOPTED on second reading this ____ day of _____, 2016.

PRESIDING OFFICER

ATTEST:

Ordinance No. 17O-02-114

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CITY CLERK

	FIRST READING	SECOND READING
MOTION	_____	_____
SECOND	_____	_____
M. BATES	_____	_____
H. BENSON	_____	_____
H. BERGER	_____	_____
K. THURSTON	_____	_____
R. KAPLAN	_____	_____



City of Lauderhill, FL

Lauderhill City Hall -
Commission Chambers
Suites 141-142
5581 W. Oakland Park
Blvd.,
Lauderhill, FL 33313

File Details

File Number: 12R-2168

File ID: 12R-2168

Type: Ordinance

Status: First Reading

Version: 1

Reference:

In Control: City Commission

File Created: 02/09/2017

File Name: Ord-Code 2-140 Purchasing Limit Increase

Final Action:

Title: ORDINANCE NO: 17O-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).

Notes:

Sponsors:

Enactment Date:

Attachments: ORD-17O-02-114-Code 2-140 Purchase limits & procedures.pdf, Tamarac Sec. 6_145. ___Responsibilities_and_authority..pdf

Enactment Number:

Contact:

Hearing Date:

* **Drafter:** apetti@lauderhill-fl.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Commission	02/27/2017					

Text of Legislative File 12R-2168

Request Action:

Increase purchasing authority of the City Manager to have authority for certain purchasing limits up to \$60,000.00.

Need:

Increase the purchasing authority of the City Manager without the need for city commission approval.

Summary Explanation/ Background:

The City of Tamarac, for example, as well as other surrounding cities have a higher threshold amount for purchasing which is permitted to be approved by the city manager and not requiring city commission approval. The City Manager for the City of Lauderhill and the Finance Director have requested an increase in the authority for purchasing items. In addition, clarification is provided in the section regarding the requirement to obtain quotations to make it clear that written specifications of what is being requested by the City shall be prepared in writing and the same specifications are to be provided to all vendors from whom the City is seeking all solicitations. This amendment would increase the City Manager's purchasing power without the need for city commission approval from \$30,000.00 to \$60,000.00.

Attachments:

Tamarac city code

Cost Summary/ Fiscal Impact:

None

Estimated Time for Presentation:

Master Plan:

Goal 1: Clean, Green Sustainable Environment

- ☐ Increase mass transit ridership ☐ Reduce City energy consumption
- ☐ Reduce water consumption

Goal 2: Safe and Secure City of Lauderhill

- ☐ Crime in lower 50% in Broward ☐ Residents feel safe in neighborhood
- ☐ Reduce emergency fatalities

Goal 3: Open Spaces and Active Lifestyle for all ages

- ☐ Increase participation in youth sports ☐ Add new park land and amenities
- ☐ Increase attendance at cultural programs and classes

Goal 4: Growing Local Economy, Employment and Quality of Commercial Areas

- ☐ Increase commercial tax base ☐ Increase employment in Lauderhill businesses
- ☐ Decrease noxious and blighted uses in commercial areas

Goal 5: Quality Housing at all Price Ranges and Attractive Communities

- ☐ Neighborhood signs and active HOAs ☐ Housing & streets improved, litter reduced
- ☐ Increase proportion of single family homes and owner occupied housing

Goal 6: Efficient and Effective City Government, Customer Focused & Values Diversity

- ☒ Improves City efficiency ☐ Increase use of Information Technology
- ☒ Increases residents perception of Lauderhill as an excellent place to live

Sec. 6-145. - Responsibilities and authority.

- (a) *General.* Except as otherwise provided herein, the purchasing and contracts manager shall have responsibility for the general supervision of the purchasing and contracts division and shall perform all duties required and shall act as the principal public purchasing officer for the city, responsible for the procurement of supplies, services and construction in accordance with this article, as well as the disposal of excess equipment or supplies.
- (b) *Responsibilities and authority.*
 - (1) All purchases of goods and services shall be processed through the purchasing and contracts division. The purchasing and contracts manager is hereby authorized to promulgate procedures for the requisitioning of supplies and services.
 - (2) For all purchases, the financial services department shall verify that the purchase request has sufficient unencumbered funds to cover the purchase, or that a budget amendment or transfer is in process for approval by the city manager or designee.
 - (3) The purchasing and contracts manager shall have the authority to approve and execute all procurement-related purchase orders, contracts, contract amendments and contract renewals in the amount of twenty-five thousand dollars (\$25,000.00) or less.
 - (4) The city manager or designee shall have the authority to approve and execute all procurement-related purchase orders, contracts, contract amendments and contract renewals up to and equal to the amount of the threshold for purchasing Category Three, as defined in the F.S. § 287.017 or less.
 - (5) The mayor shall have the authority to execute all procurement-related, contracts, contract amendments and contract renewals in excess of the threshold for purchasing Category Three, as defined in the F.S. § 287.017(3) after city commission approval. Such execution shall be attested to by the city manager. Execution of short term leases and other procurement-related purchase orders, contract amendments and contract renewals in excess of the threshold for purchasing Category Three shall be instruments delegated to the city manager or designee for execution.

(Ord. No. O-2012-07, § 2, 3-14-12)