

RESOLUTION 1139

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ALTAMONTE SPRINGS, FLORIDA AMENDING THE EXISTING PURCHASING POLICY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Altamonte Springs, Florida, (the Commission) has determined that fair and open competition is a basic tenet of public procurement, and,

WHEREAS, the Commission has previously established a purchasing policy to meet the basic tenet of fair and open competition, and,

WHEREAS, the Commission has, from time to time, amended the aforementioned policy, and,

WHEREAS, the Commission has now determined it to be in the best interest of the City to further amend the purchasing policy,

NOW THEREFORE, BE IT RESOLVED as follows:

1. That the City's existing purchasing policy is hereby amended as follows:

CITY OF ALTAMONTE SPRINGS, FLORIDA **PURCHASING POLICY**

1.) **Definitions**

The following definitions shall apply:

- a) "Commodity (or goods)" includes items, supplies, materials, merchandise, equipment, or other tangible personal property.

- b) "Competitive Solicitation" is the method by which the City request offers from vendors. The method employed depends on the estimated annual total purchase amount of like or similar goods or services and includes verbal quotes, written quotes (Request for Quotation or "RFQ"), formal sealed bid (Invitation to Bid or "ITB") or formal sealed proposal (Request for Proposal or "RFP").
- c) "Contract" is any document that contains terms, conditions, or prices for the acquisition of any commodities or contractual services.
- d) "Contractor" is a person or firm who contracts to sell commodities or provide contractual services to the City.
- e) "Contractual Services" is the rendering by a contractor of its time and effort rather than the furnishing of specific commodities.
- f) "Emergency Purchase" is an immediate purchase of goods or services to meet an immediate and urgent need when certain conditions might adversely affect the life, health, safety and welfare of City employees or citizens, or when City property or equipment are endangered, or when it is necessary to maintain or restore vital services, or to address non-compliance with Florida Statutes or other regulatory laws and permits, or situations which may cause major financial impact to the City should immediate action not be taken and it is not practicable to purchase the goods or services through normal purchasing procedures.
- g) "Like or Similar" items or services are items produced or services performed that can be grouped into a broad category (i.e.: electrical supplies, landscaping plants, janitorial supplies, physical services, chemicals, printing, laboratory services, engineering services, etc).

- h) "Offer" is the response from a qualified vendor to a request made by the City.
- i) "Procurement" is the buying, purchasing, renting, leasing or otherwise acquiring commodities and/or services for City purposes in accordance with the law, rules, regulations and procedures intended to provide for the economic expenditure of public funds. It includes, but is not limited to, all functions which pertain to the obtaining of any supplies, materials, equipment and/or services including construction projects and capital improvement projects required by any department or agency of City government.
- j) "Purchasing Policy" is the policy governing purchasing as adopted and amended from time to time by the City Commission.
- k) "Purchasing Procedures and Practices" means the procedures, practices, rules, regulations, or other administrative pronouncements which may be promulgated from time to time by the Procurement Manager and approved by the City Manager to implement and adhere to the Purchasing Policy.
- l) "Services" refer to the furnishing of primarily labor, time, and/or effort by consultants or contractors, wherein the submission of goods or other specific end products other than reports, studies, plans, advisories, contractual documents, or other documents relating to the required performance is incidental or secondary.

2.) Procurement Division and Manager of Procurement

There is hereby established the Division of Procurement within the Department of Finance and, within said Division, the position of the Procurement Manager.

3.) Procurement Manager Authority

The Procurement Manager is responsible for City purchases and has such powers, duties and responsibilities as set forth in Purchasing policies, procedures and practices, including the authority to approve all purchases and sign those agreements, contracts, work orders, change orders, and purchase orders for the purchase of goods and/or contractual services governed by the Purchasing Policy and internal Procurement Procedures and Practices. The Procurement Manager shall serve as the principal public Purchasing official for the City, and shall be responsible for the procurement of supplies, services, and construction in accordance with the Purchasing Policy.

In the absence of the Procurement Manager, the Director of Finance shall assume the responsibility and authority of the Procurement Manager. In the absence of both the Procurement Manager and the Finance Director, the Deputy Finance Director shall assume the responsibility and authority of the Procurement Manager. The Procurement Manager may delegate rights, powers, and authority vested in him/her to subordinate Procurement Division employees, or other City staff, provided such staff shall comply with all applicable laws, policies, rules and procedures established by the City.

4.) Minimal Standards

The following minimal standards are hereby established:

<u>Value of Purchase</u>	<u>Solicitation Method</u>	<u>Authority to Approve</u>
Under \$1,000	No quotes required	Department head or designee
\$1,000 to Under \$7,500	Three verbal quotes	Procurement Manager

<u>Value of Purchase</u>	<u>Solicitation Method</u>	<u>Authority to Approve</u>
\$7,500 to Under \$25,000	Request for Quotation (RFQ)	City Manager
\$25,000 and Over	Formal Sealed Solicitation (Invitation to Bid (ITB) or Request for Proposal (RFP))	City Commission

5.) Exceptions to Minimum Standards

When it is determined to be in the best interest of the City, the minimum standards contained in (4) above may be waived on a case-by-case basis. Authority to waive the minimum standards is as follows:

- a) The Procurement Manager may waive the minimum standards for any commodity or contracted service that does not exceed \$7,500 in value.
- b) The City Manager may waive the minimum standards for any commodity or contracted service that does not exceed \$25,000 in value.
- c) The City Commission may waive the minimum standards for any commodity or contracted service.

6.) Emergency Purchases

In the event of an emergency purchase an emergency purchase order may be issued and the competitive solicitation process waived upon approval by:

- a) The Procurement Manager for an emergency purchases valued under \$7,500.

- b) The City Manager for an emergency purchases valued under \$25,000.
- c) The City Manager for an emergency purchase equal to or greater than \$25,000. The City Manager shall report to the City Commission the issuance of the emergency purchase and the nature of the emergency.

7.) Procedures and Practices

The Procurement Manager is hereby directed to establish a system, or amend the existing system, of uniform procurement procedures and practices to implement this policy. Approval of any addition, deletions, or amendments to these procedures and practices shall be at the sole discretion of the City Manager.

8.) Fixed Assets

A fixed asset shall be "*property*" as defined by Florida State Statute 274.02 that is valued at one thousand dollars (\$1,000) or greater. The Finance Department shall establish procedures for recording of City-owned property and for the periodic review of City-owned property for inventory purposes. This definition supersedes any and all other previous definitions.


2. Effective Date

This resolution shall become effective October 1, 2006.

PASSED AND ADOPTED ON THIS 17th DAY OF OCTOBER, 2006.

ATTEST


Patsy Wainright, City Clerk


Pat Freeman, Vice Mayor
City of Altamonte Springs

