

MEMORANDUM

DATE: March 17, 2020

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: James Slaton, Deputy City Manager
Andrew Buckner, Support Services Manager

REGARDING: Ordinance 2020-05, Amendments to Purchasing Ordinance 2019-07,
Chapter 2, Administration – 2nd Reading and Public Hearing

SYNOPSIS: *The City Commission will consider approving the proposed amendments to the current Purchasing Ordinance.*

RECOMMENDATION

It is recommended that the City Commission approve Ordinance 2020-05 after second reading.

BACKGROUND

Ordinance 2020-05 amends our current Purchasing Ordinance, 2019-07. The proposed amendments update language in the City's existing ordinance through:

1. Exempting the procurement of goods and services from competitive bid requirements through competitively bid cooperative purchasing agreements. Cooperative purchasing agreements allow agencies to capitalize on cost savings through economies of scale; both locally and nationally. These agreements also allow government agencies to obtain goods and services through vendors previously vetted through the competitive bidding process; effectively saving time and money while expediting the procurement process.
2. Increasing the simple acquisition threshold from \$500 to \$1000. As per purchasing ordinance, simple acquisitions are exempt from informal competitive bidding and require department head approval. Staff conducted a survey of simple acquisition thresholds throughout our neighboring agencies and the results were:
 - City of Bartow: not to exceed \$499.99
 - City of Lakeland: not to exceed \$1,500
 - City of Winter Haven: not to exceed \$4999.99
 - City of Haines City: not to exceed \$5,000
 - City of Auburndale: not to exceed \$1,000

Based on the data, staff is confident that raising the simplified acquisition threshold from \$500 to \$1000 is in line with the average threshold of our neighboring agencies. The amendment would also increase efficiency in workflow, acquisition and overall productivity for our City's departments.

3. Amending the threshold language pertaining to procurement of professional services through the "Consultants' Competitive Negotiation Act" (CCNA) so that City ordinance will match thresholds stipulated by state statute.

OTHER OPTIONS

The City Commission may choose not to adopt Ordinance 2020-05.

FISCAL IMPACT

No fiscal impact is associated with adoption of Ordinance 2020-05.

ATTACHMENTS

Ordinance 2020-05