



MEMORANDUM

City of Venice

Finance Department

TO: Edward Lavalley, City Manager

THROUGH: Linda Senne, Finance Director

FROM: Peter Boers, Procurement Manager

DATE: March 12, 2020

COUNCIL APPROVAL: Yes

MEETING DATE: March 24, 2020

STRATEGIC PLAN GOAL: Provide Efficient, Responsive Government with High Quality Services

SUBJECT: Ordinance 2020-12 Procurement Code Revision

Background: From the Strategic Planning Session discussion, Procurement was tasked with drafting a revision to the CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, ARTICLE IV, FINANCE, DIVISION 2, PURCHASES (Procurement Code).

Based on that discussion, it was my understanding that our goals were:

- 1) To remove obstacles to providing the delivery of goods and services for the city.
- 2) Adopt language, which facilitates more effective and efficient procurement procedures.
- 3) Assure compliance with the requirements for federal grant funding.

In conjunction with the Office of the City Attorney these revisions are contained in the attached Ordinance. The most notable revisions to the Procurement Code are:

1. Section 2-211. - Definitions

- a. Revised the definition of "Department"

2. Section 2-216. – Approval of Purchases

- a. Increased the encumbrance requirement from \$2,500 to \$5,000 to match the Single Quote Limit as stated below.
- b. Increased the Purchasing thresholds in this section to match the requirements of Title 2, Subtitle A, Chapter II, Part 200 Code of Federal Regulations (also known as the Uniform Guidance or Super Circular).
 - i. Raised the Single Quote Limit from \$3,000 to \$5,000.
 - ii. Raised the threshold for a formal Bid or Request for Proposal from \$150,000 to \$250,000 congruent with anticipated change to the Federal Small Purchase limit.

- iii. Removed language that required City Council Approval for purchases above the Bid Threshold and added language stating that Council will be notified of purchases above the bid threshold.

3. Section 2-220 –Exemptions

- a. Added language to the exemption of competitive bidding for Professional Services and further states that such purchases shall be conducted in accordance with Florida Statute 287.055 the Competitive Consultants Negotiation Act (CCNA).

Requested Action: Approval of Ordinance 2020-12.

If for an agenda item, this document and any associated backup created by City of Venice staff has been reviewed for ADA compliance: Yes

City Attorney Review/Approved: N/A

Risk Management Review: N/A

Finance Department Review/Approved: Yes

Funds Availability (account number): N/A