

CITY OF CLERMONT
RESOLUTION NO. 2015-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA ADOPTING A PURCHASING POLICY AS AUTHORIZED IN ORDINANCE 264-C, CITY OF CLERMONT CODE OF ORDINANCES; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Clermont has adopted Ordinance 264-C of the Code of Ordinances authorizing the adoption of a Purchasing Policy;

NOW, THEREFORE, BE IT RESOLVED, that the City of Clermont Purchasing Policy is hereby adopted as follows:

SECTION 1.

The City Council does hereby adopt the City of Clermont Purchasing Policy as set forth in Attachment A, attached hereto and incorporated herein. The City Council of the City of Clermont may amend the Purchasing Policy by Resolution when deemed necessary and in the best interest of the City of Clermont.

SECTION 2.

Any resolution previously adopted by the City Council and in conflict herewith is hereby repealed to the extent of the conflict.

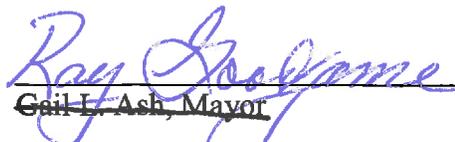
SECTION 3.

This resolution shall take effect immediately upon its adoption.

CITY OF CLERMONT
RESOLUTION NO. 2015-02

DONE AND RESOLVED by the City Council of the City of Clermont, Lake County, Florida this 13th day of January, 2015.

CITY OF CLERMONT

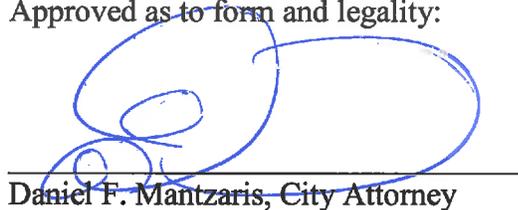

~~Gail L. Ash, Mayor~~

Ray Goodgame, Mayor Pro-Tem

ATTEST:


Tracy Ackroyd, City Clerk

Approved as to form and legality:


Daniel F. Mantzaris, City Attorney

Purchasing Policy



City of Clermont, Florida

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A. Purpose

The purpose of this Policy is to ensure the City of Clermont purchases good and services in the most efficient and economical manner possible. This Policy also serves to ensure consistency of all purchasing activities that integrates with all of the City of Clermont operational areas.

B. Scope

This Policy shall apply to all purchases of goods and services by the City.

C. Responsibilities

The City's Purchasing Manager will act as the principal procurement officer of the City and is responsible to ensure the Policy is followed by City departments. The Purchasing Manager is the primary contact person for questions regarding the Policy and is responsible for the implementation of revisions on an as needed basis.

D. Ethics

The City is committed to a purchasing process which fosters fair and open competition, is conducted under the highest ethical standards, and enjoys the complete confidence of the public. To achieve these purposes, the City subscribes to the following code of ethics:

- The City will avoid unfair practices by granting all competitive respondents equal consideration insofar as State, Federal, and City regulations require.
- The City will conduct business in good faith; demanding honesty and ethical practices from all participants in the purchasing process.
- The City will promote positive respondent and contractor relationships by affording respondent representatives courteous, fair, and ethical treatment.
- The City will make every reasonable effort to negotiate equitable and mutually agreeable settlements of controversies with a respondent.
- The City will avoid involvement in any transactions or activities that could be considered to be a conflict between personal interest and the interests of the City.

Employees must not become obligated to any suppliers and shall not participate in any City transaction from which they may personally benefit. Except as may be authorized by applicable State law, no Council Member or employee shall accept gifts or benefit of any kind from prospective bidders, vendors of suppliers.

Except as may be authorized by applicable State law, no Council Member or employee shall bid for, enter into or be in any manner interested in any contract for City purchase.

No Council Member or employee shall seek to influence the purchase of a product or service from any supplier or vendor. This restriction shall not be construed to restrict persons from evaluating and appraising the quality and value of the product to be purchased or service to be rendered where the person's scope of employment contemplates advice and counsel with respect to the purchase.

The avoidance of actual or perceived conflicts of interest is a prerequisite to the efficient and sound operation of the City and maintenance of the public trust.

E. Purchasing Methods

For purposes relating to the dollar threshold amounts indicated in the purchasing methods and purchasing approval sections of this Policy, the total cost of the purchase should be considered, not the cost of the individual items. In addition, purchases should not be artificially or purposely divided to circumvent the dollar threshold limits. The following methods shall be used in the purchasing of goods and services for the City:

1. Informal Purchasing

Informal purchasing may be used for the purchase of goods and services costing less than \$1,000. While written quotes and bids are not necessary for items or services costing less than \$1,000 or specifically excluded in applicable State law, every effort should be made to ensure goods and services are being purchased in the most efficient and cost effective manner possible.

Only designated employees in each department shall be authorized to actually purchase the commodity, after the purchase has been approved.

2. Quote Requests

At least three (3) written quotes are necessary to be received by the City in respect to purchases of goods and services costing from \$1,000 to \$9,999. If at least three (3) written quotes are not possible, a written explanation of such shall be submitted to the Purchasing Manager for approval prior to the purchase and included in the vendor payment supporting documentation.

Vendor selection and award shall be based on qualifications of the vendor, acceptability of the product, delivery time, inventories, past performance, degree of compliance with requirements, price and other circumstances that will encourage delivery of the best products and services.

3. Request for Bids

Except as otherwise provided herein, the Request for Bids (RFB) method is required for purchases of goods and services costing at least \$10,000 when the

City is capable of specifically establishing precise specifications defining the actual commodity or contractual services.

Responses to the RFB shall be received in a sealed bid format, opened and read aloud at a specific date, time and location. All RFB's shall be administered by the Purchasing Division.

4. Request for Proposals

Except as otherwise provided herein, the Request for Proposals (RFP) method is required for the purchase of goods and services costing at least \$10,000 when the City cannot specifically define the scope of work or when it is not practical or advantageous to procure by competitive sealed bidding. The vendor provides detailed information in response to the RFP and usually the proposal results in a contractual agreement. The process does allow for negotiation in the scope of requested services, price, and delivery. All RFP's shall be administered by the Purchasing Division.

5. Request for Qualifications

Except as otherwise provided herein, the Request for Qualifications (RFQ) method is required in the acquisition of professional services costing at least \$10,000. RFQ proposals primarily indicate information regarding the education and experience background of the respondent. Price is not to be indicated in the initial RFQ but it is negotiated with successful respondent. If the RFQ is for professional architectural, engineering, landscape architectural or surveying and mapping services, then the rules of applicable State law shall apply. All RFQ's shall be administered by the Purchasing Division.

6. Request for Information

The Request for Information (RFI) method is used to help gather information about a product or service in order to make a decision. An RFI may also be used to collect detail information about potential suppliers and their capabilities; to advise potential suppliers of the City's intent to purchase a certain product or service; and to show that the City is acting in a fair manner and including all potential participants. An RFI may be utilized for any threshold dollar amount. All RFI's shall be administered by the Purchasing Division.

7. Other Governmental Agencies Purchasing Contracts

Competitive selection procedures are waived in the event that the desired goods and services may be purchased pursuant to purchase contracts of other governmental agencies to include any political subdivision of the State of Florida, the United States Federal Services Administration, or cooperative purchasing

consisting of a combination of these, when such contracts are the result of a competitive public procurement process. All purchases pursuant to other governmental agencies purchasing contracts shall be administered by the Purchasing Manager.

8. Sole Source Purchasing

Competitive selection procedures are waived when it is determined and substantiated in writing, after conducting a good faith review of available sources, that there is only one source for the goods and services. Price and terms shall be negotiated whenever possible and a record of sole source procurement shall be maintained as a public record.

A written justification of the sole source purchase must be approved by the Purchasing Manager prior to the purchase and accompany the invoice for payment.

9. Emergency Purchases

Competitive selection procedures are waived when the normal functioning and operation of the City would be hampered or where property, equipment or life could be endangered through unexpected circumstances by adhering to the usual purchasing procedures.

A written justification of the emergency purchase must be approved by the City Manager or in his absence, the Assistant City Manager, prior to the purchase and accompany the invoice for payment.

10. Direct Negotiation

Competitive selection procedures are waived when it is determined by a decision of the City Manager that it is neither practical, feasible nor advantageous to the City to conduct competitive sealed bidding or competitive sealed proposal procedures, purchases may be made by direct negotiation in the open market and without strictly observing the procedures prescribed in this Policy, except as related to Purchasing Approvals.

F. Response Rejections

In all of the above stated purchasing methods, the Purchasing Manager has the authority to reject any or all responses after the solicitation due date when it has been determined that the respondent(s) is non-responsive or award recommendation is not in the best interest of the City. In the event that there is a Selection Committee established to review the responses, the Selection Committee must authorize the rejection of any or all responses.

G. Advertisement Requirements

Formal solicitations such as Request for Bids, Request for Proposals and Request for Qualifications shall be advertised in a newspaper of general paid circulation which is published at least five (5) days a week in Lake County.

The advertisement shall appear at least twenty-one (21) days prior to the solicitation due date and at least five (5) days prior to any scheduled pre-submission meeting. The City Manager, or designee, upon recommendation by the Purchasing Manager, may shorten the twenty-one (21) day requirement to no less than seven (7) days based on emergency need, availability of competition, amount of the acquisition, etc. Other publications may be used in addition to this requirement to reach selected markets.

Formal solicitations for construction projects that are projected to cost more than \$500,000 shall be advertised at least thirty (30) days prior to the solicitation due date and at least five (5) days prior to any scheduled pre-submission meeting.

Quote Requests and Requests for Information are not required to be advertised in the newspaper.

H. Purchasing Approvals

<u>Purchase Amount</u>	<u>Approver</u>
Less Than \$1,000	Supervisor or Manager
From \$1,000 to \$4,999	<p>Department Director, if the item or service to be purchased is included in the approved budget for the department.</p> <p>City Manager or designee, if the item or service is not included in the approved budget for the department and a budget amendment is not necessary.</p> <p>City Council, if the item or service to be purchased is not included in the approved budget for the department and a budget amendment is necessary.</p>
From \$5,000 to \$9,999	Purchasing Manager, if the item or service to

	<p>be purchased is included in the approved budget for the department.</p> <p>City Manager or designee, if the item or service is not included in the approved budget for the department and a budget amendment is not necessary.</p> <p>City Council, if the item or service to be purchased is not included in the approved budget for the department and a budget amendment is necessary.</p>
From \$10,000 to \$49,999	<p>City Manager or designee, if the item or service to be purchased does not require a budget amendment.</p> <p>City Council, if the item or service to be purchased requires a budget amendment.</p>
\$50,000 or greater	City Council

I. Change Order Approval

To avoid a delay in the progress of any project, the City Manager or designee may approve, without further Council action, a change order to an existing contract provided the change order does not exceed fifteen (15) percent of the original contract amount or \$49,999 and the funds are available in the approved budget for the Department. If the change order is in excess of the above thresholds or if the increase in cost is not included in the approved budget for the department, the change order shall require City Council approval.

J. Term Contract Approval, Renewal and Extension

The City Manager is authorized to approve a term contract if the total contract amount does not exceed \$49,999 and funds are available in the approved budget for the Department. All term contracts with total contract amounts of \$50,000 or greater shall require City Council approval. This includes, but is not limited to service or maintenance agreements, awards on proposals, competitive negotiated agreements and consultant agreements.

The Purchasing Manager is authorized to renew approved contracts as long as such action is in accordance with the terms, conditions and renewal period specified in the original contract and the total dollar amount of the contract is within the City's approved budget. Contract renewals beyond six (6) years from the date of the original contract shall require City Council approval.

The Purchasing Manager is authorized to extend approved contracts for a period of no more than one-hundred eighty (180) calendar days when the extension serves the best interest of the City. Contract extensions exceeding one hundred eighty (180) calendar days shall require City Council approval.

K. Appeal Procedures

Any actual bidder or proposer may only appeal any determination, decision or recommendation of the Purchasing Manager, in accordance herewith. All appeals must be in writing and sent via certified mail or delivered in person to the City Manager within three (3) business days of issuance of such determination, decision or recommendation. The City Manager shall administer the appeal and shall render a decision within seven (7) business days of receiving the appeal. All appeals must set forth the specific reason and facts concerning the dispute. Any appeal based exclusively on disagreement with the technical judgment of evaluators is subject to summary rejection unless there is clear and convincing evidence of arbitrary or capricious action in that regard. In the event of a timely appeal, the City shall not proceed further with the solicitation or with the award of the bid/contract unless the City Manager, after consultation with the director of the using department(s) or division(s), forwards to the City Council a written request to award the bid/contract without delay in order to protect the public health, safety or general welfare and the City Council approves said request.

L. Operating Procedures

The City Manager is authorized to approve specific operating procedures for the Purchasing Division to implement this Policy.

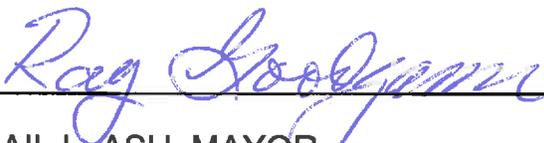
M. Minority Businesses

Minority businesses shall be ensured to have an equitable opportunity to participate in the City's procurement process.

N. Disposal of Surplus Items

The Purchasing Manager is responsible for the disposition of property items that have been declared surplus by the City Council. The Purchasing Manager shall have the authority to sell by auction or advertised bid, trade, donate to another government entity, destroy, or dispose of excess surplus and obsolete supplies or personal property, regardless of the dollar amount, with records of such disposition maintained in the Finance Department.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLERMONT ON JANUARY 13, 2015.



~~GAIL L. ASH, MAYOR~~
Ray Goodgame, Mayor Pro-Tem