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## OFFICE OF INSPECTOR GENERAL PALM BEACH COUNTY

### CONTRACT OVERSIGHT REVIEW (2015-R-0001) (CA-2015-0025)

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Inspector General  
Accredited

*"Enhancing Public Trust in Government"*

## MUNICIPALITY PROCUREMENT PROJECT

### EXECUTIVE SUMMARY

#### What We Did

We reviewed and analyzed all municipal procurement ordinances, policies and procedures for each of the thirty-eight municipalities. The summary of procurement data was then sent to each municipality for their review and revision to ensure the accuracy of the information. We received feedback from all thirty-eight municipalities. We provided information regarding procurement Best Practices and Guidance provided by both the American Bar Association and the National Institute of Public Procurement.

#### What We Found

We found a wide range of procurement ordinances, policies and procedures ranging from municipalities that had

none to municipalities with extensive regulations and implementation policies and procedures. The majority of municipalities, approximately 80%, maintain guidance in the following areas: written guidance, competitive procurement, approval authority, emergency procurement, "piggyback" contracting and sole source selection.

#### What We Recommend

Those municipalities with no ordinances, policies and procedures should consider developing written purchasing guidelines. Additionally, those municipalities with written guidelines should consider reviewing guidelines in an effort to strengthen them.

### BACKGROUND

Purchases made by federal, state and local government amount to almost one-fifth of the Gross Domestic Product (GDP).<sup>1</sup> Given the significant nature of government purchasing, laws and policies and procedures have been developed to build public confidence that procurement decisions foster broad based competition and protect against waste, fraud, and abuse.

<sup>1</sup> Rosalyn Y. Carter and Rick Grimm, "Journal of Public Procurement Under the FAU-NIGP Partnership", Journal of Public Procurement, Volume 1, Issue 1, (2001): 3-8

It is important that public procurement be transparent and considered fair and equitable by taxpayers and vendors alike. Therefore the Office of the Inspector General (OIG) conducted a survey of the procurement ordinances, policies, and procedures of the county's thirty-eight municipalities.

This report provides the key results of the survey, including information about best practices to consider in proposing and implementing effective procurement ordinances and policies and procedures.

Additionally, information obtained will assist us in further refining our risk assessment process to determine where to focus our procurement and contracting oversight efforts.

## SCOPE AND METHODOLOGY

We reviewed, analyzed and summarized all municipality procurement ordinances, policies and procedures for the thirty-eight municipalities. This summary of data was then sent to each municipality for review and revision to insure the information was current and accurate. Feedback was received from all thirty-eight municipalities in the county. (Exhibit A)

The Summary Template contained several essential elements including:

- Signature Level Authority
- Competitive Procurement Limits
- Types of Competitive Procurement Exemptions
- Use of Procurement or Credit Cards

## RESULTS

There was a wide range of procurement ordinances, policies and procedures ranging from municipalities that had none to those with extensive regulations and implementation policies and procedures. Exhibit B provides an analysis of the various purchasing elements.

Signature level authority delegated to a municipality's chief administrator ranged from a low of \$500 to a high of \$65,000. Generally, smaller municipalities tended to have lower signature limits.

Only four (11%) of the municipalities in Palm Beach County had no written requirement for competitive bidding. The dollar threshold for competitive bidding ranged from a low of \$0, all contracts being bid, to a high of \$100,000 or \$300,000 for construction projects.

Types of competitive procurement exemptions typically included emergency purchases, sole or single source, and piggybacking or cooperative purchasing with other governmental entities. A small number of municipalities had extensive lists of exemptions.

Most municipalities that authorized purchasing or credit cards had some type of written policy regarding their usage.

### BEST PRACTICES AND GUIDANCE

We observed those municipalities with the best practices followed American Bar Association (ABA) and National Institute for Public Procurement (NIGP) best practices and guidance. In 1979, the ABA published a “Model Procurement Code for State and Local Governments”, which was updated in 2000. The intent of this Code was to provide “a basic formulation of the fundamental principles upon which durable procurement systems rest.” The fundamental principles upon which the Code rests are:

- Competition
- Ethics
- Predictability (stability, advanced publication, accountability)
- Clear Statements of Procurement Needs
- Equal Treatment of Bidders/Offerors
- Methods of Source Selection
- Bid/Proposal Evaluation
- Reduction in Transaction Costs for Public and Private Sector Entities
- Procurement of Construction Related Services
- Remedies
- Facilitation of Intergovernmental Transactions (Cooperative Procurements)

The NIGP has taken the next step of providing suggestions for development of a procurement policy manual that includes eight major elements. They are:

- Purpose of a Procurement Policy
- Definitions
- Basic Organizational Concepts
- Source Selection and Contract Formation
- Specifications
- Ethics and Code of Conduct
- Personnel and Professional Development
- Special Programs

The Standard proposed by NIGP is that, “Procurement organizations should develop a comprehensive policy manual that clearly defines authority, responsibility, and establishes guidelines for the organization and the procurement professional to follow when carrying out their responsibilities.”

In reviewing ordinances and policies and procedures for the thirty-eight municipalities in Palm Beach County, only four (11%) did not have some type of written procurement guidance. The spectrum ranged from municipalities that had an ordinance that was then implemented through policies and procedures to municipalities that only had written procedures.

Ideally, all municipalities would have ordinance(s) that provide the legal requirements for procurement, followed up with policies and procedures that identify the ways in

which the law would be implemented. When developing policies and procedures, they have to be directly related to the enabling laws that establish the procurement parameters and govern the municipality's functions. They serve a vital operational purpose by providing:

- Transparency, they are clear and easy to understand
- Consistent approaches and direction for decision making
- Procurement training, especially for staff who do not routinely complete these tasks
- Important information for vendors and proposers<sup>2</sup>

We realize that the extent and depth of ordinance and policy and procedure is affected by the population of a municipality and therefore the budget allocated for expenditures. Regardless of the size of the budget, every municipality should have some type of written document that describes the manner in which public funds are spent.

Since public procurement is such an integral part of governmental functions, our office will be issuing future "Tips and Trends" to provide more information about best practices in the field.

## CONCLUSION

Although only 24% of the municipalities had the combination of written guidelines including ordinances, policies and procedures, of the top ten municipalities by size of expenditure budget, eight have such written guidance. These top eight municipalities represent 60% of municipal funding within Palm Beach County. Exhibit C provides an analysis by municipality compared with the type of written guidance provided. Exhibit D contains municipality information by funding, by population and per citizen.

In excess of 80% of the municipalities maintain guidance on the following purchasing elements:

- Written Guidance
- Competitive Procurement
- Approval Authority of top administrator
- Emergency procurements
- "Piggyback" contracting Sole Source procurements

The majority of municipalities spending the most money have controls. However, accountability for taxpayer dollars, no matter the size of the municipality or size of the budget is important. Regardless of size of budget, whether large or small, we owe the taxpayers the proper stewardship of their dollars.

Those municipalities with no ordinances, policies or procedures, should consider developing written purchasing guidelines. Those municipalities with written guidelines should consider reviewing guidelines in an effort to strengthen them.

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<sup>2</sup> Jack T. Pitzer and Khi V. Thai, *Introduction to Public Procurement*, Third Edition, (NIGP: The Institute for Public Procurement, 2009), 166

The Inspector General's Contract Oversight staff would like to extend our appreciation to the staff and management of the thirty-eight municipalities providing the information included in this report.

This report is available on the OIG website at <http://www.pbcgov.com/OIG>. Please address inquiries regarding the report to Dennis L. Yeskey, Contract Oversight Manager, by email at [inspector@pbcgov.org](mailto:inspector@pbcgov.org) or by telephone at (561) 233-2350.

## EXHIBITS LIST

Exhibit A – Completed Templates by Municipality

Exhibit B – Purchasing Elements – Analysis and Graphs

Exhibit C – Distribution of Ordinances, Policies and Procedures by Municipality

Exhibit D – Municipality Budget by Population, Amount, and Per Citizen

**CONTRACT  
OVERSIGHT  
REVIEW**

**2015-R-0001**

**EXHIBIT A**

**Completed  
Templates by  
Municipality**

<b>City of Atlantis</b>	
<b>Final Decision Authority</b>	
City Council	Purchases above dollar thresholds as stated in the Florida Statutes and when the City enters into a specific contract for goods or services.
City Manager	Procurements of \$100 or more. All purchases shall be preapproved by CM.
Department Heads	Obtain best value for the city. Research documents including verbal and/or written quotes should be included with the expenditure request.
Requirements for Competitive Procurements	All purchases above \$25,000 for goods & services; electrical work estimated more than \$75,000 & construction projects estimated to cost more \$300,000 shall be procured through sealed bid or RFP or other methods authorized by statute
Purchasing Process	All purchases shall be preapproved by CM. Items approved as an adopted budget item through the budgetary process may be purchased through an acceptable governmental contract without further council action. Include verbal and/or written quotes with the expenditure request.
<b>Exceptions/Exemptions/Variations</b>	
CCNA	per F.S. 287.055
Emergency Purchases	Not addressed in current Code or policy.
Exempt Purchases	Bidding not required for attorney, building official or lawn maintenance services in effect 6/1/2011.
Local Bidder Preference	Not addressed in current Code or policy.
P-Card or Credit Card	Remains in possession of the City Manager for incidental purchases. Can be used by department heads. All purchases made shall be preauthorized by CM. More details on page 2 of Policy.
Piggyback	Yes.
Real Property/Non-standard	Not addressed in current Code or policy.
Sole Source	Not addressed in current Code or policy.
Annual Budget: 2014-15 FY	\$ 6,420,000 Expenditures (reserves & transfers not included)
Procurement Code or Ordinance	www.municode, City of Atlantis, FL Code of Ordinances; Purchasing Policy 2011.

<b>City of Belle Glade</b>	
<b>Final Decision Authority</b>	
City Commission	Procurements of \$10,000 or more, in advance. Or amendments to increase purchase beyond \$10,000.
City Manager or designee	Procurements between \$5,000 and \$10,000 (need three written quotes & purchase requisition)
Purchasing Manager, Director of Finance or designee*	Procurements between \$500 and \$5,000 (need three written quotes & purchase requisition)
Department Directors	Procurements less than \$500, encourage to obtain & document verbal quotes.
Requirements for Competitive Procurements	All procurements exceeding \$10,000.
Purchasing Process	Centralized, starts with User department entering a purchase requisition in city's purchasing software.
Director of Public Works	City Garage related parts & service for vehicles -\$750
<b>Exceptions/Exemptions/Variations</b>	
Blanket purchase order	Approval authority same as a purchase order or contract.
CCNA	RFQs per F.S. 287.055
Emergency Purchases	Emergency purchases may be made (by Dept Director, Director of Finance or City Manager) when: <ol style="list-style-type: none"> <li>1. Critical city operations may be severely affected in an adverse manner</li> <li>2. Creates a threat to public health, welfare or safety</li> <li>3. A delay in the procurement of goods and/or services is not in the public interest.</li> </ol>
Exempt Purchases	Certain recurring or one time purchases because of unique circumstances (utility services, legal, artists, etc.) See code for the complete list.
Local Bidder Preference	Yes, within 10% or \$10,000 of lowest responsive & responsible bid. Local labor preference also.
P-Card or Credit Card	Not described in Code.
Piggyback	Yes. Some terms & conditions can be modified.
Real Property/Non-standard	City Commission only can approve.
Sole Source	Written documentation, signed by the department director justifying why the requested good or service is the only one that will meet the department's specific need. Written documentation from the potential vendor stating that they are the only source. Cannot be justified on the basis of price or quality.
Less than 3 Quotes	For purchases less than \$10,000: document efforts.
Annual Budget: 2014-15 FY	\$15,660,835
Procurement Code or Ordinance	Municode, Belle Glade, FL Code of Ordinances, Part II- Code of Ordinances, Chapter 2-Administration, Article VIII- Finance, Division 3-Purchasing Code, Section 2-431. <a href="http://www.municode.com">www.municode.com</a>

\*Municode references Purchasing Mgr; Current staffing utilizes Assistant Director of Finance as equal to Director and the ability to authorize a designee as approved by the City Mgr.



City of Boca Raton	
Final Decision Authority	
City Commission	All purchases above \$50,000.01; construction services above \$100,000.01.
City Manager Purchasing Agent/Manager	Contracts for purchase of budgeted materials and services up to \$50,000 and construction services up to \$100,000.
Purchasing Agent/Manager	Purchases of \$.01 to \$999.99 – Can use Procurement Card (within P Card Policy-Typ; Note: limits on P-cards vary per card holder), multiple quotes not required, encouraged to use local businesses, seek best value. Purchases of \$ 1,000 to \$5,000 – Can use Procurement Card, multiple quotes by Purchasing Dept. not required, Requesting Dept may obtain a single quote & submit to Purchasing, Purchasing may obtain additional quotes. Purchases up to limit of City Manager & Purchasing Manager – see Purchasing Operating Procedures Manual 12/2006 for procedures. May not delegate authority to purchase to other City officials unless specifically authorized by City Manager.
Requirements for Competitive Procurements	All Contracts shall be awarded by competitive sealed bidding except as otherwise provided in PC 3-102, 3-103, 3-104, 3-105, 3-106, 5-401 or as otherwise approved in public session by City Council.
Purchasing Process	Centralized, Purchase requisition needed. Purchasing Division procures competitive quotes. Small Dollar Purchases: budgeted materials & services up to \$50,000, Construction services up to \$100,000.
Exceptions/Exemptions/Variations	
CCNA	Per F.S. 287.055, Procurement Code (PC) 2001 Art. 5-401 & Purchasing Operating Procedures Manual (POPM) : Sec. B.
Emergency Purchases	Declaration of a state of emergency shall suspend all procurement procedures and requirements contained in state law or in the Code of Ordinances and the emergency procedures listed in Sec. 2-2 of the Code shall apply. Others under PC 3-106.
Waiver of Procurement	City Council may authorize the waiver of procurement procedures upon the recommendation of the City Manager that it is in the City's Best Interest (insufficient time, nature of the goods or services or other factors) to do so to obtain goods and services. Also, see list under PC 3-1079 and POPM D, Administration of Small Purchases, item 6.
Exempt Purchases	Exempt Purchases are as detailed in PC 3-109, Ord. 5184, POPM D9.
Small Business/WMBE Local Bidder Preference	Policy in place, No set asides. Encouraged to procure from labor surplus areas.
Procurement Card	See City PCard Policy & Procedures Manual (2 types)
Piggyback	Yes. PC: Section 10-101; POPM: D.8.
Real Property	After review by P&Z Board, City Council authorizes by ordinance to advertise & sell. Code Chap 13 Art.III.
Sole Source	PM determines in writing, after conducting a good faith review of available sources, that there is only one source to fulfill the needs of the City. PM conducts negotiations as appropriate to price, delivery & terms. Maintain written records of sole source procurements. See also PC 3-105 & POPM: D.6.
Annual Budget: 2014-15 FY	\$ 331,098,100 Expenditures (reserves not included)
Procurement Code or Ordinance	www.municode.com: Boca Raton, FL Code of Ordinances, Chapter 15- Taxation and Finance, Article IV.-Finance, Division 4 Purchasing Procedure. Procurement Code of the City 2001,as amended. Ords. 4965,5184,5192. Purchasing Operating Procedures Manual 2006. Procurement Card Policy & Procedures Manuals.

<b>City of Boynton Beach</b>	
<b>Final Decision Authority</b>	
City Commission	Formal Bids for \$25,000 & over. Construction Projects for \$75,000 & over.
City Manager	Construction Projects: \$10,000 - \$74,999 Three Written Quotes
City Manager or Designee	Procurements \$5,000 - \$24,999, Construction Projects: \$5,000 - \$9,999. Three Written Quotes.
Department Director, Department Head, or Designee	Procurements or Construction: \$2K - \$4,999: Three Written Quotes; \$500 - \$1,999: Three Verbal Quotes; Less than \$500: No Quotation.
Requirements for Competitive Procurements	All procurements exceeding \$25,000, excluding Construction Projects, which is \$75,000.
Purchasing Process	Centralized; Purchase Requisition or Direct Payment Requisition.
<b>Exceptions/Exemptions/Variations</b>	
Blanket Purchase Orders	Specific \$ amount and not to extend beyond current fiscal year. No single item over \$500. Intended for purchases made monthly from vendor.
CCNA	RFQs per F.S. 287.055 when planning or study is \$25,000 or more; Construction costs \$75,000 or more
Emergency Purchases	'Declared Emergency' relief effort purchases by City Manager up to \$200,000 without City Commission approval, but subject to subsequent ratification. City Mgr must file a statement certifying the conditions and circumstances. City Mgr must present to City Commission if it exceeds the threshold for purchases.
Exempt Purchases	Purchase or sale of any real property by the city from or to another governmental agency shall be exempted from competitive bidding.
Local Bidder Preference	Only used as a bid tie breaker.
P-Card or Credit Card	Below \$500 purchase. Issued to named individual. Other limits & restrictions in place.
Piggyback	Yes. Through contracts from Federal, State or departments or subdivisions of the State. Obtain copy of original bid & award documents.
Real Property/Non-standard	Sales: Over \$100K PBC PAPA appraised value: must be appraised by disinterested qualified appraiser to establish a fair market value. Sale for less than fair market value: City Commission approves with 4/5 vote. Does not apply to CRA property.
Sole Source	May be exempted from competitive bidding. Letter required from the vendor.
Annual Budget: 2014-15 FY	\$ 186,605,415 (Expenditures)
Procurement Code or Ordinance	Boynton Beach Florida Code of Ordinances, Part II-Code of Ordinances, Chapter 2-Administration, Article IV-Purchasing and Consultants, Sec. 2-56 & 2-56.1. City Administrative Policy Manual Chapter 10.

<b>City of Delray</b>	
<b>Final Decision Authority</b>	
City Commission	Acquisitions of or contracts for non-real property, goods or services of \$25,000 (twenty- five thousand dollars) or greater shall be subject to prior approval by the City Commission, except for emergency acquisitions.
City Manager	\$10,000 to less than \$25,000.
Department Directors	Less than \$10,000.
<b>Procurement Method</b>	
Requirements for Competitive Procurements	\$25,000 or greater – Subject to a Sealed Competitive Method, unless the City uses one of the direct acquisition methods in Section 36.02(C).
Written Quotations	\$2,500 to less than \$25,000 - three written quotations obtained from individual sources, except when impracticable. Retain written quotes with the purchase order.
Direct Acquisition	Less than \$2,500 – Direct purchase without utilizing a Sealed Competitive Method or the Written Quotations Method.
<b>Exceptions/Exemptions/Variations</b>	
CCNA	Not addressed in Code.
Emergency Purchases	City Manager may acquire or contract for non-real property, goods or services required in contemplation of, preparation for, or during an Emergency without utilizing a Sealed Competitive Method or the Written Quotations Method. Over \$25k shall be ratified by City Commission.
Exempt Purchases	Professional Services, Specialty Goods & Services. City Standard, Best Interest Acquisitions, items for resale, utilities.
Local Bidder Preference	None.
P-Card or Credit Card	Not described in Code. Administrative Policies & Procedures Manual.
Piggyback	Yes. Vendor also certifies lowest price or rate on any contract between vendor and any other governmental entity within the State.
Real Property	City Commission can determine manner, terms & condition of sale at public hearing to approve the resolution authorizing the sale.
Sole Source	May acquire or contract from only one source without Sealed Competitive or Written Quotation Methods. \$25k or more approval by City Commission.
Annual Budget: 2014-15 FY	\$ 145,253,323 Expenditures (reserves not included)
Procurement Code or Ordinance	www.municode.com, Delray Beach, FL Code of Ordinances, Title 3-Administration, Chapter 36.

<b>City of Greenacres</b>	
<b>Final Decision Authority</b>	
City Council	Purchase or contract for a sum in excess of \$10,000.
City Manager (CM)	Purchase or contract for a sum between \$2,500 and \$10,000. Includes independent contractor agreements. CM can approve PA for \$2,500 up to \$10,000 with 3 written quotes.
Finance Director/Purchasing Agent (PA)	Purchases of supplies and equipment & contract for professional and technical services up to the sum of \$2,500 of approved budget appropriations for any one purchase or contract. Except for bulk fuel purchases. Between \$250 & \$2,500 shall obtain at least 3 verbal or written quotes. Waiver of quote requirements must be authorized by CM.
Director of Leisure Services	Professional Services: independent contractor agreements for instructors, performers & other nonemployee services not to exceed \$1,000, per fiscal year with one contracting individual.
Requirements for Competitive Procurements	All contracts or purchases of supplies, materials, equipment or services exceeding \$10,000 shall be accomplished by sealed bid procedures. Exempt: an existing concession or maintenance service agreement is subject to renewal, CM may approve renewals in one year increments; Sole Source, Piggyback, and/or CCNA.
Purchasing Process	Centralized, starts with User department submitting a standard purchase requisition or electronically. Written purchase orders issued. Under \$250 can use credit cards.
Public Works Director	Within approved budget appropriations, parts for equipment, materials for repair & maintenance to streets, ditches, public buildings & parks, & contracts for equipment rental, not to exceed \$500 per transaction.
<b>Exceptions/Exemptions/Variations</b>	
Purchase Order	Not issued without an unencumbered appropriation in the fund cost center except in cases of emergencies.
CCNA	Per F.S. 287.055.
Emergency Purchases	City Manager to determine if an emergency exists and competitive bidding can be dispensed with.
Exempt Purchases	Finance Director can make bulk fuel purchases.
P-Card or Credit Card	Small purchases under \$250 and as outlined in Admin Directive #43.
Piggyback	Yes. When to City's advantage.
Real Property	Council declares as excess. Property advertised & Sealed Bids submitted to PA.
Sole Source	Purchasing Agent shall certify to City Manager that no other source can be identified. CM shall approve request prior to purchase.
Annual Budget: 2014-15 FY	\$ 28,800,644.
Procurement Code or Ordinance	www.municode.com, Greenacres, FL Code of Ordinances, Part II-Greenacres Code, Chapter 2-Administration, Article VII-Finance. Administrative Directive #43.

<b>City of Lake Worth</b>	
<b>Final Decision Authority</b>	
City Commission	Procurements of \$25,000 or more.
City Manager	Procurements between \$0 and \$25,000.
Requirements for Competitive Procurements	All purchases exceeding \$25,000.
Purchasing Process	Small Purchases: All Purchases between \$0 & \$5,000 require "informal" quotes (telephone, email and/or written). All purchases between \$5,001 and \$25,000 require solicitation of 3 written quotations. Large Purchases: All purchases above \$25,000 require solicitation through the use of formal advertised bid/proposals.
<b>Exceptions/Exemptions/Variances</b>	
Blanket Purchase Order	For either recurring, low dollar purchases less than \$1,000 from the same vendor or for a product or service, in which the delivery is critical to the ongoing operation of the City or Department.
CCNA	RFQs per F.S. 287.055.
Emergency Procurements	City Manager may authorize the procurement of products, supplies, services, and construction items without competitive bidding for EMERGENCIES, declared by the City Manager, when the delay inherent in the competitive bidding process would cause a serious threat to life, safety, health or property. Written determination created for contract file. Ratified by City Commission eventually.
Exempt Purchases	May be procured by city manager who is authorized to select vendors and/or execute contracts. See list in Code for multiple exemptions. If over \$25,000, city commission must approve exempt procurement.ete list.
Local Bidder Preference	Yes, on Invitation for Bid with anticipated value exceeding \$25,000 & local firm is a responsible & responsive bidder within 5% or \$15,000 of lowest responsive & responsible bid. Small Businesses certified with PBC or with a PBC municipality may receive the same preference.
P-Card or Credit Card	Used for low-dollar, non-recurring, purchases and never for capital items (valued at more than \$1,000 & life of more than 1 year).
Piggyback	Yes.
Real Property/Non-standard	Not discussed in Code.
Sole Source	Allowed only if the item is the ONLY item that will provide the desired result, AND is only available from ONE source. Records to be kept of single source.
Annual Budget: 2014-15 FY	\$ 30,324,160 – General Fund, \$167,230,535 Total Expenditures
Procurement Code or Ordinance	www.municode.com, Lake Worth, FL Code of Ordinances, Part II-Code of Ordinances, Chapter 2-Administration, Article XIV-Purchasing. Procurement Procedures Finance Depart. Rev 11/15/2013.

<b>City of Pahokee</b>	
<b>Final Decision Authority</b>	
City Commission	Procurements in excess of \$10,000.
City Manager	Procurements up to \$10,000.
Director of Finance	Will act as procurement officer in the event of the City Manager's absence.
Requirements for Competitive Procurements	All procurements exceeding \$10,000.
Purchasing Process	Purchase order number required for all but minor purchases made from petty cash and exempt purchases.
<b>Exceptions/Exemptions/Variations</b>	
Blanket purchase order	Not specified in Ordinance.
CCNA	Professional services bid as required by law.
Emergency Purchases	Purchases made to meet a pressing need for the protection of the public health, safety, or welfare. Purchases not to exceed \$15,000 may be made by the City Manager with ratification by City Commission as soon as reasonably possible.
Exempt Purchases	Utilities, departmental salaries, salary increases, bonuses, insurance, intergovernmental transfers and court ordered payments.
Local Bidder Preference	City Manager may determine type of purchase requires workers that are present and available in the local city workforce and may set goal for use of city residents. City Commission may give preference to local bidder as long as it is within 5 percent or \$5,000, whichever is less, of the lowest bid.
P-Card or Credit Card	Fuel cards for authorized purchases within the limitations established for each card.
Piggyback	Items on state or other governmental bid lists are exempt from competitive bidding.
Real Property/Non-standard	City Commission only can approve.
Sole Source	Exempt from competitive bidding.
Annual Budget: 2014-15 FY	\$3,498,699 General Fund Expenditures
Procurement Code or Ordinance	www.municode.com Pahokee, FL Code of Ordinances, Part II-Code of Ordinances, Chapter 2-Administration, Article I-In General, Section 2.2, Article VIII-Finance, Division 1-Generally, Section 2-272 and 2-293. Fuel Card Policy effective 10/1/12.



<b>City of Palm Beach Gardens</b>	
<b>Final Decision Authority</b>	
City Council	Procurements of \$65,000 or more.
City Manager	Submits to City Council for ratification of purchases when over \$65,000. Approves confirmation purchases for over \$2,500 up to \$65,000.
Purchasing and Contracts Director	Procurements up to \$65,000 as City Manager's designee.
Requirements for Competitive Procurements	All purchases \$65,000 or greater formal bids or quotations.
Purchasing Process	Single or multiple purchases of goods, commodities & services: Equal to or less than \$2,500 require departmental approval, may include verbal or written quotes, if not paid through purchasing card, Department must issue purchase order through the City software; Greater than \$2,500 & less than \$10,000 requires a Purchase Requisition & 3 documented quotations. Equal to or greater than \$10,000 but less than \$65,000 requires a Purchase Requisition and 3 quotes.
<b>Exceptions/Exemptions/Variations</b>	
Bid Waivers	Requesting departments submits justification form to purchasing. Purchasing determines if appropriate and will help negotiate a contract without competitive bidding.
Blanket purchase order	Generally not exceeding \$2,500, but \$10,000 max. Expires at end of Fiscal Yr.
CCNA	RFQs per F.S. 287.055.
Emergency Purchases	Requesting department must submit in writing to purchasing for certification of the emergency. Purchasing and Contracts Director, City Manager or City Council may approve. Three quotations obtained if not an existing City vendor, but depends on nature of emergency. Similar requirements are stated for Emergency <b>Disaster</b> purchases.
Exempt Purchases	Legal services, items purchased for re-sale, recreational programs provided by independent contractors, lobbying services, training by independent providers, art & talent and artistic services.
Local Bidder Preference, SBE, MWBE	City shall encourage and actively promote these firms to bid on City purchases.
Option to Renew	City Council must authorize where the cumulative value will exceed \$65,000.
P-Card or Credit Card	Up to \$2,500.
Piggyback	Yes, per purchasing policy criteria.
Real Property/Non-standard	Not discussed in policy.
Sole Source	Written justification form submitted by the requesting department showing evidence that the supplier is the exclusive distributor or authorized repair center or has exclusive territorial rights. Department must show market research done.
Tied Bids	Resolved by requesting Best and Final Offers from tied bidders. Still tied after 2 <sup>nd</sup> bid, coin flip by City Manager or designee.
Annual Budget: 2014-15 FY	\$ 102,287,389 Expenditures (reserves included)
Procurement Code or Ordinance	www.municode.com, Palm Beach Gardens, FL Code of Ordinances, Part II-Code of Ordinances, Chapter 2-Administration, Article V-Finance; Purchasing Policies and Procedures Manual 5/5/14.

<b>City of Riviera Beach</b>	
<b>Final Decision Authority</b>	
City Commission	Procurements in excess of \$1,500.
City Manager	Procurements up to & including \$1,500.
Director of Purchasing	Cannot delegate authority to other city officials unless specifically authorized by City Manager.
Requirements for Competitive Procurements	All procurements exceeding \$25,000. Or as otherwise approved by city council in a public session.
Purchasing Process	Small purchases \$2,500 or less-Dir of Purchasing shall adopt operational procedures. Maintain written records to document the competition obtained, properly account for funds expended, and facilitate and audit of the small purchase made. Small purchases over \$2,500: Three businesses solicited to submit quotations by purchasing department. Maintains documents for public record.
<b>Exceptions/Exemptions/Variations</b>	
Blanket purchase order	Not applicable.
CCNA	Per F.S. 287.055. Other designated professional services by competitive sealed proposals; Also as recommended by City Manager or designee.16.5-63.
Emergency Purchases	Emergency purchases may be made (by City Manager or designee) when there exists a threat to public health, welfare or safety. Document the basis for emergency and for the selection of the particular contractor. Keep records of each emergency procurement including contractor's name, amount, type of contract, listing of items. Amount not to exceed \$7,500 (C.2-177) Local designated disaster emergency –city manager and director of purchasing can contract and make payments for a 30 day period. CM reports emergency expenditures to city council following disaster.
Exempt Purchases	CCNA: below thresholds of CCNA act, valid public emergency, determination to use continuing contract or with another local, state or Federal agency for the performance of professional services.
Local Bidder Preference	Yes, within 5% or \$25,000 of lowest responsive & responsible bid. Local labor preference (amount not given) available for non-local bidders.
P-Card or Credit Card	For low dollar purchases: \$749 or less.
Piggyback	Yes, Cooperative Purchasing with one or more Public procurement units or External Procurement Activities.
Real Property/Non-standard	Only surplus supplies is discussed, not real property.
Small Business Enterprise Minority Business Enterprise	Annual Goal 15%. Annual Goal 15%. Additional evaluation pts available.
Sole Source	Director of purchasing determines in writing that there is only one source. DoP conducts negotiations as to price, delivery & terms. Keeps record of sole source contracts: name, amounts, listing of items.
Annual Budget: 2014-15 FY	\$ 53,953,505 Expenditures
Procurement Code or Ordinance	www.municode, Riviera Beach, FL Code of Ordinances, Part II- Code of Ordinances, Chapter 2-Administration; Chapter 16.5 Procurement Code.



<b>City of South Bay</b>	
<b>Final Decision Authority</b>	
City Commission	Approves contracts or purchases \$3,001 or more. The commission may, by resolution, provide for any lawful provision in respect to finance and purchases that is not in conflict with this charter or the general laws of this state.
Mayor	Signs non-routine contracts.
City Manager	Approves all Capital Purchases: \$750 or more. Signs contracts for on-going routine purchases of goods or services. Signs contracts approved by City Commission unless deferred to Mayor.
City manager and Finance Director	Approves all Capital Purchases: \$750 or more, and Purchase is made in accordance with City's general procurement policy.
Department Directors or designee	Approves department's purchase orders. Signs contracts for on-going routine purchases of goods or services.
Requirements for Competitive Procurements	For purchases \$10,000 or more: sealed bids are required, Request for Proposal or Invitation to Bid process to be followed.
Purchasing Process	Purchase requisitions process into purchase orders. For purchases up to \$300, no competitive pricing required. \$301 to \$1,000 - competitive pricing from at least 3 sources, including phone quotes. From \$1,001 to \$10,000 - at least 3 written quotes.
<b>Exceptions/Exemptions/Variations</b>	
Blanket purchase order	Draws against blanket PO must not exceed \$999.99 per month unless competitive pricing has been obtained or is not required. Operating expenditures and capital expenditures must not be mixed on same blanket PO.
CCNA	Professional services per F.S. 287.055.
Emergency Purchases	City commission may make emergency purchases without public notice to meet a pressing need for the protection of the public health, safety or welfare. City Mgr or designee may waive normal purchasing procedures to facilitate the immediate purchase of supplies or contractual services up to \$10,000.
Exempt Purchases	Certain recurring or one time purchases because of unique circumstances (utility services, legal, artists, etc.) See policy for the complete list. Contingency Fee audits/auction services/collection services are exempt from competitive bid requirement & may be negotiated by Finance Mgr with concurrence of City Mgr.
Local Bidder Preference	Yes, if bid within 5% of acceptable vendor, award shall be to local Glades Area vendor. City Manager may void if determined it is not in the City's best interest to award by local preference.
P-Card or Credit Card	Yes.
Piggyback	Yes, if competitive bid procedures have been followed by the originating entity. City Manager can approve under \$3,000, Commission approval for above this amount.
Real Property/Non-standard	Not discussed in policy or code.
Sole Source	Written documentation, on how the determination was made that the goods or services were available from only one source, what contacts were made to identify alternate sources, specific reasons that other or similar goods or services from other sources are not acceptable. Cannot be justified on the basis of price or quality.
Annual Budget: 2014-15 FY	\$ 2,097,463.
Procurement Code or Ordinance	www.municode.com, South Bay, FL Code of Ordinances, Part II-Code of Ordinances, Chapter 2-Administration, Article VI-Finance. Purchasing Policy.

<b>City of West Palm Beach</b>	
<b>Final Decision Authority</b>	
City Commission	Approval of contracts for construction of buildings and structures, except those that are part of the water, wastewater and storm water systems. Contracts for insurance, contracts where the requirements of purchasing code have not been fulfilled & contracts as required by state statutes.
Mayor or president of city commission	Signs all procurement contracts and contract amendments.
Procurement Official	Reports procurements for services and master agreements over \$50,000 and construction over \$100,000 to city commission. They have up to 10 days to request in writing to the mayor for such procurement to be approved by the city commission prior to execution. Signs all purchase orders. May use other procurement methods & requests determined to be in the city's best interest.
Department Directors	Approve all procurement contracts and contract amendments processed by their department.
Requirements for Competitive Procurements	All procurements exceeding \$25,000 for goods & services, \$75,000 for construction.
Purchasing Process	Small Purchase: not exceeding \$50,000 for goods & services, \$100,000 for construction. Informal quotations-\$2,500 to \$25,000: three written quotes when practicable, including one small business.
<b>Exceptions/Exemptions/Variances</b>	
Best Value	Described in code as best overall value to the city with a description of 14 items to be considered by the procurement official in their determination.
CCNA	Professional services per F.S. 287.055. A consultant with a distinctive field of expertise can be selected by the City without competitive selection if under \$50,000 for services.
Emergency Purchases	Mayor may authorize the procurement official to make an emergency procurement when there exists an immediate threat or danger to public health, safety or welfare, loss of public or private property, or interruption in the delivery of an essential governmental service.
Exempt Purchases	See list in Chapter 66 Municode.
Local Bidder Preference	City desires to maximize the impact of all procurements to PBC's local economy. Does not describe how or when this takes place.
P-Card or Credit Card	Per Website- Informal purchases- \$50.01 to \$2,500 are made with P-card & purchase order. Multiple quotes not required.
Piggyback/Cooperative Pur.	Yes.
Real Property/Non-standard	Not described in Code.
Sole Source	Written justification from the user department and proposed single source. Procurement official to conduct search and determine if only a single source is in the best interest of the City. Records to be kept.
Small Business Program	Yes, defined for administration, goals & awards.
Annual Budget: 2014-15 FY	\$ 451,458,775.
Procurement Code or Ordinance	www.municode.com, West Palm Beach, FL Code of Ordinances, Part II-Code of Ordinances, Chapter 66

<b>Town of Briny Breezes</b>	
<b>Final Decision Authority</b>	
Town Council	Purchases of \$5,000 or more.
Town Bookkeeper	Authorized to write checks and use the debit card. Checks must be signed by two current members of the Town Council.
Requirements for Competitive Procurements	\$0 to \$500: no quotes necessary; \$500-\$5,000: 3 quotes are needed; \$5,000 up: a formal bid or RFP is required. Bid awards by Town Council by Resolution.
Purchasing Process	Supplies & contractual services less than an estimated \$5,000 may be purchased on the open market without observing the formal contract procedures.
Repetitive Annual Purchases	Routinely utilized & purchased supplies & materials with annual costs of \$0-\$15,000 may be purchased in the open market.
<b>Exceptions/Exemptions/Variances</b>	
Construction of Utilities	Per F.S. 180.24 & 180.07, over \$25,000 construction cost must be by formal bid. Over \$10,000 purchase, lease or rent of material or equipment for construction must be by formal bid.
CCNA	Per F.S. 287.055
Emergency Purchases	Emergency purchases are to be made in a situation or occurrence of a serious nature involving urgent and extreme matters of public health, safety and welfare or which requires the safeguarding of town assets. Prices should be sought at the lowest obtainable cost. Expenditures shall be reported at the next Town Council meeting.
Expenditures	Appropriations required. No obligation for expenditures of town funds may be incurred except pursuant to, and only to the extent of, a specific appropriation of funds in the budget.
Local Bidder Preference	Not discussed in policy.
P-Card or Credit Card	Not discussed in policy.
Piggyback	Yes. Including Cooperative purchases. Over \$5,000 purchases require town Council approval, unless the purchase has been approved in the annual budget <b>and</b> the items purchased have a unit price of \$500 or less.
Real Property/Non-standard	Not discussed in policy.
Sole Source	Not discussed in policy.
Annual Budget: 2014-15 FY	\$ 659,730 Expenses (General Fund)
Procurement Code or Ordinance	Town of Briny Breezes Accounting Policy 11/17/2011

<b>Town of Cloud Lake</b>	
<b>Final Decision Authority</b>	
Town Council	Procurements of \$1,000 or more, prior to award.
Requirements for Competitive Procurements	All purchases and services over \$10,000 require competitive bidding and approval by Council prior to award.
Purchasing Process	Purchases over \$5,000 to \$10,000 require 3 written quotes; Between \$1,000 to \$5,000 require 2 quotes (verbal or written); Purchases under \$1,000 require only 1 quote.
<b>Exceptions/Exemptions/Variations</b>	
Demolition Services	Competitive bidding with sealed bids from 3 licensed contractors, or by "piggy back" process.
CCNA	By RFQ
Emergency Purchases	Mayor may make emergency purchases in excess of \$5,000 without obtaining 3 quotes or utilizing competitive bidding when there exists a threat to public health, welfare, safety, property or other substantial loss to the town. Must file with Town Clerk and Town Council a written statement under oath detailing the complete circumstances.
Local Bidder Preference	None stated.
P-Card or Credit Card	Not described in policy.
Piggyback	Yes.
Real Property/Non-standard	Not described in policy.
Sole Source	Mayor or his/her designee must file written statement with the Council detailing the circumstances necessitating a sole source purchase and the Council shall approve each sole source procurement by motion.
Annual Budget: 2014-15 FY	\$ 113,004.00
Procurement Code or Ordinance	www.municode.com, Town of Cloud Lake, FL Code of Ordinances: Purchasing not described in code. Only in separate policy.

<b>Town of Glen Ridge</b>	
<b>Final Decision Authority</b>	
Town Council	Majority vote or permission granted by Council for all purchases.
Town Manager	Mayor can allocate up to \$500 to Town Manager for expenses and then is reported to Council at next meeting. Most daily office operating expenses are purchased by Town Manager and submitted for reimbursement.
Mayor	Has access to discretionary fund in the budget of \$3,500.00.
Requirements for Competitive Procurements	No written policy.
Purchasing Process	Through Town Manager with approval by Town Council.
<b>Exceptions/Exemptions/Variations</b>	
CCNA	No written policy.
Emergency Purchases	An Emergency Special Call Town Council meeting would be held to discuss before taking any action.
P-Card or Credit Card	Yes. Used to purchase office supplies, etc. by Town, after approval by Town Council. No separate written policy.
Annual Budget: 2014-15 FY	\$ 85,000.
Procurement Code or Ordinance	www.municode.com, Town of Glen Ridge, FL Code of Ordinances: Not Posted, Town does not post ordinances per Town Mgr. Procedures for payment of invoices and receiving revenue exists as one page document.

<b>Town of Gulf Stream</b>	
Final Decision Authority	
Town Commission	Procurements in excess of \$10,000.
Town Manager	Procurements up to \$10,000 as long as purchase type was identified in a line item in the Commission approved budget. Police Chief makes small purchases, generally less than \$1,000 as long as purchase type was identified in a line item in the Commission approved budget.
Requirements for Competitive Procurements	As specified in appropriate state law.
Purchasing Process	Procurements around \$3,500 to \$10,000, Town Manager tries to get more than one quote. Decision made based on price and history with the vendor.
Exceptions/Exemptions/Variations	
Blanket purchase order	Not applicable. Purchase order system not used.
CCNA	RFQs per F.S. 287.055 if such services required.
Emergency Purchases	Made very infrequently and if over \$10,000 Town Manager would contact Town Mayor for input.
Exempt Purchases	Not applicable.
Local Bidder Preference	Not applicable since town only has residential properties.
P-Card or Credit Card	None used by the Town or its employees.
Piggyback	Would consider if procurement could be made using piggyback provision of other governmental contract.
Real Property/Non-standard	Would require Commission approval.
Sole Source	Taken to Town Commission for approval.
Annual Budget: 2014-15 FY	\$ 5,140,691 total, \$4,129,691 for general fund (reserves not included).
Procurement Code or Ordinance	<a href="http://www.municode.com">www.municode.com</a> , FL Code of Ordinances, Part II- Code of Ordinances, Chapter 2-Administration, Article II, Officers and Employees, Division 2-Town Manager, Section 2-41 and 2.42.

<b>Town of Haverhill</b>	
<b>Final Decision Authority</b>	
Town Council	All expenditures. Procurements exceeding \$20,000 by publication of a notice in newspaper of general circulation in the county.
Town Administrator	Per motion unanimously passed on February 12, 2015, Town Administrator has spending authority to \$7,500 provided said expenditures were within the budget approved by Council.
Requirements for Competitive Procurements	All expenditures of town funds exceeding \$20,000.
Purchasing Process	For procurements in excess of \$20,000 advertised for 2 consecutive weeks in newspaper of general circulation in the county and by posting of notice on town bulletin board.
<b>Exceptions/Exemptions/Variations</b>	
CCNA	Not described in Code.
Emergency Purchases	Not described in Code.
Exempt Purchases	Bidding of purchases over \$20,000 not required if contract originally procured through competitive process for time limited renewal, extension or modification. Requires four-fifths vote of town council.
Local Bidder Preference	Not described in current Code.
P-Card or Credit Card	Not described in current Code.
Piggyback	Yes with Palm Beach County, School District of Palm Beach County, or State of Florida or its agencies.
Real Property/Non-standard	Not described in current code.
Sole Source	Not described in current code.
Annual Budget: 2014-15 FY	\$ 1,150,056 Expenditures (reserves not included)
Procurement Code or Ordinance	<a href="http://www.municode.com">www.municode.com</a> , Town of Haverhill, Part II, Code of Ordinances, Chapter 2, Article III., Financial Matters, Division 2, Section 2-66. Motion unanimously passed on 2/12/15 regarding spending limit for Town Administrator.

<b>Town of Highland Beach</b>	
<b>Final Decision Authority</b>	
Town Commission	Procurements of more than \$25,000.
Town Manager	Procurements between \$501 and \$25,000.
Department Directors	Procurements of \$500 or less.
Requirements for Competitive Procurements	All procurements exceeding \$25,000 except in conditions specified in policy.
<b>Exceptions/Exemptions/Variations</b>	
Blanket purchase order	The use of a blanket purchase order to circumvent the competitive bid procedure is prohibited. Used for regular and routine purchases.
CCNA	Per F.S. 287.055
Emergency Purchases	Emergency purchases may be made by Town Manager or designee when: <ol style="list-style-type: none"> <li>1. Immediate action needed to prevent delays that may affect public health, welfare or safety and affects continuation of services and/or serious loss or injury to the Town.</li> <li>2. Or also when immediate procurement is essential to comply with regulatory requirements.</li> </ol> Must be ratified by the Town Commission as soon as practicable.
Local Bidder Preference	Not described in policy
P-Card or Credit Card	Issuance of procurement card approved by City Manager. Single purchase can't exceed \$499 without prior approval of Finance Director or designee. Can't be used to buy capital items.
Piggyback	Yes with conditions specified in policy.
Real Property/Non-standard	Not described in policy or code.
Sole Source	Sole source and town standard requirements specific in policy.
Less than 3 Quotes	For purchases less than \$2,501. At least one quote required for purchases between \$501 and \$2,500.
Annual Budget: 2014-15 FY	\$ 15,528,528 Expenditures (reserves not included)
Procurement Code or Ordinance	<a href="http://www.municode.com">www.municode.com</a> No purchasing information. Town of Highland Beach Purchasing Policy and Procedures, proposed for adoption at 4/28/15 Town Commission meeting. Town Purchasing Card Policy and Procedures effective 3/1/09.



<b>Town of Hypoluxo</b>	
<b>Final Decision Authority</b>	
Town Mayor	Procurements of \$5,000 or less.
Requirements for Competitive Procurements	All procurements exceeding \$20,000. For procurements of \$5,000 or more, Mayor must obtain 3 written quotes.
<b>Exceptions/Exemptions/Variations</b>	
Emergency Purchases	Emergency purchases may be made by Mayor when there is a threat to public health, welfare, safety, property or other substantial loss to the Town.
Waiver of Purchasing Requirements	Town Council by majority vote of all members may waive any of the purchasing requirements in ordinance when it determines such requirements are not practicable or advantageous to Town.
P-Card or Credit Card	None.
Piggyback	Yes.
Sole Source	Prior to purchase order, Mayor must file with Town Council a written statement detailing reason for sole source purchase. Town Council must approve by motion.
Less than 3 Quotes	For purchases less than \$5,000.
Annual Budget: 2014-15 FY	\$ 1,843,080 (reserves not included)
Procurement Code or Ordinance	<a href="http://www.municode.com">www.municode.com</a> , Town of Hypoluxo, Code of Ordinances, Part II-Code of Ordinances, Chapter 2-Administration, Article IV, Purchasing Procedures, Section 2-81 and 2-82.

<b>Town of Juno Beach</b>	
<b>Final Decision Authority</b>	
Town Council	Piggyback contracts of \$50,000 or more.
Town Manager (TM)	Acquisition of items in excess of \$10,000, TM may authorize the Finance Director to prepare a solicitation for sealed, competitive bids.
Finance Director (FD)	Acquisition of items excess of \$500 but less than \$2,500 (need three verbal quotes recorded in a quotation memo). Competitive techniques such as comparative pricing, negotiation and total cost analysis shall be employed by the Finance or Department Directors. Acquisition of items in excess of \$2,500, but less than \$10,000, the FD may authorize the preparation of informal requests for proposal, or quotations, which shall be in writing and furnished by vendors.
Department Directors (DD)	Acquisition of items not in excess of \$500, DD may make direct purchase. Requisition, Purchase Order or invoice shall be filed with Finance Director for all items purchased prior to cash disbursement.
Purchasing Process	Centralized. Originating department will be responsible for completely and accurately preparing the requisition. Finance Dept will generate all purchase orders once the requisition has been approved.
<b>Exceptions/Exemptions/Variations</b>	
Purchase order	Used for ordering supplies, equipment or services.
CCNA	Follow law or regulation of other governmental authority. Does not reference F.S. 287.055.
Emergency Purchases	Emergencies as declared by the Town Council. A purchase required by a sudden and unexpected turn of events, which involves or could involve a threat to the health, safety and welfare of citizens, and which can be rectified in whole or in part by the immediate purchase of items.
Other Exceptions	Town Council otherwise determines any of the procedures outlined in the purchasing policy are not practicable or advantageous to the Town.
Local Bidder Preference	Whenever appropriate, the FD shall procure commodities manufactured in the USA.
P-Card or Credit Card	May be issued to individual employees. Department Director is responsible for providing receipts to the Finance Dept with the monthly CC billing.
Piggyback	Yes. Town Council approval not needed for under \$50,000. All piggyback contracts to be governed by Florida law.
Real Property/Non-standard	Not discussed in Purchasing policy.
Sole Source	Yes. Document in memo from department director justifying why the purchase is sole source. Only Town Mgr may certify an item as sole source. Approval of sole source purchases over \$10,000 can only be made by the Town Council.
Annual Budget: 2014-15 FY	\$ 6,108,296 Expenditures (reserves not included)
Procurement Code or Ordinance	www.municode.com, Juno Beach, FL Code of Ordinances, Purchasing Policy not detailed. Resolutions 2010-07 & 2007-16: Procurement Policy.

<b>Town of Jupiter</b>	
<b>Final Decision Authority</b>	
Town Council	Procurements over \$50,000 except for principal and interest on Town debt, electricity payments, required payroll related expenditures and progress payments on contracts previously approved by Town Council.
Town Manager	Procurements between \$10,001 and \$50,000.
Department Directors	Procurements less than \$10,000.
Requirements for Competitive Procurements	All procurements exceeding \$10,000 require 3 written quotes. Over \$25,000 require competitive quotes using Demandstar and over \$100,000 require use of formal RFP process using Demandstar (or other online quote service) and newspaper.
Purchasing Process	Purchases of \$2,500 or less will not require the use of formal or informal bidding procedures. User Department required to document verbal quotes for purchases of \$2,500 but less than \$10,000. Purchase order system used.
<b>Exceptions/Exemptions/Variations</b>	
Blanket purchase order	May not exceed \$2,500 monthly. Used where Town makes number of small purchases during the month. Designed for emergency or small purchases.
CCNA	RFQs per F.S. 287.055
Emergency Purchases	Emergency purchases may be made by Town Manager or designee due to immediate danger to public health or safety, loss of public or private property; or interruption in delivery of essential government service.
Waiver of Competitive Bidding	In emergency; when vendor extends prices, terms and conditions of bid previously awarded by Town Council (other conditions included in policy).
Local Bidder Preference	Used when 2 or more bidders are tied for lowest most responsive qualified bid.
P-Card or Credit Card	Finance Director responsible for obtaining and may assign to Department Directors. Documentation required for payment.
Piggyback	Yes with conditions outlined in policy.
Sole Source	Written documentation proving no other source can meet Town's requirements or a different brand, make or specification would be incompatible with currently owned equipment.
Annual Budget: 2014-15 FY	\$ 86,804,666 with \$42,653,300 for General Fund Expenditures (reserves not included)
Procurement Code or Ordinance	<a href="http://www.municode.com">www.municode.com</a> , Town of Jupiter, Code of Ordinances, Part II, Chapter 2-Administrative Regulations, Article III Departments, Officers and Employees, Division 2-Town Manager, Sections 2-97 and 2-98. Town Purchasing Policy, Standard Operating Procedure 12/15/09.

<b>Town of Jupiter Inlet Colony</b>	
<b>Final Decision Authority</b>	
Mayor	Any contract under \$2,500 may be signed by the Mayor on his own initiative, provided it shall be approved by the Commission at the next regular meeting. May approve change orders to contracts previously approved by the Commission provided the total cost of the project budget is not exceeded.
Requirements for Competitive Procurements	The dollar amount of the goods and/or services being purchased shall be the basis for determining the correct purchasing procedure. Purchases costing less than \$2,500 shall not require the use of either formal or informal bidding procedures. Purchases costing more than \$2,500 but less than \$5,000 shall require at least three verbal quotes as to price and terms, which shall be recorded in a quotation memo. Purchases costing more than \$5,000 but less than \$25,000 shall require at least three written quotes as to price and terms. Purchases costing more than \$25,000 shall require the use of competitive bids.
<b>Exceptions/Exemptions/Variations</b>	
CCNA	RFQs per F.S. 287.055. Documented & approved by Commission.
Emergency Purchases	When an emergency circumstance in which damage to town facilities, personnel or programs will result if prompt action is not taken. An emergency purchase shall be considered on its individual merits and will be processed as an emergency only when the Mayor determines that it is necessary, based on the requesting party's written explanation.
Interim Payments	When Commission previously approved the full cost. Changes to purchases previously approved may be authorized by the Mayor provided the dollar amount and other substantial matters do not exceed the maximum previously authorized by the Commission.
Local Bidder Preference	Not described in Resolution #2013-5.
P-Card or Credit Card	Not described in Resolution #2013-5.
Piggyback	Yes. Can forego the procedures under Requirements for Competitive Procurements.
Real Property/Non-standard	Not described in Resolution #2013-5.
Sole Source	Yes, fully documented and approved by the Commission.
Annual Budget: 2014-15 FY	\$ 1,710,667 Total Expenses
Procurement Code or Ordinance	www.municode.com, Jupiter Inlet Colony, FL Code of Ordinances, No reference to Purchasing. Resolution 2013-05: Revised Accounting Policies and Procedures Manual

<b>Town of Lake Clarke Shores</b>	
<b>Final Decision Authority</b>	
Town Council	Sets Annual Budget. All purchasing allocated to budget line items.
Town Administrator (TA)	Procurements less than \$10,000 and exempt from bidding procedures, the TA will exercise his/her best judgment in soliciting quotes from vendors in an effort to procure the goods or services at the lowest cost to the Town.
Requirements for Competitive Procurements	All procurements of goods and services exceeding \$10,000. Town Administrator may advertise for or invite bidders in writing to submit sealed bids (minimum 3). Under \$10,000 exempt from bidding procedures.
Purchasing Process	Purchase Orders for all purchases of supplies and materials which exceed \$500. Department Heads prepare PO and submit to bookkeeper. TA signs all POs or Town Clerk in the absence of TA.
<b>Exceptions/Exemptions/Variations</b>	
Contracted Construction Services	Contractor encounters a problem not connected with its contract, but where a delay in bidding would create additional problems, another contract may be negotiated with the contractor on the job, provided it is qualified & able to perform the new work or is capable of securing the services of a qualified subcontractor.
CCNA	Process not defined, just exempt from bidding.
Emergency Purchases	Emergency purchases when certified by the Town Administrator that the delay incidental to competitive bidding would be detrimental to the interests of the Town.
Exempt Purchases	Competitive bidding for garbage and trash removal services. Procurement of items for Special Events.
Failure to receive acceptable proposals	Town Council may authorize TA to re-advertise for bids or negotiate a purchase from available vendors providing that the intent & purpose of the original bid is followed & that there are funds budgeted for the purpose.
Local Bidder Preference	Not addressed in Accounting Procedures.
P-Card or Credit Card	Not addressed in Accounting Procedures.
Piggyback	Yes. From Federal government, state or political subdivisions thereof, including State of FL, any municipality or local government.
Real Property/Non-standard	Not addressed in Accounting Procedures.
Sole Source/Specialized Svcs.	Yes, must be certified as sole source by Town Administrator.
Annual Budget: 2014-15 FY	\$ 2,600,419 Expenditures (surplus not included)
Procurement Code or Ordinance	<a href="http://www.municode.com">www.municode.com</a> Lake Clarke Shores, FL Code of Ordinances, Purchasing not addressed. Accounting Procedures Manual 1/2011.

<b>Town of Lake Park</b>	
<b>Final Decision Authority</b>	
Town Commission	Procurements of \$10,000 or more.
Town Manager	Procurements of goods or services up to \$10,000.
Requirements for Competitive Procurements	All procurements exceeding \$25,000 (except emergency & sole source) must have an invitation to bid or request for proposal formally advertised. Authority to waive bidding when it is determined to be not practicable or advantageous for the town as declared by the town commission.
Purchasing Process & Thresholds	Three signatures required on checks: mayor, vice-mayor and finance director. Centralized, starts with User department completing a purchase requisition & approved by department director prior to submission to finance department. \$10,000 through \$24,999.99 must have at least 3 written quotes, summarized by originating department. Reviewed by finance manager & approved by town manager. \$1,500 through \$9,999.99 must have at least 3 phone quotes documented by the originating department. Approved by town manager, finance director or designee. Submitted with purchase requisition. \$.01 through \$1,499.99 may be made by Field PO.
<b>Exceptions/Exemptions/Variations</b>	
Field Purchase Order	No requisition needed, approved by department director and a copy promptly sent to the finance department.
CCNA	RFQs per F.S. 287.055.
Emergency Purchases	Appropriate department director of the originating department shall document in writing that such goods and/or services need to be purchased on an emergency basis. Town manager or designee may make or authorize up to their \$10,000 limit. Town commission shall approve above this limit at next regularly scheduled commission meeting.
Exempt Purchases	See Code Section 2-244 for the complete list.
Local Bidder Preference	Yes, vendors within town, where price, quality and other relative factors are comparable. Preference if within 5% of the lowest bid submitted.
Minority or Women Business	Preference if within 5% of the lowest bid submitted.
P-Card or Credit Card	Not described in Code.
Piggyback	Yes. Vendor must document compliance with originating contract.
Real Property/Non-standard	Town Commission must approve by resolution. Procedures under Section 2-312 Code of Ordinances.
Sole Source	Written documentation from originating department director justifying why the requested good or service is the only one that will meet the department's need & is available through only one source of supply. In the process of a public bid, only one response is received, the town manager or finance manager may proceed as a sole source purchase.
Annual Budget: 2014-15 FY	\$ 8,522,458 Expenditures
Procurement Code or Ordinance	<a href="http://www.municode.com">www.municode.com</a> Lake Park, FL Code of Ordinances, Part II-Code of Ordinances, Chapter 2-Administration, Article V-Finances, Division 2-Purchasing.

<b>Town of Lantana</b>	
<b>Final Decision Authority</b>	
Town Council	Purchases over \$15,000.
Town Manager <b>and</b> Finance Director or Fin. Dir's designee	Purchases from \$10,000 and up to \$15,000. Approval of Purchase Order.
Town Manager (TM), Finance Director (FD) or their designee	Purchases from \$5,000 up to \$10,000. Approval of Purchase Order.
Requirements for Competitive Procurements	All purchases of Fifteen thousand dollars (\$15,000.00) or more require competitive bidding, except for purchases provided for in Section 7.5-30 & 7.5-38. Purchase Requisition must be approved prior to ordering.
Purchasing Process	Decentralized. Purchases \$2,500 up to \$14,999 must have 3 written price quotations & signed Purchase Order (PO); \$1,500 up to \$2,500 must have 3 quotes (verbal OK) & signed PO; Less than \$1,500 can be authorized by Department Directors with valid current appropriation for items to be purchased.
<b>Exceptions/Exemptions/Variations</b>	
Purchase order	Town's primary acquisition document- required for the purchase of all goods or services \$1,000 or more, except those listed in Sec. 7.5-30.
CCNA	RFPs per F.S. 287.055. Reviewed by town attorney & executed by TM or the Mayor after Council approval.
Emergency Purchases	Department Head must seek oral or written approval from the Town Mgr (TM) and must provide a written explanation of the emergency to the TM within 24 hours. Town Council approval or confirmation shall be required when the purchase exceeds \$15,000.
Exempt Purchases	Do not require sealed bidding or RFPs, but may require approval by Town Council: utilities, piggy-back bids, legal services & others on list at Sec. 7.5-30.
Local Bidder Preference	Only to settle Tie Bids.
P-Card or Credit Card	For less than \$499.00 purchases by authorized employees. (separate policy).
Piggyback	Yes. See Sec. 7.5-30 (c).
Real Property	Sale of real property not discussed in Code.
Sole Source	Written documentation by using agency that there is only 1 source or reasonable source for the required supply, service or construction.
Annual Budget: 2014-15 FY	\$ 18,060,224 Expenditures (all funds)
Procurement Code or Ordinance	www.municode.com, Lantana, FL Code of Ordinances, Part II-Code of Ordinances, Chapter 7.5 Finance, Article II.-Purchasing Guidelines.



<b>Town of Loxahatchee Groves</b>	
<b>Final Decision Authority</b>	
Town Council	Procurements in excess of \$10,000. Procurements exceeding \$30,000 in the aggregate from the same person or entity during any fiscal year.
Town Manager	Purchase of, or contract for, commodities or services up to \$25,000.
Requirements for Competitive Procurements	Under \$1,000 may be purchased in the open market without competitive bidding. In excess of \$1,000 but less than \$5,000 requires 3 telephone quotes. In excess of \$5,000 but less than \$25,000 require 3 written quotes. More than \$25,000 require competitive bids or proposals.
Requirements for Competitive Negotiation	When Competitive Bidding is not in the best interest of the Town for a purchase of, or contract for, commodities and/or services estimated to cost in excess of \$25,000, they may be purchased by competitive negotiations. RFP or RFQ or Request for Letters of Interest shall be issued.
<b>Exceptions/Exemptions/Variations</b>	
Best Interest of the Town	Town Council can declare by 4/5 affirmative vote that the process of competitive bidding and competitive proposals is not in the best interest of the town. Town Council to make specific factual findings that support its determination.
CCNA	RFQs per F.S. 287.055
Disaster Preparedness	Contracts for & purchases of commodities or services made in contemplation & preparation for & in response to the occurrence of a natural or man-made disaster or civil unrest where time or availability rather than price is the controlling factor, are exempt from competitive selection.
Emergency Purchases	Emergency purchases may be made by Town Manager when life, health or convenience of citizens is at risk. Ratified later by Town Council.
Exempt Purchases	Certain purchases because of unique circumstances (utility services, cooperative agreements, artists, etc.) See Ordinance for complete list.
Local Bidder Preference	None described in Ordinance.
P-Card or Credit Card	Not described in Ordinance.
Piggyback	Yes. Some conditions specified in Ordinance, including allowing the Town to change terms & conditions of the awarded contract.
Real Property/Non-standard	Not described in Ordinance.
Sole Source	Used when commodities or services are available from only one responsible vendor.
Town Standard Commodities	Town has determined that a particular style, brand, make or model is the only type that meets the Town's requirements for performance, compatibility or other salient characteristics.
Annual Budget: 2014-15 FY	\$ 2,095,897 General Fund, \$4,873,466 total appropriations.
Procurement Code or Ordinance	<a href="http://www.municode.com">www.municode.com</a> No purchasing information. Ordinance No. 2008-09 found on Town's website, <a href="http://www.loxahatchegrovesfl.gov">www.loxahatchegrovesfl.gov</a> .



<b>Town of Manalapan</b>	
<b>Final Decision Authority</b>	
Town Commission	Procurements in excess of \$25,000. Unbudgeted purchases in excess of \$2,500.
Town Manager	Procurements between \$751 and \$25,000 (between \$751 to \$2,500, 3 verbal or written quotes; \$2,501 to \$25,000, 3 written quotes).
Department Heads	Procurements of \$750 and under (at least one verbal or written quote).
Requirements for Competitive Procurements	3 or more written offers in full compliance with written bid specifications and bidding procedures for: <ul style="list-style-type: none"> <li>a. Goods or services in excess of \$25,000 but less than \$100,000, and;</li> <li>b. Public construction projects less than \$200,000.</li> </ul> Sealed competitive bids for purchase in excess of \$100,000, unless exception met. Per F.S. 255.0525(2), Sealed competitive bid for public construction projects in excess of \$200,000.
Purchasing Process	Purchase requisition form completed by ordering Department and submitted to Finance Director.
<b>Exceptions/Exemptions/Variations</b>	
Blanket purchase order	Used for items for which specified quantities can't be identified.
CCNA	RFQs per F.S. 287.055
Emergency Purchases	Emergency purchases may be made by Town Manager or designee when threat to public health, welfare, or safety exists. <ul style="list-style-type: none"> <li>a. Must be reviewed by Town Commission at its next regularly scheduled meeting and;</li> <li>b. Town Commission must be notified immediately when cost exceeds \$25,000.</li> </ul>
Bidding Requirement Exceptions	Emergency, sole source, piggybacking, exempt contractual services and town vehicles with conditions and as defined specified in Policy.
Local Bidder Preference	Not described in Procurement Policy.
P-Card or Credit Card	Not described in Procurement Policy.
Piggyback	Yes. Conditions specified in Procurement Policy.
Real Property/Non-standard	Not described in Purchasing Policy.
Sole Source	Defined in Procurement Policy as only known or reasonable vendor capable of providing service or commodity to Town. Sole brand is only known or reasonable brand capable of fulfilling needs of town.
Annual Budget: 2014-15 FY	Expenditures \$4,004,596 General Fund, Total expenditures including library and utility fund \$10,669,717. (reserves not included)
Procurement Code or Ordinance	<a href="http://www.municode.com">www.municode.com</a> No purchasing information. Town of Manalapan Procurement Policy and Procedures Amended 11/18/14.

<b>Town of Mangonia Park</b>	
<b>Final Decision Authority</b>	
Town Council	Procurements of \$5,000 or more.
Town Manager	Procurements between \$250 to \$4,999. (Between \$500 and \$4,999 require 2 documented verbal quotes; between \$5,000 and \$24,999 require 3 written quotes)
Department Directors	Procurements less than \$250.
Requirements for Competitive Procurements	All initial awards for commodities and contractual services exceeding \$25,000 shall be awarded by the town council through the process of competitive, sealed bidding or competitive requests for proposals.
Purchasing Process	Purchases less than \$250 entered into purchasing system using purchase requisition. Purchases \$250 or more entered into purchasing system using purchase order.
<b>Exceptions/Exemptions/Variations</b>	
Blanket purchase order	Not addressed in Ordinance.
CCNA	RFQs per F.S. 287.055
Emergency Purchases	Emergency purchases may be made or authorized by Town Manager after consultation with the Mayor, if practicable, and after making a written finding that an emergency exists. Emergency expenditures over \$5,000 must be ratified by Town Council within 60 days.
Exempt Purchases	Certain purchases including services involving special skill, ability, training or expertise, which are in their nature, unique, original or creative. See Code for the complete list.
Local Bidder Preference	Not described in Code.
P-Card or Credit Card	Not described in Code.
Piggyback	Yes. Such contracts over \$5,000 must be approved by Town Council.
Real Property/Non-standard	Town Council only can approve.
Sole Source	Any sole source procurements over \$5,000 require approval by Town Council.
Annual Budget: 2014-15 FY	\$ 2,786,204 General Fund, \$4,025,254 total Expenditures budgeted (reserves not included).
Procurement Code or Ordinance	<a href="http://www.municode.com">www.municode.com</a> , Town of Mangonia Park, FL, Part II-Code of Ordinances, Chapter 2-Administration, Article II-Town Council; Town Clerk; Town Manager, Sec 2-23 and Article VI-Purchasing Guidelines, Sec 2-105 to 2-115.

<b>Town of Ocean Ridge</b>	
<b>Final Decision Authority</b>	
Town Commission	Procurements of more than \$10,000.
Town Manager	Procurements up to and including \$10,000.
Requirements for Competitive Procurements	Procurements exceeding \$10,000 with presentation of bids by Town Manager with recommendation to Town Commission for approval with exceptions noted below.
<b>Exceptions/Exemptions/Variations</b>	
CCNA	RFQs per F.S. 287.055
Emergency Purchases	Emergency purchases when emergency declared by Town Commission. Delay would delay delivery of town services, stop work, or threaten life of property. Town Manager will notify Town Commission at its next meeting.
Competitive Sealed Bid and Purchase Exceptions	Town Commission can waive for emergency as defined above; bid or proposal awarded by other governmental agency pursuant to competitive sealed bid when town can purchase at same price; and sole source or limited source provider.
Local Bidder Preference	Not specified in Ordinance.
P-Card or Credit Card	Not described in Ordinance.
Piggyback	Yes when original bid or proposal was awarded by competitive sealed bid and town can purchase at same price.
Real Property/Non-standard	Not specified in Ordinance.
Sole Source or Limited Source	Allowed in Ordinance without further definition.
Less than 3 Quotes	Not specified in Ordinance.
Annual Budget: 2014-15 FY	\$ 5,728,780 Expenditures (reserves not included)
Procurement Code or Ordinance	<a href="http://www.municode.com">www.municode.com</a> , Town of Ocean Ridge, FL Code of Ordinances, Part II-Code of Ordinances, Subpart A-General Ordinances, Chapter 2-Administration, Article VI-Finance, Division 1-Generally, Section 2-216 and 2-217.

<b>Town of Palm Beach</b>	
<b>Final Decision Authority</b>	
Town Council	Formal Sealed Bid: More than \$50,000 Electrical Projects and Vehicles; More than \$100,000 Construction Projects; More than \$25,000 All other purchases.
Town Manager	With Three written quotes: \$5,000 - \$49,999 Electrical Projects and Vehicles; \$5,000 - \$99,999 Construction Projects; \$5,000 - \$24,999 All other purchases.
Purchasing Agent (PA)	Less than \$1,000 – one quote from the open market; \$1,000 - \$1,999 Two verbal quotes-documented; \$2,000 - \$4,999 Three written quotes.
Department Directors	Emergency Procurements less than \$5,000 when an emergency condition arises and the need cannot be met through normal procurement methods. PA (or designee) must approve prior to purchase.
Purchasing Process	Centralized, starts with User Department Director approving a purchase requisition after receipt of competitive bids or quotes.
<b>Exceptions/Exemptions/Variations</b>	
CCNA	RFQs per F.S. 287.055.
Emergency Purchases	Emergency procurement of supplies, services or construction may be made or authorized by the Town Manager or designee, when there exists a threat to public health, welfare or safety, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances.
Exempt Purchases	Certain recurring or one time purchases (utilities, advertising, subscriptions, etc.) See Policy for the complete list.
Local Bidder Preference	Yes, Palm Beach County bidder preference if a tie bid exists. (Note that order of preference in case of tied bids is: 1 <sup>st</sup> . Bidder with Drug Free Certification, 2 <sup>nd</sup> Bidder within PBC).
P-Card or Credit Card	Yes, Use of card not to exceed \$1,000/single purchase.
Piggyback	Yes, when original contract was competitively bid, services or items are in accordance with original contract, as provided for by Florida Law and consistent with Florida Statutes.
Real Property/Non-standard	Not discussed in Code.
Standardization	Uniform specifications such as quality, design & performance may be applied in a process defined by a User Dept to standardize products which the PA may then purchase on a sole source basis.
Sole Source	Purchasing Agent determines in writing, after conducting a good faith review of available sources, that there is only one source for the required good or service and that is the only good or services that will fulfill the needs of the Town (sole source determination is considered only upon request and signed form from department/division director with justification.) Records kept of sole source procurements and approved in accordance with mandatory bid levels.
Waiver of Procurement Procedures	Town Council may authorize the waiver of procurement procedures upon the recommendation of the Town Manager.
Annual Budget: 2014-15 FY	\$ 198,336,857.
Procurement Code or Ordinance	www.municode.com, Palm Beach, FL Code of Ordinances, Chapter 2-Administration, Article VI-Finance, Division 5-Contracts & Purchases. Purchasing Policy and Procedures Manual 10/11/2011

<b>Town of Palm Beach Shores</b>	
<b>Final Decision Authority</b>	
Town Commission	Procurements over \$25,000. Formal bid, request for proposals or invitation to negotiate required.
Mayor or the Mayor's designee	Procurements between \$5,000 and \$25,000. Three written quotes required.
Department head with signature of Town Manager, the Mayor or the Mayor's designee	Procurements between \$500 and \$4,999.99. Two verbal quotes required.
Department Head	Procurements up to \$499.99. No quotes required.
Requirements for Competitive Procurements	All procurements exceeding \$25,000.
Purchasing Process	Centralized, purchase requisition used for procurements less than \$500 and purchase order used for procurements of \$500 or more.
<b>Exceptions/Exemptions/Variations</b>	
CCNA	RFQs per F.S. 287.055
Emergency Purchases	Emergency purchases may be made (by Town Manager, the Mayor or the Mayor's designee) when: <ol style="list-style-type: none"> <li>1. There exists a clear and present threat to public health, property, welfare, safety or other substantial loss to the town.</li> </ol> Town Clerk notifies Town Commission immediately of all emergency purchases over \$25,000.
Exempt Purchases	Non emergency exemptions and purchases because of special skill, ability, training or expertise which in their nature are unique, original or creative. See code for the complete list.
Local Bidder Preference	Not specified in Code.
P-Card or Credit Card	Not described in Code.
Piggyback	Yes.
Real Property/Non-standard	Not specified in Code.
Sole Source	Yes. Must be authorized by Town Commission if procurement is over \$25,000.
Less than 3 Quotes	For purchases less than \$5,000.
Annual Budget: 2014-15 FY	\$ 4,058,126 Expenditures
Procurement Code or Ordinance	www.municode.com, Palm Beach Shores, FL, Code of Ordinances, Part II-Code of Ordinances, Chapter 28-Finance, Article II-Purchasing Guidelines, Sections 28-26 to 28-35.

<b>Town of South Palm Beach</b>	
<b>Final Decision Authority</b>	
Town Council	All capital outlays greater than \$5,000, except in case of emergencies.
Town Manager	Not mentioned in Code or policy.
Requirements for Competitive Procurements	Not discussed in Code or policy. Purchases will be made from the lowest priced and most responsible vendor. Qualitative factors such as vendor reputation, financial condition, quality of product, and timeliness of delivery will be considered as much as price when making purchasing decisions.
Purchasing Process	Purchases made in accordance with all federal, state and municipal requirements. If no specific requirements, purchases will be made in the best interest of the Town.
<b>Exceptions/Exemptions/Variations</b>	
CCNA	Professional services per F.S. 287.055.
Emergency Purchases	Not mentioned in Code or policy, other than capital outlays.
Exempt Purchases	Not mentioned in Code or policy.
Local Bidder Preference	Not mentioned in Code or policy.
P-Card or Credit Card	Cards held by Town Mgr, Town Clerk & Chief of Police. Expenditures limited to the maximum credit balance approved by the Town. Town "Credit Card Agreement" and "Acknowledgement by Cardholders" must be signed to receive cards.
Piggyback	Yes.
Real Property/Non-standard	Not mentioned in Code or policy.
Sole Source	Not mentioned in Code or policy.
Annual Budget: 2014-15 FY	\$ 1,748,380.00
Procurement Code or Ordinance	<a href="http://www.municode.com">www.municode.com</a> South Palm Beach, FL Code of Ordinances, Part II-Code of Ordinances, Chapter 2-Administration, Article VIII-Finance. Proposed Accounting Procedures. Email from Town Mgr 12/1/2011.

<b>Village of Golf</b>	
<b>Final Decision Authority</b>	
Village Council	
Village Manager	“None of the Village Ordinances or Resolutions previously adopted deal with purchasing policies. While the Village has no written formal policies, the Village has always operated using best practices and purchasing methodology to obtain the best prices for the taxpayers of the Village.” Interim Village Mgr.
Purchasing Manager then Director of Finance	
Department Directors	
Requirements for Competitive Procurements	
Purchasing Process	Centralized, Village Manager & Village Council.
Director of Public Works	
<b>Exceptions/Exemptions/Variances</b>	
Blanket purchase order	
CCNA	
Emergency Purchases	
Exempt Purchases	
Local Bidder Preference	
P-Card or Credit Card	
Piggyback	
Real Property/Non-standard	
Sole Source	
Less than 3 Quotes	
Annual Budget: 2014-15 FY	\$4,011,374 General & Enterprise Funds
Procurement Code or Ordinance	Village of Golf is not posted on <a href="http://www.municode.com">www.municode.com</a> .

<b>Village of North Palm Beach</b>	
<b>Final Decision Authority</b>	
Village Council	Procurements that exceed \$10,000.
Village Manager	Procurements between \$2,500 and \$10,000. (Need three written quotes; on approval of Village Manager, a memorandum from Dept. Head documenting 3 verbal quotes allowed.)
Department Heads	Procurements up to \$2,500. (Dept. Heads encouraged to obtain most cost-effective price.)
Requirements for Competitive Procurements	All procurements exceeding \$25,000, either on an annual basis or that span across fiscal years with certain exceptions outlined below.
Purchasing Process	Starts with User department sending purchase requisition to Finance Dept.
<b>Exceptions/Exemptions/Variations</b>	
Blanket purchase order	For purchase of materials, supplies, parts and similar items not to exceed a fiscal year with no single purchase to exceed \$2,500. A blanket purchase order may be in any amount up to \$10,000 and must be approved by the Department Director, the Finance Director, and the Village Manager. Blanket purchase orders in excess of \$10,000 shall be approved by the Village Council, provided, however, that blanket purchase orders in excess of \$10,000 and up to \$25,000 shall be placed on Council Consent Agenda.
CCNA	Contracts for professional services per F.S. 287.055.
Emergency Purchases	Up to \$2,500 must be approved by Dept. Head subject to confirmation by Village Manager. More than \$2,500 and up to \$25,000 require approval by the Village Manager, subject to confirmation by Village Council. Over \$25,000 require approval of the Village Council.
Purchasing Policy Exceptions	Emergency; annual contracts such as gas, oil etc.; when requirements imposed by government grants with different regulations; when Village Manager deems it appropriate to use more formal procedures than required in policy; when Village Council waives purchasing rules and regulations; purchase of bulk motor and diesel fuel used for Village vehicles; purchase of goods for resale or distribution to the public; and purchase of food and beverages necessary to operate Village restaurant (require Village Manager approval when total order exceeds \$2,500.). Expenditures for utilities, advertising, subscriptions, registration fees, training, travel, seminars and lectures, performing artists and entertainers, membership dues, uniform allowances, license or maintenance renewals for existing software, and similar products or services for which competitive procurement is either not available or wholly impracticable.
Local Bidder Preference	None specified in Village policy.
P-Card or Credit Card	One card per Dept. maintained by Finance Dept. Used in accordance with existing purchasing requirements.
Piggyback	Yes. Verbal quote from secondary qualified vendor required to verify piggyback is at "fair market" value. If not, use normal bidding procedures. Change orders possible.
Real Property/Non-standard	Not specified in Village policy.
Sole Source	Only Village Manager can certify item as sole source. Approval of sole source purchases over \$10,000 made by Village Council.
Annual Budget: 2014-15 FY	\$ 19,863,106 general fund; \$23,779,147 Total Expenditures
Procurement Code or Ordinance	<a href="http://www.municode.com">www.municode.com</a> No purchasing information. Resolution 2014-88 adopting Accounting Policies and Procedures Manual.



<b>Village of Palm Springs</b>	
<b>Final Decision Authority</b>	
Village Council	Purchases of goods or services over \$10,000 by fiscal year budget approval or by resolution. Purchases of goods and services over \$25,000.
Village Manager	Purchases of goods or services up to \$10,000.
Department Directors	Purchase of goods and/or services less than \$5,000 for a single purchase. Or greater than \$5,000 up to \$10,000 provided the Village Manager has given written authorization on a Purchase Order. Purchases greater than \$10,000 and up to \$25,000 for a single purchase-if approved by council by the adopted budget or resolution. Obtain three written quotes, if possible, prior to seeking approval.
Requirements for Competitive Procurements	All purchases exceeding \$25,000.
Purchasing Process	Centralized, starts with user department entering a purchase requisition.
<b>Exceptions/Exemptions/Variations</b>	
CCNA	RFQs per F.S. 287.055. Professional Services by auditors shall comply with F.S. 218.39, Legal Services are exempt from competitive selection. Village Manager may select a consultant for services not anticipated to exceed \$10,000. Village Council may do the same for services exceeding \$10,000.
Emergency Purchases	May be made by Department Director without competitive selection provided they obtain oral or written approval from the Village Manager and provide a written explanation of the emergency to the Village Manager as early as possible, but not more than 24 hours after the purchase. Council approval or ratification shall be required when the amount of the emergency purchase exceeds either \$10,000 or the emergency purchasing authority of the Village Manager.
Exempt Purchases	When included in the adopted annual budget, 32 items are exempt from competitive selection purchase requirements – see Section 58-2 for complete list.
Local Bidder Preference	Yes, Village, County, then State. No values for preference are given.
P-Card or Credit Card	Not described in Ordinance.
Piggyback/Cooperative Purchasing	Yes. See Section 58-8 & 9 for details.
Real Property/Non-standard	Disposal of Capital Assets require approval by Village Manager.
Sole Source	Justification for single/sole source to be supplied by user department and/or the proposed single source. Finance dept conducts search & determines with user dept that a single source is practicable or for other reasons is in the best interest of the village. Contract negotiations take place. Village manager may approve single source contract to \$25,000.
Annual Budget: 2014-15 FY	\$ 32,046,800 Total Budget
Procurement Code or Ordinance	www.municode.com, Palm Springs, FL Code of Ordinances, Finance & Purchasing sections repealed by Ordinance 2013-37, adopted 1/9/2014.

<b>Village of Royal Palm Beach</b>	
<b>Final Decision Authority</b>	
Village Council	Over \$15,000.
Village Manager or designee	Purchases of \$10,000.00 - \$ 15,000.00.
Finance Director	Purchases of \$5,000.00 - \$ 9,999.00.
Assistant Finance Director	Purchases of \$2,000.00 - \$ 4,999.00.
Department Directors	Purchases of \$0.00 - \$ 1,999.00.
Requirements for Competitive Procurements	Purchases Over \$15,000.00.
Purchasing Process	<p>\$0.00 - \$999.00 No quotes needed.</p> <p>\$1,000.00 - \$4,999.00: Two verbal quotes.</p> <p>\$5,000.00 - \$14,999.00: Three written quotes.</p> <p>Over \$15,000.00: Formal bid, RFP or RFQ, must be approved by Village Council.</p> <p>Field purchase orders: use for all purchases of goods or services less than \$1,000.00.</p> <p>Requisitions/purchase orders: more than \$1,000.00.</p>
<b>Exceptions/Exemptions/Variances</b>	
CCNA	Contracts for professional services per F.S. 287.055.
Emergency Procurements	The village manager may make or authorize emergency procurements of commodities or services when there exists a clear and present threat to public health, property, welfare, safety or other substantial loss to the village; provided, however, that such emergency procurements shall be made with such competition as is practicable under the circumstances. Department director must provide a memorandum indicating the basis for the emergency, the name of the proposed vendor and how this vendor was chosen, along with the dollar value of the proposed contract. See Section 10-98(b) for details.
Exempt Purchases	See Section 10-98(d) for list.
Local Bidder Preference	Only for breaking tie bids(fourth level).
P-Card or Credit Card	Not described in Code.
Piggyback	Yes. Department Director and/or Finance Director perform a market survey and determine that the prices of the original contract are fair and reasonable.
Real Property/Non-standard	Village Council must first approve proposal to sell or convey.
Sole Source	Contracts may be awarded without competition after the department director and/or the finance director have made a good faith review of available sources and have concluded that there is only one identifiable source for the required commodity or contractual service.
Annual Budget: 2014-15 FY	\$34,890,351.00.
Procurement Code or Ordinance	www.municode.com Royal Palm Beach, FL Code of Ordinances, Part II-Code of Ordinances, Chapter 10-Finance & Taxation, Article VI-Purchasing Guidelines.

<b>Village of Tequesta</b>	
<b>Final Decision Authority</b>	
Village Council	Amount set by Resolution. All contracts exceeding this amount must be approved by Council prior to signature & execution.
Village Manager or designee	For all purchases over \$5,000. Can sign contracts in the maximum amount of \$25,000 without prior village council approval.
Department Directors or designee	Purchases up to \$5,000.
Requirements for Competitive Procurements	All procurements exceeding \$200,000.00.
Purchasing Process	<p>Purchase Requisition or Purchase Order Request– a request to proceed with a purchase. It is originated and approved by the department requiring the goods or services. Required for acquisitions of goods and/or services with a total purchase price of \$5,000 or more.</p> <p>Discretionary Procurement- purchases of less than \$5,000 are at the discretion of the department staff. A reasonable attempt to insure the Village receives the lowest and best price that is consistent with the desired quality of materials, physical convenience/distance, workmanship and/or level of performance.</p> <p>Purchases of \$5,000 but less than \$25,000 require at least three quotes. Purchases of \$25,000 but less than \$200,000 require public notice and at least three written quotes.</p>
<b>Exceptions/Exemptions/Variations</b>	
Blanket purchase order	Used to purchase specific items or services repetitively over a specified time period, usually 1 year. Pre-negotiated terms & price.
CCNA	For professional services -RFQs per F.S. 287.055.
Emergency Purchases	For purchasing purposes, an emergency is a circumstance in which damage to Village facilities, personnel or serious damage to Village programs will result if prompt action is not taken. Village Manager determines necessity of emergency based on requesting departments written explanation.
Local Bidder Preference	Not discussed in Code or policy.
Non Competitive Procurement	Reasons for the exception to policy must be fully documented and approved by the respective director and Village Manager. Specific exemptions listed in policy.
P-Card or Credit Card	Not discussed in Code or policy.
Piggyback	Yes. Current contracts & same level of formality as the Village would have otherwise required.
Real Property/Non-standard	Not discussed in Code or policy.
Sole Source	The acquisition of items that for all practical purposes can only be obtained from a single vendor, usually because of limiting technology, technological compatibility with existing systems or goods or services already in use by the Village other unique qualities of the goods or services that preclude a competitor's price comparison. The Village Manager, irrespective of the cost of the item, must approve all sole source purchases.
Annual Budget: 2014-15 FY	\$ 16,364,674.00
Procurement Code or Ordinance	www.municode.com Tequesta, FL Code of Ordinances, Part II- Code of Ordinances, Chapter 2-Admin.; Purchasing Policy & Procedures 5/15.

<b>Village of Wellington</b>	
<b>Final Decision Authority</b>	
Village Council	Purchase of goods, services, contractual services, commodities and award of construction services of \$ 25,000 or more.
Village Manager, Council	Greater than or equal to \$25,000. Procured by ITB, RFP, RFQ, RFI or other Competitive Solicitation. Payment may be made by P-Card.
Village Manager	Purchase Orders & Informal purchases greater than \$10,000 but less than \$25,000. All Capital Improvement Purchases approved by Manager or Designee.
Director of OFMB, Deputy Village Mgr./Asst. Village Mgr./Senior Mgr.	Greater than or equal to \$10,000 but less than \$25,000 - Purchase Order, P-Card, 3 written quotes.
Department Manager, Purchasing Manager	Greater than \$2,500 but less than \$10,000 - Purchase Order, P-Card, 3 Verbal quotes; Equal to or less than \$2,500 - P-Card, Purchase Order.
Requirements for Competitive Procurements	All purchases of \$25,000 or more.
Purchasing Process	Purchase Requisition, Blanket Purchase Order or Purchase Order. Field PO may also be used bypassing the Purchasing Dept.. Purchases less than \$2,500 do not require quotes.
<b>Exceptions/Exemptions/Variations</b>	
Blanket purchase order	Facilitates multiple purchases from and payments to a single vendor and payments on contract only.
CCNA	Professional services per F.S. 287.055.
Emergency Purchases	Purchasing requirements can be waived in an emergency situation. Emergencies: operational - threat to public health, welfare or safety; natural disaster – normal operation or major portions thereof of Wellington would cease or be seriously impaired if immediate corrective action was not taken. Emergency Purchase Data Sheet submitted to Purchasing Division for approval.
Exempt Purchases	See list in Purchasing Policy. Also, Competition Exemptions: Purchases less than \$25,000, unless revenue generating, form filled out by Dept Mgr. & approved by Director of OFMB and/or Village Mgr. Open Market Purchases & Public Construction, also.
Local Bidder Preference	Yes, 2 tiers of preference. If within 5% of lowest price bid, Local bidder can be given opportunity to match price. Selection Comm. evaluation pts also available.
P-Card or Credit Card	Yes. Separate Procedures policy. \$10,000 single purchase threshold.
Piggyback/Cooperative Pur.	Yes. Criteria established in manual.
Real Property/Non-standard	Sales or purchases are sent to Village Council for approval.
Sole Source	Sole Source Justification Form with supporting documentation for approval by Purchasing Division.
Annual Budget: 2014-15 FY	\$ 76,949,767.
Procurement Code or Ordinance	<a href="http://www.municode.com">www.municode.com</a> Wellington, FL Code of Ordinances, Part II- Code of Ordinances, Chapter 2-Administration, Article VII- Purchasing Contracts & Property Management Policies. Purchasing Manual 2014. Purchasing Card Procedures 2012.

# **CONTRACT OVERSIGHT REVIEW**

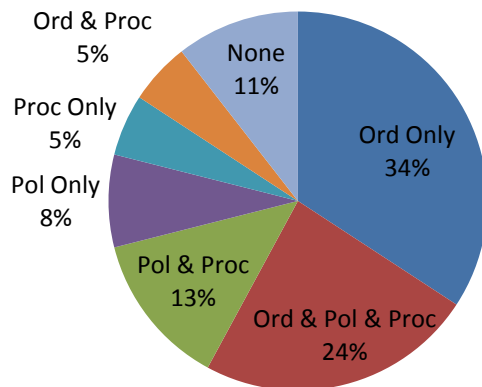
## **2015-R-001**

### **EXHIBIT – B**

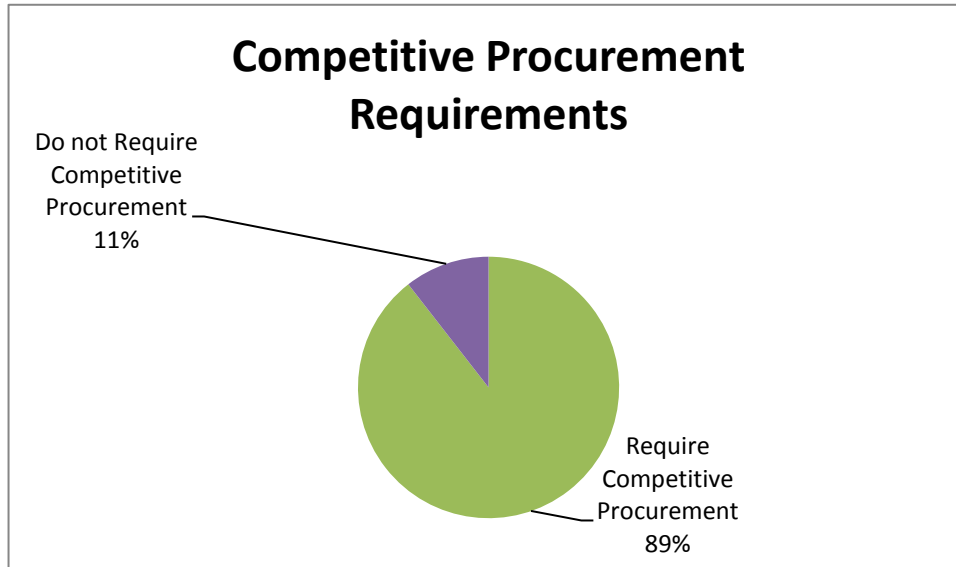
# **Purchasing Elements – Analysis and Graphs**

Data regarding written purchasing guidance issued by municipalities in Palm Beach County

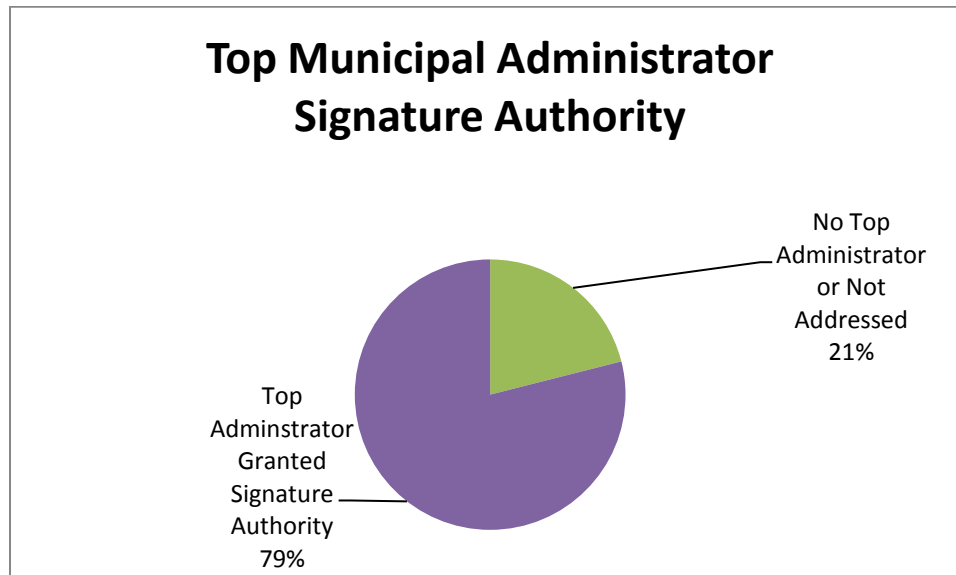
### Written Document Type by Number of Municipalities



- 13 or 34% only addressed procurement in an ordinance.
- 9 or 24% had an ordinance, policies, and procedures.
- 5 or 13% only had policies and procedures.
- 3 or 8% only had a policy.
- 2 or 5% only had a procedure.
- 2 or 5% only had an ordinance and a procedure.
- 4 or 11% had no ordinance, policies, or procedures.

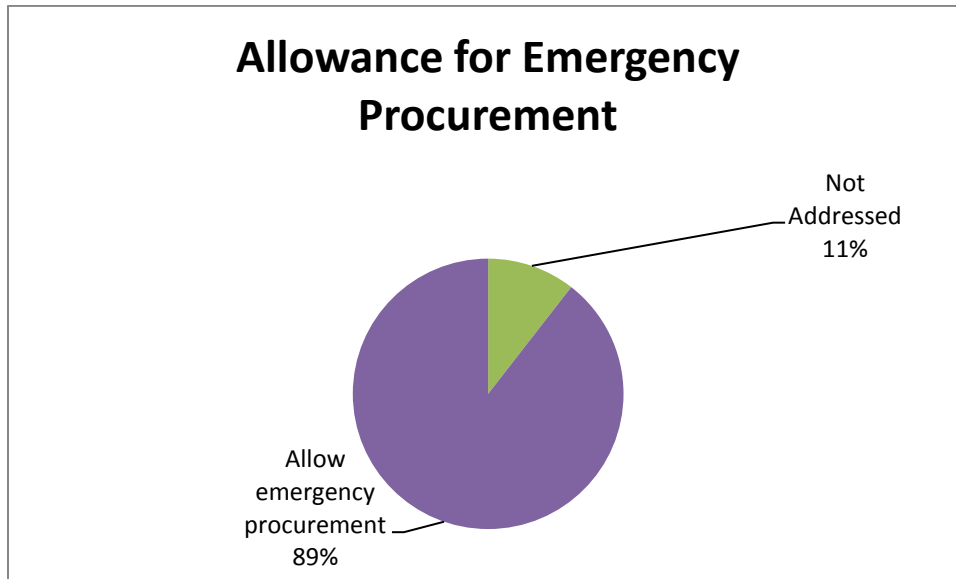


The majority of the municipalities had some type of competitive procurement requirement. This requirement ranges from a low of all contracts being competitively solicited to a high of \$100,000 or \$300,000 for construction contracts.

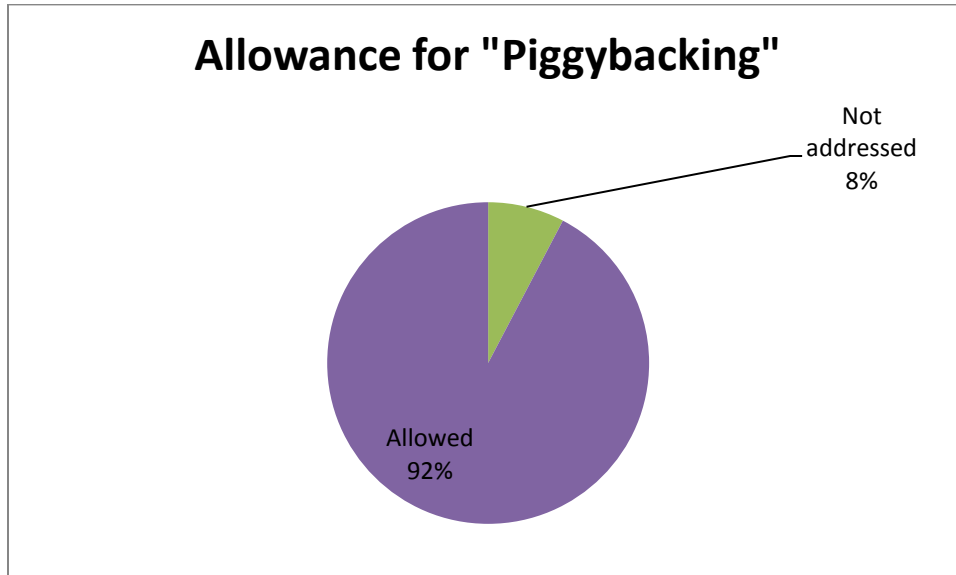


The majority of the municipalities do delegate signature authority to the top administrator. This signature authority ranged from a low of \$500 to a high of \$65,000 or \$100,000 for construction contracts.



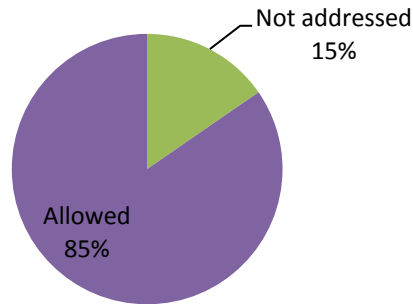


The majority of municipalities allow for emergency purchases waiving competitive procurement requirements. Some municipalities allow the top administrator to declare the emergency but more require such action to be taken by the governing body, a municipal Council or Commission.



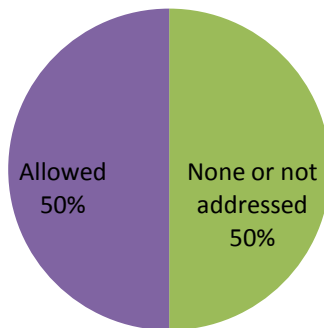
The majority of municipalities allow for "piggybacking" from other governmental contracts. Requirements vary with some municipalities only allowing "piggybacking" with exact adherence to original contract amounts, terms and conditions, while a smaller number of municipalities allow deviation from the original contract amounts, terms or conditions.

### Allowance for Sole Source Procurement



The majority of municipalities do allow sole source procurement as an exemption to competitive procurement requirements. Some municipalities grant the top administrator the authority to designate a sole source selection while others limit this decision to the Council or Commission. There is also a range in documentation required to substantiate this determination.

### Procurement or Credit Cards



Only half of the municipalities address or allow procurement or credit cards.

**CONTRACT  
OVERSIGHT  
REVIEW**

**2015-R-0001**

**EXHIBIT – C**

**Distribution of  
Ordinances,  
Policies and  
Procedures by  
Municipality**

Procurement Summary Activity							
Sorted by Municipality Budget							
Municipality	Ordinance Only	Ord & Pol & Proc	Pol & Proc Only	Pol Only	Proc Only	Ord & Proc	Other
Glen Ridge							1 page doc about bills & prep for monthly finance report
Cloud Lake					x		
Briny Breezes			x				
Haverhill	x						
Golf							Nothing
Jupiter Inlet Colony			x				
South Palm Beach						x	
Hypoluxo	x						
Loxahatchee Groves	x						
South Bay		x					
Lake Clarke Shores					x		
Mangonia Park	x						
Belle Glade	x						
Manalapan			x				
Palm Beach Shores	x						
Gulfstream							Nothing
Pahokee							Ord only inc powers & duties of Fin Dir
Atlantis				x			
Ocean Ridge	x						
Juno Beach				x			
Lake Park	x						
Tequesta			x				
Lantana	x						
Highland Beach			x				
Palm Springs	x						
North Palm Beach				x			
Greenacres	x						
Royal Palm Beach	x						
Lake Worth		x					
Wellington		x					
Jupiter		x					
Riviera Beach		x					
Palm Beach						x	
Boynton Beach		x					
Delray Beach		x					
Palm Beach Gardens		x					
Boca Raton		x					
West Palm Beach	x						
Total	13	9	5	3	2	2	4
Percentage	34%	24%	13%	8%	5%	5%	11%

**CONTRACT  
OVERSIGHT  
REVIEW  
2015-R-0001  
EXHIBIT – D  
Municipality  
Budget by  
Population,  
Amount and Per  
Citizen**

Palm Beach County Municipalities Sorted by Population			
	General Fund		Expenses
Municipality	Budget	Population	Per Citizen
Cloud Lake	\$113,004	139	\$813
Glen Ridge	\$85,000	226	\$376
Golf	\$1,350,000	261	\$5,172
Jupiter Inlet Colony	\$1,710,667	421	\$4,063
Manalapan	\$4,004,596	429	\$9,335
Briny Breezes	\$659,730	588	\$1,122
Gulf Stream	\$4,129,691	814	\$5,073
Mangonia Park	\$2,786,204	938	\$2,970
South Palm Beach	\$1,748,380	1,138	\$1,536
Palm Beach Shores	\$4,058,126	1,179	\$3,442
Ocean Ridge	\$5,728,780	1,786	\$3,208
Haverhill	\$1,150,056	1,940	\$593
Atlantis	\$4,873,000	2,057	\$2,369
Hypoluxo	\$1,788,980	2,657	\$673
Loxahatchee Groves	\$2,095,897	3,283	\$638
Juno Beach	\$6,108,296	3,287	\$1,858
Lake Clarke Shores	\$2,600,419	3,472	\$749
Highland Beach	\$11,370,005	3,640	\$3,124
South Bay	\$2,097,463	4,968	\$422
Tequesta	\$10,030,249	5,803	\$1,728
Pahokee	\$4,370,800	5,962	\$733
Lake Park	\$8,522,458	8,360	\$1,019
Palm Beach	\$67,295,344	8,646	\$7,783
Lantana	\$11,301,800	10,867	\$1,040
North Palm Beach	\$19,863,106	12,348	\$1,609
Belle Glade	\$3,496,088	17,839	\$196
Palm Springs	\$15,150,420	20,872	\$726
Riviera Beach	\$53,953,505	33,263	\$1,622
Lake Worth	\$30,324,160	36,000	\$842
Royal Palm Beach	\$22,415,594	36,306	\$617
Greenacres	\$22,333,806	38,696	\$577
Palm Beach Gardens	\$102,287,389	50,699	\$2,018
Jupiter	\$42,653,300	58,298	\$732
Wellington	\$36,127,118	60,202	\$600
Delray Beach	\$101,438,300	64,072	\$1,583
Boynton Beach	\$72,540,113	71,097	\$1,020
Boca Raton	\$134,929,500	89,407	\$1,509
West Palm Beach	\$155,864,956	102,346	\$1,523

Palm Beach County Municipalities Sorted by Population			
	General Fund		Expenses
Municipality	Budget	Population	Per Citizen
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West Palm Beach	\$155,864,956	102,346	\$1,523



Palm Beach County Municipalities Ranked by FYE 15 General Fund Budget Amounts			
Municipality	Budget	#	%
Glen Ridge	\$85,000		
Cloud Lake	\$113,004	3	7.89%
Briny Breezes	\$659,730		
Havehill	\$1,150,056		
Golf	\$1,350,000		
Jupiter Inlet Colony	\$1,710,667	15	39.47%
South Palm Beach	\$1,748,380		
Hypoluxo	\$1,788,980		
Loxahatchee Groves	\$2,095,897		
South Bay	\$2,097,463		
Lake Clarke Shores	\$2,600,419		
Mangonia Park	\$2,786,204		
Belle Glade	\$3,496,088		
Manalapan	\$4,004,596		
Palm Beach Shores	\$4,058,126		
Gulf Stream	\$4,129,691		
Pahokee	\$4,370,800		
Atlantis	\$4,873,000		
Ocean Ridge	\$5,728,780	3	7.89%
Juno Beach	\$6,108,296		
Lake Park	\$8,522,458		
Tequesta	\$10,030,249	5	13.16%
Lantana	\$11,301,800		
Highland Beach	\$11,370,005		
Palm Springs	\$15,150,420		
North Palm Beach	\$19,863,106		
Greenacres	\$22,333,806	5	13.16%
Royal Palm Beach	\$22,415,594		
Lake Worth	\$30,324,160		
Wellington	\$36,127,118		
Jupiter	\$42,653,300		
Riviera Beach	\$53,953,505	3	7.89%
Palm Beach	\$67,295,344		
Boynton Beach	\$72,540,113		
Delray Beach	\$101,438,300	3	7.89%
Palm Beach Gardens	\$102,287,389		
Boca Raton	\$134,929,500		
West Palm Beach	\$155,864,956	1	2.63%

<b>Palm Beach County Municipalities Sorted by Expenses Per Citizen</b>			
	General Fund		Expenses
Municipality	Budget	Population	Per Citizen
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