



# CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/01/06

**SUBJECT: Amendment to Purchasing Policy**

**DEPARTMENT: Finance**

**RECOMMENDED MOTION:**

Staff recommends the City Council approve an amendment to Section 2.263 a. Bidding procedure to read: *Newspaper. Notice inviting bids shall be published once in at least one newspaper published in Volusia County and having general distribution in the city, at least **twelve (12)** days preceding the last day set for the receipt of bids.*

**SUMMARY:**

Currently, the City's' Purchasing Ordinance and Policies require the Purchasing Coordinator to advertise the invitation to bid a minimum of ten (10) days prior to the bids being received and opened. The federal government and in particular CDBG Disaster Funding has a requirement that the advertisement be a minimum of twelve days prior to the bids being received and opened. In order for the City to obtain CDBG funds our time frame must coincide with this requirement. Therefore staff recommends that the City revise this section of the purchasing ordinance and policy to be is sync with the time frame of the federal government so that our advertisement time is a minimum of twelve days prior to them being received and opened.

**ATTACHMENTS:**  Ordinance  Resolution  Budget Resolution

Other  Support Documents/Contracts Available for Review in Manager's Office

**DEPARTMENT HEAD**

John A. Shelley, Finance Director

Date

**FINANCE DEPARTMENT**

*John A. Shelley*  
Approved as to Budget Requirements

Date

*7/24/06*

**CITY ATTORNEY**

*Stella Science*  
Approved as to Form and Legality

Date

**CITY MANAGER**

*Alfred E...*  
Approved Agenda Item For:

*8/1/06*

**COUNCIL ACTION:**  
Indefinitely

Approved as Recommended  Disapproved  Tabled  
 Continued to Date Certain  Approved with Modification:

RESOLUTION NO. 06-68

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING THE CITY PURCHASING POLICY, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is the purpose of the City Purchasing Policy to maximize the purchasing value of City funds in procurement;

WHEREAS, it is also the purpose of the City Purchasing Policy to provide safeguards and standards to maintain a procurement system of quality and integrity;

WHEREAS, the City's' Purchasing Ordinance and Policies currently require the Purchasing Coordinator to advertise the invitation to bid a minimum of ten (10) days prior to the bids being received and opened. CDBG has a requirement that the advertisement be a minimum of twelve days prior to the bids being received and opened. In order for the City to obtain CDBG funds our time frame must coincide with this requirement. Therefore, it is in the best interests of the City to revise this section of the purchasing ordinance and policy to be consistent with the time frame of the federal government and amend our advertisement time to a minimum of twelve days prior to them being received and opened.

WHEREAS, a copy of the proposed amendment to the purchasing policy section 2.263 is attached hereto as exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The City of Port Orange hereby amends the City Purchasing Policy -as attached as Exhibit A.

(RES. NO. 06- )

Section 2. This resolution shall become effective immediately upon adoption.

\_\_\_\_\_  
MAYOR ALLEN GREEN

ATTEST:

\_\_\_\_\_  
Kenneth W. Parker, City Manager

Adopted on the      day of  
Reviewed and Approved:

~~\*~~ City Attorney



**EXHIBIT A**

**Sec. 2-263. Bidding procedure.**

For all purchases and sales requiring invitation for bids, the following procedure shall be followed:

(1) *Notice Inviting Bids:*

- a. *Newspaper.* Notice inviting bids shall be published once in at least one newspaper published in Volusia County, and having general distribution in the city, at least ~~ten~~ (10) twelve (12) days preceding the last day set for the receipt of bids.
- b. *Contents of notice.* The newspaper notice required herein shall include a general description of the articles to be purchased or sold or the contractual services desired, shall state where bid blanks and specifications may be secured, and the time and place for opening bids.
- c. *Private solicitation of bids.* The purchasing agent may solicit either oral or written bids or quotations for open market pricing or sale, but shall use all reasonably available and current bidders' lists. All oral bids or quotations in excess of three thousand dollars (\$5,000.00) shall be confirmed in writing.