

POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

Meeting Date: October 20, 2015

Agenda Item 9

REQUESTED CRA BOARD ACTION:

Resolution(s) Consideration Approval Other

SHORT TITLE OR MOTION: A RESOLUTION OF THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY, APPROVING AND ADOPTING AMENDED PURCHASING PROCEDURES; PROVIDING AN EFFECTIVE DATE.

Summary of Purpose and Why:

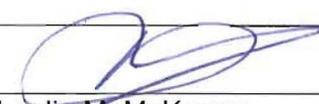
CRA staff regularly reviews governing documents to ensure they accurately reflect current operations. After six years of implementing redevelopment objectives, CRA staff recommends updating the CRA's Purchasing Procedures. The amended procedures clean up some of the outdated language, increase the maximum contract amount for various services, and clarify different types of professional services.

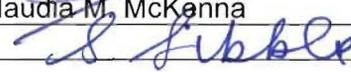
QUESTIONS TO BE ANSWERED BY ORIGINATING DEPARTMENT:

- (1) Origin of request for this action: Staff
- (2) Primary staff contact: Adriane Esteban Ext. 7841
- (3) Expiration of contract, if applicable: N/A
- (4) Fiscal impact and source of funding: N/A

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	AUTHORIZED SIGNATURE OR ATTACHED MEMO NUMBER

- CRA Executive Director
- CRA Attorney
- Finance Director



 Claudia M. McKenna


ACTION PREVIOUSLY TAKEN BY CRA BOARD:

Resolution Results:	Consideration Results:	Other: Results:



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MEMORANDUM

Date: October 20, 2015

To: Pompano Beach CRA Board

From: Adriane Esteban, Project Manager
Kim Briesemeister, Co-Executive Director
Chris Brown, Co-Executive Director

Subject: CRA's Purchasing Procedures

In September 2009, the CRA Board approved the purchasing procedures for the Agency to govern the process of the procurement of goods and services. In July 2012, as we began to construct multiple CRA owned or leased buildings, the CRA Board approved amended procedures that increased the administrative approval on construction projects up to \$75,000. This resulted in savings due to streamlined construction processes. CRA staff recommends revising the CRA's Purchasing Procedures to clean up some of the outdated language, increase the maximum contract amount for various services, and clarify different types of professional services.

CRA staff is recommending that contracts for construction of public improvements or public works be awarded on the basis of formal written quotations with the threshold increased to \$75,000 instead of \$25,000. The CRA has completed over \$45 million in public improvements and publicly owned projects, which require ongoing property related issues including additional rehabilitation, renovation, maintenance, etc. The increased limit is in line with the parameters for construction services and is in the CRA's best interest to complete and manage public improvement projects in an efficient and cost effective manner.

The other major change to the procurement procedures is identifying professional services that are non-CCNA. This language needed updating to accurately reflect the statute that governs CCNA bids. Lastly, there are clean-ups in various sections to better communicate the intent of the CRA's Purchasing Procedures.

RESOLUTION NO. _____

POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

**A RESOLUTION OF THE POMPANO BEACH COMMUNITY
REDEVELOPMENT AGENCY, APPROVING AND
ADOPTING AMENDED PURCHASING PROCEDURES;
PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE POMPANO BEACH COMMUNITY
REDEVELOPMENT AGENCY:**

SECTION 1. That the Pompano Beach Community Redevelopment Agency approves and adopts amended Purchasing Procedures, a copy of which amended procedures is attached hereto and incorporated by reference as if set forth in full.

SECTION 2. This Resolution shall become effective upon passage.

PASSED AND ADOPTED this _____ day of _____, 2015.

LAMAR FISHER, CHAIRPERSON

ATTEST:

MARGARET GALLAGHER, SECRETARY

PURCHASING PROCEDURES
for of the
City of Pompano Beach Community Redevelopment Agency (the “Agency”)

**Section SECTION 1.0 GENERAL SERVICE DEPARTMENT AND AGENCY
PROCUREMENT**

Section 32.238 of the Code of Ordinances creates a General Service Department of the City of Pompano Beach (the “Department”), the head of which is the General Services Director (the “Director”). The **General Services** Director is responsible for the purchase, storage and distribution of all supplies, materials and equipment required by any office, department, or agency. Furthermore, the Director’s responsibilities include tasks to establish/enforce specifications, inspection of supplies, materials and requirements, have charge of general storeroom and warehouse locations used for supplies and materials, interdepartmental transfers of materials, supervision of the printing operation of the City, inventory control, maintenance of procurement records, procurement procedures, competitive bidding, and all other duties assigned by the City Manager.

These Purchasing Procedures shall apply to the purchasing activities of the Pompano Beach Community Redevelopment Agency (the “Agency” or “CRA”). The Agency shall coordinate with the Department and will designate a CRA ~~P~~**purchasing A**administrator (the “Purchasing Administrator”) to provide services to the Agency on an as needed basis including but not limited to the following:

- (A) Maintain proper procurement records and provide appropriate procurement reports to the Director.
- ~~(B) Verify compliance with Section 2.0 Competitive Bidding (as specified below), below as to all purchase orders and contracts issued by the Department or the Agency. Compliance shall be evidenced in writing by the Department or the CRA Purchasing Administrator, stating that competitive bidding procedures have been complied with or that the procedures are not applicable or have been waived, and stating the reasons for the non-application or waiver.~~
- (C) Review and provide competitive bid documents, placement of appropriate public notices in the **required** method of distribution as required by applicable law or statute, schedule, organize and preside over pre-bid, bid opening or selection committee meetings, prepare and submit records to the Agency of said meetings and pre-qualification services including review of bid submissions for compliance with minimum bid requirements.

- (D) Perform other related duties designated by the CRA Executive Director ~~of the Agency~~.

Section SECTION 2.0 COMPETITIVE BIDDING

- (A) Before the Director or the CRA Executive Director ~~of the Agency~~ makes any purchase of, or contracts for supplies, materials, equipment, or ~~insurance~~ services in an aggregate amount of \$5,000 or more, but less than \$15,000, the Director or the CRA Executive Director shall have solicited competitive quotations (may be verbal) from at least three responsible sources of supply.
- (B) Any purchase of supplies, materials, equipment or ~~insurance~~ services in the aggregate amount of \$15,000 or more, but less than \$25,000, shall require written bids submitted by a least three responsible sources of supply. The CRA Executive Director shall have the authority to award those purchases in an amount less than \$25,000 to the lowest bidder or to the most responsive bidder. Except as otherwise provided herein, any purchase in the amount of \$25,000 or more shall be approved by the CRA Board of Directors (CRA Board).
- (C) The CRA Executive Director, with notification to the Director, shall have the authority to approve the awards of all nonconstruction capital budget items that had been approved for the current fiscal year budget during the normal budget process. The approval authority, regardless of purchase cost, applies only to those items that will be obtained at the approved budget cost or less. The CRA Board must approve the award of capital items whose acquisition cost is greater than that previously approved in the budget process.
- (D) Contracts to be awarded for the construction of public improvements or public works must be approved by the CRA Board after advertisement for written sealed bids in a newspaper of general circulation in the City not less than five days prior to the deadline to receive bids; however, contracts less than \$15,000 shall be awarded on the basis of informal quotations, while contracts that are \$15,000 or more but less than ~~\$25,000~~ 75,000, shall be awarded on the basis of formal written quotations. Both contract types will require at least three sources of supply.
- (E) Provided the CRA has a ~~C~~onstruction ~~M~~anager (the "Construction Manager") currently employed by the Agency, either as an individual or as a contract employee, the CRA Executive Director shall have the authority to procure services up to \$75,000 per service for construction management, pre-construction or sub-consultant services including but not limited to demolition, plumbing, electrical, drywall, flooring, HVAC,

painting and other interior or exterior finishes for CRA-owned properties under CRA ownership or control undergoing rehabilitation or renovation. The Construction Manager shall obtain a minimum of three formal written quotes and select the firm (s) that provides the lowest bid or the most responsive quote. Local firms that are deemed responsive shall be given preference to the extent permitted by law. Criteria for a responsive quote will be defined in each bid request.

Section SECTION 3.0 COOPERATIVE PURCHASES

- (A) The CRA Executive Director, with notification to the Director, may purchase materials, supplies and equipment in cooperation with other governmental units within the state through point (cooperative) bids.
- (B) The CRA Executive Director, with notification to the Director, may purchase materials, supplies and equipment utilizing contract prices established by the Division of Purchasing of the Department of General Services of the State. If however, the amount of the purchase equals or exceeds the amount of \$25,000, as established by Section 2.0 above, approval of the CRA Board will be required prior to making any purchase.
- (C) Utilization of joint bids, cooperative bids, state contract prices, and prices obtained by other governmental agencies through competitive bidding shall satisfy the formal bidding requirements established by Section 2.0 above and no formal waiver of bids shall be required.

Section SECTION 4.0 PERSONNEL

- (A) The Director will provide services as directed by the City Commission through the CRA Board of Directors directives pursuant to the CRA Purchasing Procedures. In the absence of a CRA Executive Director and the CRA Purchasing Administrator, the City Manager and the Director shall preside over all Agency purchases and procedures.

Section SECTION 5.0 ~~PROCUREMENT OF~~ PROFESSIONAL SERVICES

- (A) Architectural, engineering, landscape architectural, surveying and mapping services. The procurement of professional architectural, engineering, landscape architectural, and surveying and mapping services within the scope of F.S. Ch. 287 shall comply with the requirements of F.S. § 287.055, the Consultants Competitive Negotiation Act (CCNA), as amended.
- (B) Any committee established by the CRA Executive Director or designee for the purpose of evaluating proposals for professional services, as defined ~~in~~ S. 287.055 Florida Statutes by CCNA, shall determine qualifications,

interest, and availability by reviewing all written responses received that express an interest in performing the services, and when deemed necessary, by conducting formal interviews of respondents that are determined to be the best qualified based upon the evaluation of written responses. The evaluation shall be determined by the CCNA evaluation criteria ~~listed in F.S. 287.055~~, as it presently exists or may hereinafter be amended.

- (C) Legal Services. The CRA Executive Director may select a lawyer or lawyers on the basis of expertise and skill to provide special legal services to the Agency and such other legal services as paralegals, trial preparation and mediator services, without competitive selection.

The CRA Board may select a lawyer to provide special legal services to the Agency without competitive selection provided the need for such legal services is determined at a public meeting.

- (D) Consulting Services (non-CCNA). The CRA Executive Director may select a consultant with a distinctive field of expertise without competitive selection for services which do not exceed the amount of \$50,000.

