

**POMPANO BEACH  
COMMUNITY REDEVELOPMENT AGENCY**

Meeting Date: June 20, 2017

Agenda Item 6

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.

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Summary of Purpose and Why:

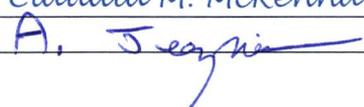
CRA staff regularly reviews governing documents to ensure they accurately reflect current operations, and was made aware the City amended the purchasing procedures in the Code of Ordinances. Since the City's General Services Department also provides services to the CRA, it would be copacetic for the CRA to have the same purchasing procedures as the City. As directed by the CRA Board at their May 16, 2017, meeting, this agenda item is to amend the CRA's Purchasing Procedures to reflect those of the City. This amendment will enable the Executive Director to approve purchases of supplies, materials, equipment or services up to \$75,000 provided three quotes have been obtained for these items over \$20,000. Staff recommends approval of this agenda item.

QUESTIONS TO BE ANSWERED BY ORIGINATING DEPARTMENT:

- (1) Origin of request for this action: Board
- (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:

<u>Resolution</u> Results:	<u>Consideration</u> Results:	<u>Other:</u> Results:
_____	_____	_____
_____	_____	_____
_____	_____	_____



P. O. Drawer 1300  
Pompano Beach, FL 33060

Phone: (954) 786-5535  
Fax: (954) 786-7836

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**MEMORANDUM**

**Date:** June 20, 2017

**To:** Pompano Beach CRA Board

**From:** Adriane Esteban, Project Manager

**Thru:** Kim Briesemeister, Co-Executive Director

**Subject:** Amended CRA Purchasing Procedures

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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. Then, in October 2015, the Purchasing Procedures were amended 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 regularly reviews governing documents to ensure they accurately reflect current operations, and is aware the City recently amended the purchasing procedures in the Code of Ordinances. Since the City's General Services Department also provides services to the CRA, it would be beneficial for both the City and the CRA to have the same purchasing procedures. As directed by the CRA Board at their May 16, 2017, meeting, this agenda item is to amend the CRA's Purchasing Procedures to reflect those of the City. This amendment will enable the Executive Director to approve purchases of supplies, materials, equipment or services up to \$75,000 provided three quotes have been obtained for these items over \$20,000 and one quote for those under \$20,000. The City estimated 43% more opportunities to do business with the City for local vendors and contractors as an auxiliary benefit of increasing the purchasing thresholds. The CRA will also be following the City's "Look Local First" initiative as an opportunity to utilize local businesses.

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P. O. Drawer 1300  
Pompano Beach, FL 33060

Phone: (954) 786-5535  
Fax: (954) 786-7836

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The increased threshold also helps streamline the purchasing process so supplies, materials, equipment, and services can be procured in a timely manner. It is in the Agency's best interest to complete and manage projects in an efficient and cost effective manner. Staff recommends approval of this agenda item.

RESOLUTION NO. 2017-\_\_\_\_\_

**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 THAT:**

**SECTION 1.** 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 \_\_\_\_\_, 2017.

\_\_\_\_\_  
**LAMAR FISHER, CHAIRPERSON**

**ATTEST:**

\_\_\_\_\_  
**CATHY TRENKLE, SECRETARY**

**PURCHASING PROCEDURES**  
**of the**  
**Pompano Beach Community Redevelopment Agency**

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

Section 32.38 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 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 the Director shall assist the CRA with solicitations, including invitations to bid, requests for proposals, requests for qualifications and such other solicitations as may be needed from time to time, including solicitations issued jointly by the CITY and the CRA. The CRA may utilize the services of the Department will designate a CRA purchasing 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) Review and provide competitive bid documents, placement of appropriate public notices in the 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.
- (C) Perform other related duties designated by the CRA Executive Director.

## SECTION 2.0 COMPETITIVE BIDDING

- (A) Before the Director or the CRA Executive Director makes any purchase of, or contracts for supplies, materials, equipment, or services in an ~~aggregate~~ amount of ~~\$5,000 or more, but~~ less than ~~\$15,000~~ \$20,000, the Director or the CRA Executive Director shall have solicited a competitive quotations (may be verbal) from at least ~~three~~ one responsible sources of supply.
- (B) Any purchase of supplies, materials, equipment or services in the ~~aggregate~~ amount of ~~\$15,000~~ more than \$20,000 ~~or more~~, but less than ~~\$25,000~~, \$75,000 shall ~~require~~ be by written, sealed 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~~ \$75,000 ~~to the lowest bidder or to~~ the most responsive bidder. Except as otherwise provided herein, any purchase in the amount of ~~\$25,000~~ \$75,000 or more shall be approved by the CRA Board of Directors (CRA Board); but this proviso may be waived by appropriate resolution of the 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~~ \$75,000 shall be awarded on the basis of informal, written quotations, which should include the solicitation of at least three sources of supply. ~~while contracts that are \$15,000 or more but less than \$75,000, shall be awarded on the basis of formal written quotations. Both contract types will require at least three sources of supply.~~ The CRA Board may waive the necessity for advertisements for contracts for the construction of public improvements or public works in an amount of \$75,000 or more by appropriate resolution. If a waiver occurs, at least three competitive bids must be obtained before a contract is awarded.
- (E) Provided the CRA has a construction manager (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 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 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 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~~ \$75,000 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 4.0 PERSONNEL**

- (A) The Director will provide services as directed by the City Commission through the CRA Board 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 5.0 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 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, 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~~75,000.

## SECTION 6.0 STANDARDIZATION

Where appropriate, if the Director standardizes any brand or source of supplies for the City pursuant to Sec. 32.45 of the City Code, the CRA shall make every effort to use such brand or source of supply.