

**PURCHASING POLICY
BASED ON NATIONAL INSTITUTE OF GOVERNMENT PURCHASING (NIGP)
GLOBAL BEST PRACTICES**

The City of Deltona needs an updated Purchasing Policy in order to keep the City moving forward. The current policy is antiquated and inefficient. This policy is presented based on extensive research and a concerted efforts of City staff and previous work conducted by the City of Port Orange, NIGP, and a survey of several local municipalities practices. This policy incorporates several recommendations from NIGP of Global Best Practices and Florida Statutes.

Some highlights of the recommended changes to the policy made are as follows:

- Purchasing Thresholds
 - Small Purchasing up to \$5,000 City Credit Card
 - Formal Written Quotes \$5,000.01 to \$100,000 require a minimum of 3 quotes and goes through the approval process to include the Department Head, Purchasing Manager, Accounting Manager, Finance Director, Deputy Finance Director and City Attorney prior to City Manager approval.
 - Formal Competitive Solicitation – Greater than \$100,000 – Requires a formal, sealed solicitation prepared by the Purchasing Division and approved by all of the above as well as the City Commission if it is not an exempt purchase.
- Exemptions from Competition
 - Recommendation is made that certain purchases are exempt from formal bidding requirements and exempt purchases exceeding \$100,000 require City Commission except for goods and services that do not lend themselves to the normal competitive bidding process.
- Types of Formal Competitive Solicitation
 - Required for purchases over \$100,000
 - Identifies the many different types of solicitations based on the type and complexity of the solicitation.
 - List
 - List
- Local Preference
 - Adheres to the Code of Ordinances, Article X – Bidding Preference for Local Vendors Section 2-391 – Local Preference, procedure.
 - Shall not apply to the following procurements:
 - Professional services which are subject to the Consultants Competitive Negotiations Act, Section 287.055, Florida Statutes, as amended;
 - Procurements for which funding is received, and local vendor preference is prohibited pursuant to any law, rule, regulation or policy;
 - Procurements made utilizing cooperative purchasing agreements with other governmental or public entities.
 - Procurements from local, State, GSA, and other federal contracts, and other public entities.
 - Procurements made under emergency procedures as set forth in this Policy.
 - Procurements made for items that have been deemed a sole source.

- Procurements where the principal place of business of a proposer or vendor cannot be reasonably determined.
- Contract Process
 - Details when a contract is needed.
 - PCard
 - Purchase Order
 - Contract
 - Construction etc
- Contract Administration
 - Specifies how contracts are administered between the City and the third-party.
- Professional Services for Design and Construction
 - Based on Florida Statutes and the thresholds of the State of Florida which governs the selection of professional firms based on qualifications.
- Specialized Purchases
 - Details how some of the specialized transactions such as
 - Real estate
 - Certain services are managed in accordance with Florida Statutes.
 - Sole Source
 - Standardized
- Miscellaneous Procurement Consideration
 - Clarifies how research and development may be used in conjunction with trials, demonstrations, surveys, testimonials and references in order to procure some of the less common commodities or services.

An example of how staff is looking to streamline the procurement process is the purchase of trucks and equipment. Once the Commission hears from the department on the capital needs for the upcoming fiscal year and approves the associated budget for the acquisition of the trucks, the ability to procure through a cooperative purchasing contracts such as the Florida Sheriff's Association streamlines the purchasing process for local governments since they are competitively solicited through the Florida Sheriffs Association allows for the purchase orders to be issued 3-6 months quicker than bringing these items back to the commission in some cases 1-2 months after the budget was approved.

These cooperative purchases are down in partnership with sheriff's offices, counties, municipalities statewide which provides purchasing contracts for local governments, county sheriffs, county government, local county boards, municipalities, police agencies, other local public or public safety agencies, and state universities and colleges and substantial savings for not only the vehicles, but all the ancillary equipment needed to upfit the vehicles for the intended use. The terms and conditions are generally more variable to the procuring agencies then when done as a single entity.

These cooperative purchases are based on best practices to simplify the process for the purchaser and the vendor. These purchases and expenditures were authorized by the Commission during the annual budget process in the prior year. This policy puts checks and balances in place for the Finance Department to assure city staff are being responsible to use City funds only as authorized

by legal limits of appropriation as set forth in the adopted budget. It also includes the controlling laws and regulates the purchasing system and the statutes that impact City activities.

The collaboration of professionals both within the City and outside of the City have provided a policy that is efficient, effective and based on the needs of the City and laws of the State of Florida.