



Life's Just Better Here

**City of Wilton Manors
Purchasing Policy & Procedures Manual**

Effective October 01, 2022

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FOREWARD

The City of Wilton Manors is dedicated to fairly, equally, and impartially administering its procurement program. To that end, the City of Wilton Manors Purchasing Policy and Procedures Manual has been developed to serve as a guide that describes and explains the responsibilities of the City's procurement processes.

This Purchasing Policy and Procedures Manual contains guidelines and procedures to be followed in the daily administration and management of the procurement function. This manual has been developed to serve as an outline to assist in making informed decisions regarding City purchases. Due to the variety of needs and requirements governing each type of purchase, not all possibilities can be addressed in detail in this manual.

Interpretation of the procedures outlined in this manual is the responsibility of the Purchasing Coordinator, subject to the guidance and supervision of the Finance Director and the City Manager.

This manual is effective immediately upon issuance and supersedes all previously issued purchasing policies, manuals, instructions, or directives. The Purchasing Manual is subject to periodic revision as an administrative policy subject to the final approval of the City Manager or designee. The Purchasing staff encourages any suggestions to improve the effectiveness of the purchasing process.

If at any time you have a specific question regarding purchasing functions you should contact the Purchasing Coordinator at (954) 390-2171.

Section I – General Provisions

A. PURPOSE

The purpose of the Purchasing Policy & Procedure Manual is to provide guidance and support for the formal rules adopted by the City Commission governing the purchasing process contained in the City's purchasing ordinance, Chapter 2, Article V, Division 2, of the City's Code of Ordinances. In addition, it establishes best practices to be incorporated into the purchasing process.

This manual is intended assist in the procurement of goods and services at the best possible price, with fairness and integrity in the operations of the City of Wilton Manors. The City maintains a unified purchasing system with decentralized responsibility. The City's purchasing process ensures fair and equitable treatment of all vendors who deal with the City. In addition, this manual provides assurances for maintaining a purchasing system of quality and integrity and increases public confidence in the procedures followed by City purchasing.

This policy shall apply to all purchasing activity, except real property, of the City of Wilton Manors, as well as the disposal of all City property other than real property.

B. LEGAL PROVISIONS

The principles of law and equity, including the Uniform Commercial Code of this State, the law relative to ethics, and the law relative to capacity to contract, agency, fraud, misrepresentation, duress, coercion, and mistake of bankruptcy shall supplement the provisions of this policy.

The City's purchasing policy is governed by the City of Wilton Manors Code of Ordinances from Section 2-266 to 2-272. Copy of the ordinance code can be found on the City's website or at: https://www.municode.com/library/fl/wilton_manors/codes/code_of_ordinances?nodeId=PTIICOOR_C H2AD_ARTVFI_DIV2PU

In any situation where compliance with this policy will place the City in conflict with the City Code, bid documents, State or Federal Law or terms of any grant, or cooperative agreement, the City shall comply with such City Code, bid documents, Federal or State law, grant requirements, or authorized regulations that are mandated and which are either not reflected in this policy or are contrary to provisions of this policy.

C. ETHICS AND VENDOR RELATIONS

The City of Wilton Manors holds its employees to a purchasing standard that was put in place to ensure that the procurement process is as fair and competitive as possible. All applicable provisions of the Code

of Ethics for the Broward County Board of County Commissioners are incorporated herein by reference and made a specific part of this manual.

1. City staff must avoid actual or perceived (regardless of its validity) misconduct or compromising behavior during the procurement process. Strict adherence to proper procurement practices must be followed at all times to protect the reputation of the City.
2. City staff shall not solicit, accept, or demand from any vendor any form of personal compensation. This includes money, goods and/or services, offers of employment, reciprocal agreements, or discounts for personal gain.
3. Staff shall use caution when dealing with vendors to ensure that proper policies, procedures, and ethics are adhered to.
4. All vendors must be afforded equal opportunities to compete.
5. The City will strive to maintain strong and enduring relationships with vendors of proven ability and a desire to meet the City's needs. To accomplish this, procurement activities will be conducted so that all vendors will value the City's business and make every effort to furnish its requirements on the basis of the most economical quantity, suitable quality, timely delivery, adequate service, and lowest possible price.
6. If a vendor assists in writing specifications, or is paid as a consultant to do so, they shall not be allowed to submit a bid in response to the respective solicitation. Any firm participating in writing or otherwise having an influence on the specifications or the solicitation document(s) will not be considered for award. If a department receives assistance or advice from vendors in preparing their specifications, they must submit the vendor's name(s) to the Procurement Coordinator. This will assist in ensuring that the procurement process does not experience any problems or protests and address any potential proprietary specifications that the vendor may have suggested.
7. In accordance with Chapter §112.313 Florida Statutes, City employees shall not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of (5%) five percent or more). Immediate family members (spouse, parents, and children) are generally prohibited from contracting with the City.
8. Bid shopping shall NOT be permitted; i.e., no one shall obtain pricing from a vendor and request other vendors to meet or beat the disclosed price. However; this restriction shall not apply to reverse auctioneering. New sources of supply will be given due consideration.

Section II – General Guidelines

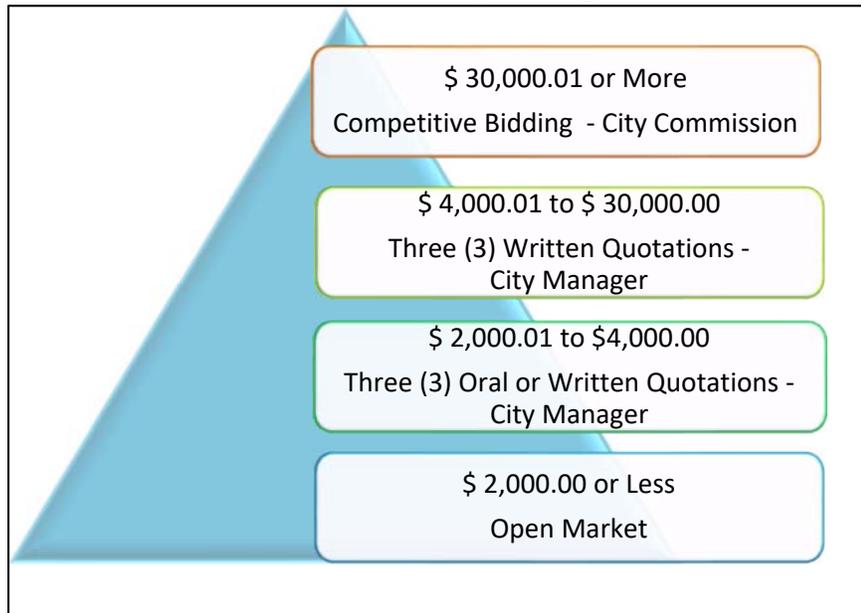
A. PURCHASING AUTHORITY

Purchasing authority is governed by set thresholds as stipulated in the City code or ordinance. The City Manager may approve and execute contracts for purchases less than and equal to thirty thousand dollars (\$30,000.00), if the item being contracted or purchased is set forth as a line item in the current budget and is appropriated. Purchases greater than thirty thousand dollars (\$30,000.00) must be approved by the City Commission and contracts executed by the City Mayor.

B. PURCHASING CATEGORIES

1. Purchases with a cost of two thousand dollars (\$2,000.00) or less, may be purchased on the open market, without advertisement, competitive bidding or quotations.
2. Purchases greater than two thousand dollars (\$2,000.00) but less or equal to four thousand dollars (\$4,000.00) require at least three (3) oral or written quotations.
3. Purchases greater than four thousand dollars (\$4,000.00) but less or equal to thirty thousand dollars (\$30,000.00) require at least three (3) written quotations.
4. Purchases greater than thirty thousand dollars (\$30,000) require competitive bidding or competitive proposals, excluding the following exceptions:
 - a. Emergency Purchases
 - b. Professional Services
 - c. City Standard, Single-Source and Sole-Source
 - d. Disaster Preparedness
 - e. Piggy-Back Agreements
 - f. Cooperative Purchasing

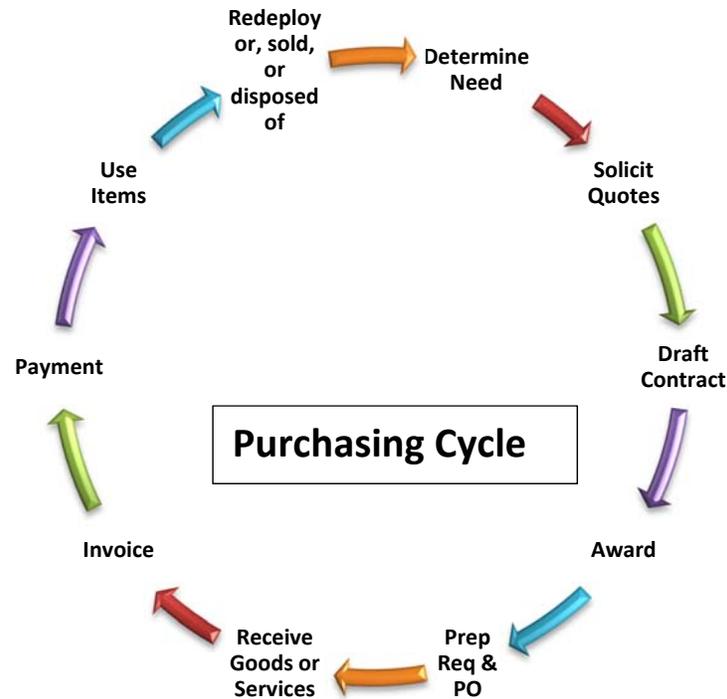
Purchasing Categories



C. PURCHASING CYCLE

The purchasing cycle begins with the determination of need and ends with the proper disposal of items that are no longer of use to the City. The following activities make up the purchasing cycle:

1. Determination of need
2. Issue solicitations/request quotes
3. Receipt, documentation, and evaluation of solicitations/quotations
4. Draft and negotiation of contract (if applicable)
5. Award by Finance or Commission Approval (if applicable)
6. Execution of Contract (if applicable)
7. Preparation of purchase requisition and issuance of purchase order
8. Receipt, inspection, and approval of goods and/or services are satisfactory
9. Invoice submitted by vendor
10. Approval and payment of invoice
11. Items are utilized to their fullest potential by the requesting department
12. Items may be redeployed to other departments within the City, sold or otherwise disposed of



D. UNAUTHORIZED PURCHASES

Except for emergencies or other authorized exemptions stated in these guidelines, no purchase of supplies, services, or equipment shall be made without authorization as described within this manual. No representative of the City shall enter into a verbal agreement or make any arrangements until final approval is granted. In the event that an unauthorized purchase is made, the following may apply: (1) such purchases are voidable obligations of the City in the sole discretion of the City Manager or designee, and (2) the person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract and may be held criminally liable. Employees involved in unauthorized purchases will be referred to the Human Resources Department and may be referred to the Police Department.

NOTE: No goods or service is to be ordered, received, or paid for, over \$2,000, without use of a Purchase Order (Regular, Open, or Emergency), including those being paid for by Procurement Card, with the exception of an authorized Check Request payment or permission of the Chief Procurement Officer or designee.

No employee may purchase City property for their own personal use unless disposed of as surplus property or other competitive disposition.

No employee may use the purchase power of the City of Wilton Manors to make private purchases; in addition, employees should not have private purchases sent to the City C.O.D. to be paid for by the employee.

Section III – Selection of Vendor

A. GENERAL GUIDELINES

There are five methods for selecting a vendor used by the City: Quotations, Invitations to Bid (ITB), Requests for Proposals (RFP), Requests for Qualifications (RFQ), and Letters of Interest (LOI). Quotations, written and/or verbal, are normally used when the expected cost of goods or services is \$30,000 or less. This is the informal method of selecting a vendor. The remaining four methods, ITB, RFP, RFQ, and LOI, are formal competitive methods for selecting a vendor. Formal competitive selection methods must be used when costs are expected to be above \$30,000 and may be used for smaller purchases when the City will derive sufficient additional benefit to justify their use.

Exceptions to the required vendor selection methods are permitted in specific instances (See Part D. below in this section) or when pre-approved by the Chief Procurement Officer or designee in other limited instances.

Under no circumstances may known or anticipated annual requirements for goods and services from a vendor be broken into smaller quantities to circumvent the requirement to use a formal vendor selection process. The City’s purchasing policies are based on the total dollar amount of purchases made with a vendor in a given fiscal year. An annual purchase order must reflect the anticipated total amount of business to be done with a vendor for the year.

B. INFORMAL VENDOR SELECTION METHODS

The informal vendor selection methods may be utilized where the cost of goods or services does not exceed \$30,000. The following procedure must be followed:

TABLE 1 – COST LEVELS / REQUIRED DOCUMENTATION

AMOUNT	REQUIRED DOCUMENTATION
Up to \$2,000.00	None
\$2,000.01 to \$4,000.00	Three verbal documented quotes
\$4,000.01 to \$30,000.00	Three written documented quotes

Quotes must be consistent in content for comparison purposes. Quotes must include the vendor name, contact person, date, a clear description of the goods or services being offered by the vendor, a statement of price, and the terms of the sale. Written quotes may be substituted for verbal quotes. Both verbal and written quotes must be documented on the City’s *Quotation Summary Form* by the user department and retained on file.

All quotations and Quotation Summary Form shall be attached to the using department's purchase order requisition. (City Ordinance of Codes Section 2-58(k))

Note: All purchases that require quotes, whether verbal or written, must be done on a purchase requisition/purchase order.

C. FORMAL COMPETITIVE VENDOR SELECTION METHODS

Formal competitive vendor selection methods utilize competitive bidding to allow a maximum degree of competition among a number of suppliers offering similar products or services. All purchases of goods and services, where the total annual cost of the purchases or contract will exceed \$30,000, must be approved by the City Commission.

A determination is made by the Purchasing Coordinator, after consultation with the user department, as to which formal competitive vendor selection method will be used.

Invitation to Bid (ITB), Request for Proposals (RFP), Request for Qualifications (RFQ) and Request for Letters of Interest (LOI) are effective formal procedures for soliciting competition from vendors in the purchasing sector. The ITB is awarded to the "lowest responsive, responsible bidder" as determined by the Chief Procurement Officer or designee in consultation with the requesting department. The RFP uses several different evaluation criteria, including price, to determine award. The RFQ ranks respondents based on their qualifications and experience. The LOI, the least formal process, sends out letters to interested parties to see if they are interested in applying for the work being offered. Evaluation is based on the experience of the responders and follow-on discussions with them.

1. Invitation to Bid (ITB)

Invitation to bid means a written solicitation for competitive sealed bids with the title, date and hour of the public bid opening designated therein and specifically defining the commodities or services for which bids are sought. The invitation to bid shall be used when the City is capable of specifically defining the scope of work for which a service is required or when the City is capable of establishing precise specifications defining the actual commodities required. The invitation to bid shall include instruction to bidders, plans, drawings and specifications, if any, bid form, any additional documents or information required by the state, federal government or county and other required forms and documents to be submitted with the bid.

In determining the "lowest responsive, responsible bidder", the Chief Procurement Officer shall consider:

- A. The prices contained in the bid.
- B. The ability, capacity and skill of the bidder to perform the contract or provide the service required.

- C. Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference.
- D. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- E. The quality of performance of previous contracts of services, including, but not limited to, City contracts.
- F. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service.
- G. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
- H. The quality, availability and adaptability of the commodities, or services to the particular use required.
- I. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
- J. The number and scope of conditions attached to the bid.
- K. The overall cost to the City.
- L. Any other requirements imposed by state, federal or county rules or regulations.

2. Request for Proposal (RFP)

Request for proposal means a written solicitation for competitive sealed proposals with the title, date and hour of the public opening designated. A request for proposal shall include, but is not limited to, general information, functional or general specifications, a statement of work, proposal instruction and evaluation criteria. All requests for proposal shall state the relative importance of price and any other evaluation criteria. The City may engage in competitive negotiations with responsible proposers determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer.

Responses are evaluated by an evaluation committee and facilitated by the Purchasing Coordinator. Depending on the number of responses received, a shortlist of firms is identified for further consideration. The evaluation committee conducts interviews with or asks for presentations from the shortlisted vendors. Based on the interview, experience and responses, the shortlisted firms are ranked according to the scoring criteria established in the RFP.

The award shall be made to the responsible proposer or offeror whose proposal or offer is determined to be the most advantageous to the City taking into consideration price and the evaluation factors set forth in the solicitation. No other criteria shall be used in the evaluation. A summary of the basis on which the award is made shall be included in the contract file.

3. Request for Qualifications (RFQ)

Request for qualifications means a written solicitation for competitive sealed offers with the title, date and hour of the public opening designated. A request for qualifications shall include but is not limited to, general information, functional or general specifications, statement of work, instructions for offer and evaluation criteria. All requests for qualifications shall state the relative importance of the evaluation criteria. The City may engage in competitive negotiations with responsible offerors determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of offers and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer.

Responses are evaluated by an evaluation committee and facilitated by the Purchasing Coordinator. Depending on the number of qualification responses received, a shortlist of firms is identified for further consideration. If needed, the evaluation committee may decide to conduct interviews with or ask for presentations from the shortlisted vendors. Based on the interview, experience and qualifications, the shortlisted firms are ranked.

The award shall be made to the responsible proposer or offeror whose proposal or offer is determined to be the most advantageous to the City taking into consideration price and the evaluation factors set forth in the solicitation. No other criteria shall be used in the evaluation. A summary of the basis on which the award is made shall be included in the contract file.

4. Letter of Interest (LOI)

Request for letters of interest means a written solicitation for offers with the title, date and hour of the submission deadline designated. A request for letters of interest shall include but is not limited to, general information and a submission deadline. The City shall engage in competitive negotiations with responsible offerors determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion.

Responses are evaluated by an evaluation committee and facilitated by the Purchasing Coordinator as described in the LOI. Based on the experience and qualifications, the responses are ranked. This ranking is presented to the Commission requesting authorization to enter into contract negotiations with the top ranked vendor. The resulting contract is then brought back to Commission for final approval.

The City may engage in negotiations with responders for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Responders shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such

revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer.

D. EXCEPTIONS

The following are exceptions from the requirements of the competitive vendor selection process. Please refer to the City Code of Ordinances, Chapter 2, Administration, Article VII, Purchasing, Section 2-58(d)(2) for further details. Exceptions must be pre-approved by the Chief Procurement Officer or designee. Purchases not subject to the competitive procurement requirement must still have the same levels of approval as purchases subject to the regular competitive vendor selection process.

- A. **Emergency purchases.** In urgent cases of compelling emergency that require the immediate purchase of commodities or services, the City Manager, with the concurrence of either the Mayor or if the Mayor is absent from the City or otherwise unable to act, the concurrence of the Vice Mayor, is empowered to waive competitive bidding or competitive proposals and authorize the Finance Director to secure by open market procedure any commodities or services, notwithstanding the estimated cost of the commodities or services. The City manager shall include a written report of the circumstances of said emergency purchase at the next regular or special City Commission meeting.
- B. **Professional services.** Contracts for professional services involving peculiar skill, ability, experience or expertise, which are in their nature unique and not subject to competitive bidding or competitive proposals, are exempt from this section of the Code; however, state laws, such as the Consultants' Competitive Negotiation Act of the Florida Statutes, as may be amended from time to time, to the extent applicable, shall be followed.
- C. **City standard, commodities, single-source and sole-source commodities or services.** City standard, single-source and sole-source commodities or services are exempt from this section of the Code.
- D. **Disaster preparedness.** Contracts for and purchases of commodities or services that are made in contemplation and preparation for and 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 this section of the Code.
- E. **Utilization of other governmental agencies' contracts (Piggy Back).** Commodities or services that are the subject of contracts with the state, its political subdivisions or other governmental entities, including the United States government, are exempt from this section, provided, however, that this subsection shall apply only if the contract expressly permits or if the awarding jurisdiction and/or the vendor agree to allow the City to purchase therefrom, and if either:

- i. the commodities or services are the subject of a price schedule negotiated by the state or federal government or by competitive bid by another governmental agency and not on any preference; or
- ii. the price offered for the commodity or service exactly equals or is lower than the governmental contract from vendors awarded such governmental contract. Where an award is made pursuant to this paragraph, the terms and conditions agreeable to the City may be used in lieu of those terms and conditions of the contract with the other governmental agency.

F. **Cooperative purchasing.** Cooperative purchasing plans are exempt from this section of the Code.

Section IV – Formal Competitive Solicitation Process

Once the appropriate vendor selection method has been determined, the solicitation process will be overseen by the Purchasing Coordinator, as shown below.

A. SPECIFICATIONS

The Purchasing Coordinator will ensure the solicitation documents include specifications that are as well-defined as possible. The user department is responsible for developing specifications, such as bid specifications, scope of service and evaluation criteria. As the prime user, the department is best aware of any special characteristics, any new developments in the field, as well as the technical specifications of the product or service. The Purchasing Coordinator may review specifications and make suggestions, such as alternate products, when appropriate.

The Purchasing Coordinator shall strive to assure that all specifications issued by the City provide for free and open competition among all vendors and preclude lock-in of any vendor or brand, unless items are purchased under approved sole source or sole brand provisions. Any specification may eliminate some vendors or brands if the vendor or brand does not meet the legitimate needs of the City.

There are many different types of specifications; however, all specifications regardless of the type must be clear and complete. A specification is an essential communication link between the City and the vendor. The specification must clearly and completely express the needs of the City in such a manner that the vendor will have the same understanding as that of the City in what is required. The following are some of the more common type of specifications:

1. Brand Name Specification

A specification using one or more manufacturers' brand names, with identifying model numbers, to describe the acceptable items; all other items will be excluded. Since use of a brand name specification is restrictive of product competition, it may be used only when pre-approved by the Purchasing Coordinator.

2. Name "or Equal" Specification

These specifications describe the characteristics of the item required by reference to a particular manufacturer's product, referring to that product by its brand name and model number. These specifications describe the standards of quality, performance, and other characteristics needed to meet the requirements of the solicitation, and invites bids for equivalent products from any manufacturer. These are often used to obtain low-value, commercially available products, such as janitorial supplies, office supplies and chemicals.

3. Design Specification

A design specification is also known as a material and method of manufacture specification. This type of specification spells out in great detail the physical characteristics including size and shape, the materials to be used and the manner in which they are to be assembled or processed. Design specifications may also reference engineering drawings or plans. A design specification is generally not appropriate for standard commercial items; its use being reserved for “made-to-order” products.

4. Performance Specifications

Performance specifications describe the functions which must be performed without or with only a limited reference to materials to be used or construction details. Performance specifications are non-restrictive, they spell out standards of performance, define operating limits, describe a specific task, emphasize dependability and reliability and look at the end result. Performance specifications are non-restrictive and encourage vendors to be innovative and propose a variety of means to accomplish a stated performance measure and to determine whether or not a performance specification has been satisfied.

B. SOLICITATION DOCUMENTS

The Purchasing Coordinator will ensure all solicitation documents are properly prepared, with particular emphasis on effective specifications as discussed in the prior section, and distributed as appropriate. In conjunction with the preparation of the solicitation documents, the Purchasing Coordinator will make time available to provide information to all potential responders.

C. CONE OF SILENCE

A cone of silence shall be in effect for an invitation to bid, a request for letters of interest, a request for proposals, a request for letters of qualifications or other competitive selection beginning at the time the bid is posted and continuing until an agreement is approved by the City Commission.

D. PUBLIC NOTICE

Unless otherwise required by law (including but not limited to Section 255.0525 and Section 180.24, Florida Statutes) or required by conditions of funding sources, public notice of the ITB, RFP, RFQ or LOI shall be given not less than ten (10) calendar days prior to the date set forth in the notice for the opening of the responses. Such notice shall be given by publication in a newspaper of general circulation within Broward County, at a minimum. The notice shall state the place, date, and time of the opening of the responses.

E. RESPONSE SUBMISSIONS

All responses shall be submitted in sealed envelopes which shall be clearly identified with the name and number of the response on the exterior of the envelope and delivered to the City Clerk office.

F. SURETY

Bid deposits. When deemed necessary by the Chief Procurement Officer, bid deposits or sureties shall be prescribed in the public notice inviting bids. Unsuccessful bidders shall be entitled to return of such deposit or surety where the Chief Procurement Officer has required same. A successful bidder shall forfeit any deposit or surety required by the Chief Procurement Officer upon failure on its part to enter a contract within fifteen (15) days after the award. In the event that State, Federal or County laws or regulations require additional advance notice, the city shall comply therewith.

Sureties on performance. All sureties on performance must be approved by the City Attorney as to form. For all competitive bids seeking commodities or services in excess of two hundred thousand dollars (\$200,000.00) the Chief Procurement Officer or appropriate staff person, shall include as a requirement of such advertised bids a performance bond in the total contract amount. The Chief Procurement Officer, in his or her discretion, may require such performance bonds for bids seeking commodities or services in an amount of two hundred thousand dollars (\$200,000.00) or less. The Chief Procurement Officer shall have the discretion to waive the performance bond requirement in the event of an undue hardship or emergency. Any bonding company used must be listed on the United States Department of the Treasury's Circular 570. Additionally, the bonding company must be rated at least "A," Class VI, by "Best's Key Rating Guide," published by A.M. Best Company, and be authorized to do business in Florida.

G. ADDENDA

Written addenda will be issued when changes, clarification or amendments to the invitation for bid are deemed necessary, including but not limited to a major change to the approved plans during the advertising period.

H. CANCELLATION OR POSTPONEMENT OF RESPONSE OPENING

Any time prior to the response opening date and time, the Purchasing Coordinator may postpone the opening or cancel the solicitation in its entirety.

I. FORMAL OPENING OF RESPONSES

Responses shall be publicly opened by the Purchasing Coordinator at the time and place designated in the public notice. The opening shall be witnessed by the City Clerk, or designee. No late responses shall be

accepted or opened if received after the date and time specified in the public notice. All late responses shall be returned unopened to the bidder.

Names and amounts of each bid shall be read aloud by the Purchasing Coordinator and the tabulation of all bids received shall be posted on the City's website for public inspection.

All response documents shall become the property of the City and will not be returned to the responders. The original copy of the bids opened shall be filed in the City Clerk's office. When the contract is awarded, all documentation produced as part of the contract shall become the exclusive property of the City.

The City reserves the right to waive any irregularities in the bids, as determined by the Chief Procurement Officer or designee.

For an RFP, RFQ or LOI response, the Purchasing Coordinator, or designee, may, at the evaluation committee's request and within a reasonable time period after the response opening, request additional or corrective information of the responder concerning their responsibility to perform, and the bidder may voluntarily, after bid opening, provide additional or corrective information concerning responsibility as a vendor. Failure to provide the requested information may deem the bid non-responsive.

J. MODIFICATION OR WITHDRAWAL OF RESPONSES

Responses may be modified or withdrawn by an appropriate document duly executed and delivered to the office of the Purchasing Coordinator at any time prior to the submission deadline. A request for withdrawal or modification must be in writing and signed by a person duly authorized to do so. Any modifications made by the City to the solicitation documents prior to the opening of the responses shall be by addenda provided in writing to the same potential responders to whom the original solicitation documents were presented and posted on the City website/bid host site.

After expiration of the period for receipt of responses, no withdrawal or modification is permitted, except in extenuating circumstances. If within twenty four (24) hours after responses are opened, any responder files a duly signed written notice with the City, through the office of the Purchasing Coordinator and within five (5) calendar days, thereafter demonstrates to the satisfaction of the City, by clear and convincing evidence, that there was a material mistake in the preparation of the response, or that the mistake is clearly evident on the face of the response document but the intended correct response is not similarly evident, then the responder may withdraw its response document. Thereafter, the responder will be disqualified from further bidding on the contract for which the response was withdrawn.

Section V - Formal Solicitation Evaluation Process and Award of Contract

Once the solicitation has been completed and all responses have been received and opened, the responses will be evaluated and a contract awarded as follows:

A. REJECTION OF RESPONSES

The City Manager and City Commission may reject any bids, parts of all bids or all bids for any one (1) or more commodities or services included in the proposed contract when the public interest will be served thereby. The Chief Procurement Officer shall not accept a bid from a contractor who is in default on the payment of taxes, licenses or other moneys due the city.

- After an initial review of responses, responses may be rejected for any of the following reasons:
- If the evidence submitted by a responder or if investigation of a responder fails to satisfy the City that the responder is properly qualified to carry out the obligations and to complete the requested work.
- If there is reason to believe collusion exists among responders.
- If the response is not responsive, not delivered by the due date and time or not delivered to the City Clerk's office, not properly signed or is unsigned, shows serious omissions, alterations in form, additions not called for, conditions or unauthorized alterations, or irregularities of any other kind. The City reserves the right to waive such technical errors as may be deemed in the best interest of the City.
- Any other reason authorized by law or policy of the City.

B. EVALUATION AND AWARD OF CONTRACT - INVITATION TO BID

The Purchasing Coordinator shall review each bid thoroughly, utilizing the criteria set in Section III, C(1) above, to determine if it is responsive and responsible. In addition, the Purchasing Coordinator will tabulate the cost for each response based on the pricing provided by the responder to determine the lowest cost response.

Purchasing shall provide the bid tabulation, the analysis of responsive and responsible, full copies of the bids, and a written recommendation of award to the City department for review.

The contract shall be awarded to the "lowest responsive and responsible" responder whose response meets the requirements and criteria set forth in the solicitation documents utilizing the criteria set in Section III, C(1) above.

If two or more qualified responders are tied:

1. The contract may be split when it is to the City's advantage as determined by the chief procurement officer.
2. If the Chief Procurement Officer determines not to split the bid, the contract shall be awarded by first preference to businesses with drug free workplace programs as described in herein below and then by publicly drawing lots.

No contract of purchase shall be subdivided to avoid the requirement of an ITB.

A recommendation for vendor selection, together with the criteria used for selection, will be presented to City Commission by the Finance department for approval, along with a request that the Mayor be authorized to sign a contract with the recommended vendor.

C. EVALUATION AND AWARD OF CONTRACT – ALL OTHERS

The award shall be made to the responder whose proposal is the most advantageous to the City, taking into consideration the evaluation criteria set forth in the solicitation document. The vendor selection process is done through an evaluation committee, (Committee), appointed by the Finance Director and the Purchasing Coordinator and comprised of a member of the user department, together with at least two other members familiar with the goods or services being evaluated. Each committee member shall attend the evaluation committee training session and complete a "Conflict of Interest Statement" upon appointment to the committee and prior to review of submittals.

The Committee shall review all qualifications and submittals of those firms responding based on predetermined criteria contained in the solicitation document. The Committee will then score each qualified response using the predetermined criteria.

Depending on the number of qualified responses received, the Committee may reduce the number of responders to be evaluated further to a minimum of three (called a "short list"), based on the ranking (highest points). If less than three qualified responses have been received, all qualified responses must be considered. The Committee must hold discussions with all responders on the "short list". Such discussions may encompass formal presentations by each responder or an interview format. The format of the discussion must be the same for each responder.

If the Committee requires clarification of the original response, they may request revised proposals.

For an RFP, once the Committee has ranked the qualified responses, the ranking information and vendor selection will be presented to City Commission by the user department with a request for approval to execute the contract.

For an RFQ or LOI, following vendor selection, the next step in the RFQ or LOI process is for the Committee to negotiate a contract with the highest ranked vendor at a compensation determined to be fair and reasonable. If this proves unsuccessful, negotiations will be formally terminated and negotiations will begin with the next highest ranked vendor. This will continue until an acceptable contract is agreed to or until negotiations with all vendors on the short list have been unsuccessful. If no contract can be negotiated with any vendor on the short list, a new solicitation must be initiated. If a successful contract is negotiated with a vendor, a recommendation will be presented to the Commission by the user department to approve the contract with the indicated vendor.

D. NOTICE OF AWARD

Upon approval by the Commission, the successful vendor will receive a Notice of Award indicating the vendor's selection. The Notice of Award is contingent on a contract being executed and the required certificates of insurance and applicable bond coverage have been received and approved. If the selected vendor fails to provide the required coverage documents or fails to deliver the signed contract within the specified time, the City may annul the Notice of Award.

E. BOND RELEASE

All responders' bid bonds, if required for a solicitation, will be retained until the selected vendor has met all requirements for the final contract award. At that time, the bid bonds of the unsuccessful responders will be returned. If the successful vendor fails to meet these requirements and the City annuls the Notice of Award, the successful vendor's bid bond shall be forfeited.

F. NOTIFICATION TO RESPONDENTS

After the contract award has been finalized, the Purchasing Coordinator will notify the remaining respondents of the selection.

Section VI – Purchases Order Process for Purchases \$30,000 or Less

A. PURCHASE REQUISITIONS

1. Purpose

City code requires a purchase requisition be completed for all purchases requiring quotations. Quotations and the quotation summary form are required to be attached to the purchase requisition. The purchase requisition serves to inform Finance of the needs of a specific user department and to correctly define the material or service requested. The requisition is not an order, but merely the request to procure the item(s) or service(s) in accordance with established City purchasing policies and procedures.

The procedures that are set forth in this manual have been established as a tool used by the Finance Department for the processing of all requisitions. The purchase requisition begins with the issuing department.

2. When Prepared

The requesting department should anticipate its requirements and submit requisitions and quotes allowing ample time for Finance to complete action to secure the items needed at the time required. Rush or emergency orders shall be authorized on a case-by-case basis to avoid additional costs affiliated with expediting delivery.

3. Who Prepares

Purchase requisitions shall originate in the using department at the level where the purchase is to be used. Once entered, the requisition will be routed to the department head for approval and then to Finance for processing.

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4. Data Entry of Requisition

Below are the steps to enter a requisition in BS&A. All information requested must be entered.

a. Go to **Purchase Order Entry**.

b. Click . The icon shows a green plus sign inside a square, followed by the word "Add" in a light blue box.

c. Select a **Vendor**. If not available, see New Vendor Process

d. Enter summary of the PO on the **Description** line

e. Select the **PO Type**.

f. Select the **Department**.

g. Verify or enter the **Post Date**.

h. Select a staff member in **Requested By**.

i. If creating a Blanket purchase order, enter the **Expire Date**.

j. Select the **Price Source**.

k. (Optional) Select/enter relevant items for the current purchase order.

l. Double-click the bar labeled *<double-click or begin typing here ...>*.

m. Enter the **Quantity**.

n. Verify or select the **Unit**.

o. If available, verify or select the **Product/NAICS Code**.

p. Verify or enter the **Item Description**.

q. Enter the **Unit Price**.

r. Verify or enter the **GL Number**.

s. If applicable, click  to view/edit the distribution; click **Close** to return to requisition entry. The icon shows the letters "GL" in a light blue box.

t. Click **Save**.

u. If any of the items meet the criteria set in Program Setup for asset flagging, a dialog appears letting you confirm asset status. Uncheck any you don't want included and click **Ok**.

v. The entry is in Requisition state and will not become a purchase order until approved.

Appropriate supporting documentation must be uploaded and attached to the purchase requisition. For example:

- Quotations
 - Completed quotation summary
 - Copy of each written quotation
- Piggyback
 - Completed quotation summary
 - Full copy of contract being piggybacked, including pricing
- Sole source
 - Completed sole source/city standard commodity form
 - Documentation to support sole source
- City standard commodity
 - Completed sole source/city standard commodity form
 - Documentation to support city standard commodity

Finance shall review, approve or return a requisition within 4 business days from when it has been approved by the requesting department director. A requisition lacking or containing incorrect information will be returned to the originating department for completion or compliance. This will cause a delay of the PO processing. When in doubt, call Finance for assistance prior to submitting for approval.

Once all required fields are completed, and the requesting department enters through all of the necessary steps, the computer will automatically send the REQ to the Department Director for their approval. No person under a Department Director or designee(s) may approve REQ's for processing based on security levels.

If the REQ is validated, approved and posted by the Department Director, the computer will automatically send the REQ to Finance for the next step in processing a PO.

If the REQ is not approved, or if the Department Director, Finance, or City Manager has a question, the REQ can be returned to the requesting department, or canceled altogether. Then the requisitioning process must be repeated. The requesting department must satisfy any question(s) and then return the requisition for re-approval.

A PO is a computer-numbered form that only the Purchasing Division staff has system access to generate a PO.

A REQ is received by Finance via computer only after the Department Director or designee has authorized it by their computer approval process.

Finance will review the REQ for compliance as follows:

1. If the description is adequate;
2. If quotations were obtained and are properly documented;
3. If the REQ is authorized by a resolution, the resolution number must be listed in the body of the REQ;
4. If there was an Emergency Purchase;
5. If the account information is correct and budgeted funds are available. If it is found that funds are not available in the account, Finance will contact the requesting department for further action.
6. If the vendor is listed as a sole source or single source provider, that proper documentation is submitted by the requesting department.
7. If proper procurement policies have been followed as determined by the amount of the PO.

Section VII – Change Orders

Change orders are changes made to a contract that occurred due to unforeseen situations. Change orders cannot substantially modify the work that was contracted for and cannot differ greatly from the original specifications.

1. City Manager's Authority

The City Manager is authorized to approve the following types of change orders:

- a. All change orders decreasing the cost of the contract and do not materially alter the work planned by the contract.
- b. Change orders where the net change increases the cost of the contract by an amount less than or equal to five (5) percent.
- c. A change order consisting of unit quantity increases at the unit price bid, which do not exceed ten (10) percent of the original unit quantity for each line item.

Change orders exceeding five (5) percent, in total, require approval by the City Commission.

2. Initiating a Change Order

The department responsible for the work on the contract completes a Change Order form. You will need the following information to complete the form:

- a. Vendor number, name and address
- b. Project description
- c. Line item description of the change(s) and the effective date
- d. Under comments, please explain the reason for the change(s)

Please attach a copy of any and all documents that support the change. Have the form approved by the department head and forward to the Purchasing Coordinator for processing.

Section VIII – Purchasing Card (P-Card) Policies & Procedures

A. INTRODUCTION

The City of Wilton Manors Purchasing Card Program is designed to improve control and efficiency in processing purchases from any vendor that accepts the MasterCard credit card.

This program will allow the employee/cardholder to purchase approved commodities and services directly from our vendors. Each purchasing card is issued in the name of an employee with “City of Wilton Manors” as the government buyer of goods and services, and the City’s sales tax exemption number, clearly shown on the card. Cardholders will also be issued a copy of the City’s sales tax exemption certificate.

The Finance Department will monitor the performance of the program. All questions or concerns should be directed to:

Assistant Finance Director	954-390-2144
Finance Director	954-390-2143

The purpose of these policies and procedures is to accomplish the following:

1. To ensure purchasing card purchases are in accordance with the City of Wilton Manors’ Purchasing Ordinance (Section 2-58) and adopted policies and procedures.
2. To provide an efficient method of purchasing and paying for goods and services from specified vendors within specified commodity groups, within a predetermined amount per item purchased, per total invoice purchase or per total per day, week or month per vendor.
3. To reduce transaction processing time.
4. To provide procedures and policies for disciplinary action if a purchasing card is misused.
5. To ensure budget, commodity, and vendor control over purchases.
6. To provide for purchases during a state of emergency (e.g., hurricane)

The policies and procedures provided herein are minimum standards for departments. Departments may establish additional controls as deemed necessary.

How It Works

The purchasing card system simplifies the purchasing/disbursement process. Purchasing responsibility is delegated to the ordering department enabling an authorized cardholder to place an order directly with the vendor.

When a purchase authorization is requested by the supplier at the point of sale, the MasterCard purchasing card system validates the transaction against preset limits established by the Department Director and Finance. All transactions are approved or declined electronically based on the purchasing card authorization criteria established. The authorization criteria may be adjusted periodically as needed and may include, but are not limited to, the following:

- Approved Vendors
- Approved Commodities
- Number of transactions allowed per day
- Number of transactions allowed per month
- Single item purchase limit
- Daily transaction limit
- Monthly total

By signing the Purchasing Card User Agreement, the employee affirms that they have read and are familiar with Section VII – Purchasing Card (P-Card) Policies & Procedures of this manual. Employees who misuse or abuse card usage may be subject to disciplinary action up to and including termination of employment.

Who Does What?

The following is a summation of the responsibilities of the individuals involved in the purchasing card system.

Department Director

- Request purchasing cards for designated employees
- Request transaction limits
- Responsible for authorizing charges (or designated representative)
- Ensure compliance with all additional approval requirements prior to purchase (quotes, solicitation, Commission approval, etc.)
- Monitor availability of budgeted funds
- Review receipts and cardholder statement(s)
- Ensure that approved cardholder statement(s) along with all supporting documentation, are sent to Finance each month
- Notify MasterCard of any disputes and follow dispute procedures

- Document all disputes
- Notify Finance of open disputes
- Collect card from cardholders who end employment
- Notify and send Finance terminated cards
- Comply with all purchasing and purchasing card policies and procedures

Cardholder

- Hold and secure purchasing card
- Request/receive authorization to purchase, if applicable
- Order/receive materials and services
- Ensure sales tax is not charged
- Collect and save all sales receipts/invoices
- Compare receipts with supporting documentation and verify totals are the same
- Request correct receipt and credit slip (never cash or store credit) if totals do not agree
- Match receipts with monthly card statement
- Identify disputed charges
- Immediately notify Finance and cardholder's Director of lost or stolen card
- Responsible for all missing documentation
- Resolve all issues with vendor - notify Finance of any unresolved issues
- Comply with all purchasing and purchasing card policies and procedures

Finance

- Receive approved cardholder statements and supporting documentation
- Confirm that all department weekly spend reports are complete and are authorized by Department Directors
- Notify departments when approved department documentation is not received on time
- Receive monthly statements from SunTrust VISA
- Reconcile statements to City Total Summary
- Verify all documentation received
- Pay all non-disputed monthly charges from consolidated statement
- Process related accounting data
- File and store statements, receipts, etc.
- Monitor missing documentation
- Identify any violations or discrepancies
- Ensure compliance with all purchasing and purchasing card policies and procedures

Finance/ MasterCard Account Administrator

- Coordinate program policy issues
- Initiate and distribute all purchasing cards

- Execute the Purchasing Card Employee User Agreement
- Block commodity codes for purchasing card program
- Initiate training program for all cardholders
- Request issuance and cancellation of cards
- Maintain policy and cardholder guides/manuals
- Evaluate purchasing card feedback from vendors and departments
- Coordinate and maintain internal controls
- Handle billing disputes
- Participate in ongoing program reviews
- Conduct semi-annual inventory of purchasing cards

B. POLICIES AND PROCEDURES

Assignment and Control of the Purchasing Card

Purchasing cards will be issued by Department and Finance to individual employees who frequently purchase goods and services of a pre-approved amount. The Purchasing card will have the employee's name, "City of Wilton Manors", the City sales tax exemption number and the expiration date embossed on the face of the card. The purchasing card issuing company will not have individual cardholder's information other than name. No credit records, social security numbers, etc. of the cardholder are maintained.

All requests for new cardholders, changes to current cardholders, or changes to authorization must be made in writing by the Department Director to Finance. Each employee designated to receive a card will be given a copy of this policy and procedure manual, along with training, from Finance personnel. When Finance receives a purchasing card from the issuing card company, the cardholder will be required to personally take receipt of the card from Finance and sign the Purchasing Card Employee User Agreement.

Lost or Stolen Purchasing Cards

If a purchasing card is lost or stolen, the cardholder must immediately notify Finance and the Department Director. The cardholder will be responsible for reporting all information necessary to reduce the liability to the City for a lost or stolen card. Disciplinary action will be taken in the event that Finance is not notified. The cardholder will make payment to the City for any unauthorized charges if they fail to report the card as lost or stolen. If charges are not repaid, the City will take disciplinary action, up to and including termination. The City will also pursue all legal avenues available for collection.

Termination or Transfer of Cardholder

When an employee ends their employment or is transferred to another department, the Department Director must immediately notify Finance. Finance will ensure that the card is canceled. The Department Director is to collect the card from the employee and send to Finance.

Limitations on Use of Purchasing Card

1. Cardholder Use Only - Only the employee whose name is embossed on the card may use the purchasing card. No other person is authorized to use the card.
2. City of Wilton Manors Purchases Only - The purchasing card is to be used for City authorized purchases only. The purchasing card cannot be used for any personal use. Any such use will require immediate reimbursement and will result in disciplinary action, which may include dismissal.
3. Dollar Limitations
 - a. The Department Director approving the issuance of a purchasing card will set limits for each cardholder: transaction amount, frequency, vendor, and commodity as required. All such limits will be reviewed by Finance.
 - b. A purchase may be made of multiple items, but the invoice cannot exceed the cardholder's limit.
 - c. Declared Emergencies – at the discretion of the City Manager or designee, restrictions on purchase limit and merchant category groups may be revised once an emergency has been declared.
4. Other Conditions
 - a. Purchases greater than \$1,000 require a purchase order, prior to making the purchase, per the City's purchasing ordinance.
 - b. All items purchased over-the-counter must be immediately available. No back ordering is allowed.
 - c. All items purchased by telephone transaction must be confirmed by email or fax.
 - d. All items paid for with the purchasing card must be shipped to the City and are property of the City of Wilton Manors.
5. Travel Related Charges – Purchases for conference registration/classes, airline tickets, hotels, and parking charges are permissible. Purchases made during travel must be in accordance with the City's policies and procedures.

Prohibited uses of purchasing cards

The following types of items may not be purchased with a purchasing card, regardless of dollar amount.

1. Food not associated with an official City event, some examples include:
 - a. Travel meals
 - b. Birthday cakes
 - c. Department meetings/parties/snacks
2. Gas and oil products, except for City vehicles or rental cars on official City trips outside of Broward
3. Entertainment during travel
4. Cash Advances
5. Gift baskets/flowers, excluding those sent on behalf of the City to dignitary events/funerals
6. Personal Items
7. Telephone Calls
8. Any additional goods or services specifically restricted by the Department Director, Purchasing or the Finance Department
9. Any item that would be an unlawful expenditure in accordance with the City's Code of Ordinances, adopted Resolutions, and adopted Policies.

Violations

1. Purchase of any item, which would be an unlawful expenditure in accordance with the City's Code of Ordinances (Section 2-268) and adopted policies and procedures.
2. Attempting to make a purchase that exceeds limit. It is the responsibility of the ordering department to ensure all "extra" charges such as freight, handling, set up, etc. are considered before a purchasing card transaction is made. A vendor's willingness to honor a purchasing card transaction exceeding the limit does not authorize cardholder or department to make such a purchase.
3. Attempting to make more transactions per day or month than allowed.
4. Purchases from vendors that create conflicts of interest.
5. Multiple purchasing card transactions to circumvent the pre-determined limits.
6. Failure to produce proper documentation receipts, to department representative daily.
7. Failure to report lost or stolen purchasing card.
8. Purchasing card transactions referenced as items prohibited for purchase with card.

When purchases are questioned, the Director will be responsible for resolving the issue with the cardholder. If the Director cannot be satisfied that the purchase was necessary and for official use, the cardholder must provide a credit voucher proving the item(s) were returned for credit. If items cannot be returned, then a payment will be made in cash to the City by the employee/cardholder.

The City reserves the right to take disciplinary action, up to and including termination. The City may also pursue all legal avenues available for collection. Any abuse or misuse of the purchasing card will result in the privilege being suspended or revoked.

Purchasing will refer violations and discrepancies to Human Resources for disciplinary or other appropriate action.

C. PROCEDURES FOR MAKING AND PAYING FOR PURCHASE

Documentation of Over the Counter Purchases

When a purchase is made, the cardholder must obtain the customer's copy of the detailed receipt. The cardholder verifies that the receipt and any related documentation are for the same amount. They also verify that no tax has been charged. If the receipt is incorrect the cardholder will request a credit slip (never cash or store credit).

Telephone Orders

Ensure that the vendor knows that the City will not pay tax. The tax ID # is to be provided. Telephone orders are to be confirmed by email or fax.

Missing Documentation

If the cardholder does not have documentation of the transaction, they must obtain a copy and if this is not possible, details of the purchase must be attached. The information will include a description of each item, the number of items purchased, the unit cost, the date of purchase, the vendors name and explanation as to why there is no supporting documentation. Continued incidents of missing documentation will result in the cancellation of the employee's purchasing card.

D. DISPUTES

If items purchased with the purchasing card are defective, the cardholder must return the items(s) to the vendor for replacement or credit. If the service paid for with a purchasing card is faulty, the vendor must be notified and asked to correct the situation or provide a credit (never cash or store credit). If the vendor refuses to replace or correct the faulty item or service, the purchase will be considered in dispute. Any item or amount the Director considers as an inappropriate or incorrect charge and the vendor will not credit will be a disputed item or amount.

Director or cardholder contacts the merchant about the transaction and supplies the necessary information to begin the resolution process

Finance must be notified of all disputed items. All documentation concerning the disputed items will be turned into Finance as soon as possible.

Clarification, Questions, Violations – Contact the City’s Finance Department

Section IX – Glossary

Addenda / Addendum – Written or graphic instruments issued prior to the opening of bids which clarify, correct or change the bidding documents or the contract documents.

Bid Bond – An insurance agreement, accompanied by a monetary commitment, by which a third party accepts liability and guarantees that the bidder will not withdraw the bid, the bidder will furnish bonds as required, and if the contract is awarded to the bonded bidder, the bidder will accept the contract as bid, or else the surety will pay a specific amount.

Bid Specification – A document containing all information relating to the bid, including, but not limited to, requirements, purchase request, invitation to bid, bid evaluation and award information.

Business Location – A permanent office or other site where the vendor operates, conducts, engages in, or carries on all, or a portion of, its business. A post office box shall not be sufficient to constitute a “business location”.

Change Order – Changes, due to unanticipated conditions or developments, made to an executory contract, which do not substantially alter the character of the work contracted for, and which do not vary so substantially from the original specifications as to constitute a new undertaking. Such changes must reasonably and conscientiously be viewed as being in fulfillment of the original scope of the contract rather than as departing therefrom. Further, such changes, when viewed against the background of the work described in the contract and the language used in the specifications, must clearly be directed either to the achievement of a more satisfactory result or the elimination of work not necessary to the satisfactory completion of the contract.

Chief Procurement Officer – The City Manager, or designee, who is responsible for the procurement of commodities and services as well as the management and disposal of commodities.

Check Request Form (CRF) – An internal authorization form used by a department for the purpose of paying for an invoice.

City Standard Commodities – Those situations where the City has determined that a particular style, brand, make, or model is the only type that meets the City’s requirements for performance, compatibility or salient characteristic.

Competitive Bidding – Preferred method for acquiring goods, services, and construction for public use in which award is made to the lowest responsive and responsible bidder, based solely on the response to the criteria set forth in the IFB (invitation for bid).

Commodities – Personal property, including but not limited to, goods, supplies, apparatus, equipment, material and other forms of tangible personal property.

Contractor – Any person or business entity having a contract with the City.

Cooperative Purchasing – Situations where the City participates in joint procurement of commodities or services with other public entities within the State, in order to obtain lower prices through greater purchasing volume.

Department Director – The person that directs or controls each City department as determined by the City Manager.

Invitation to Bid – A solicitation for competitive sealed bids with the title, date and hour of the public bid opening designated therein and specifically defining the commodities or services for which bids are sought. The invitation for bid shall be used when the City is capable of specifically defining the scope of work for which a service is required or when the City is capable of establishing precise specifications defining the actual commodities required. The invitation for bid shall include instruction to bidders, plans, drawings and specifications, if any, bid form, any additional documents or information required by the State, Federal government or County and other required forms and documents to be submitted with the bid.

Payment Bond - A payment bond is requested on contracts which will require the purchase of materials or services from others in order to protect subcontractors from non-payment by the general contractor.

Performance Bond - A performance bond may be required when it is deemed in the best interest of the City to ensure that a contract is executed in accordance with the agreed upon specifications and price; or when mandated by Florida State Statutes.

Petty Cash – A cash fund kept at a fixed amount for disbursement as needed to pay for relatively small purchases.

Procurement Card – City issued credit card used for acquiring supplies and services for use by the City.

Procurement Coordinator – An employee in Finance with responsibility and authority to act for the jurisdiction in certain areas and to oversee all purchasing activities.

Purchase Order – A purchaser's written document to a vendor formalizing all the terms and conditions of a proposed transaction, such as a description of the requested item(s), delivery schedule, terms of payment, and transportation.

Quotations - Unsealed telephonic, oral, facsimile or written bids for commodities or services.

Request for Letters of Interest (RLI) - A written solicitation for offers with the title, date and hour of the submission deadline designated. A request for letters of interest shall include but is not limited to, general information and a submission deadline. The City shall engage in competitive negotiations with responsible offerors determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Officers shall be accorded fair and equal treatment with respect to any opportunity for discussion.

Request for Proposals (RFP) – A written solicitation for competitive sealed proposals with the title, date and hour of the public opening designated. A request for proposals shall include but is not limited to general information, functional or general specifications, a statement of work, proposal instruction and evaluation criteria. All requests for proposals shall state the relative importance of price and any other evaluation criteria. The City may engage in competitive negotiations with responsible proposers determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer.

Request for Qualifications (RFQ) – A written solicitation for competitive sealed offers with the title, date and hour of the public opening designated. A request for qualifications shall include but is not limited to, general information, functional or general specifications, statement of work, instructions for offer and evaluation criteria. All requests for qualifications shall state the relative importance of the evaluation criteria. The City may engage in competitive negotiations with responsible offerors determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of offers and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer.

Responsible Bidder, Responsible Offeror, Responsible Proposer - A person or business entity having the capability in all respects to perform fully the contract requirements and sufficient experience, ability, reliability, capacity, facilities, equipment, financial resources and credit to give the City a reasonable expectation of good faith performance, determined solely within the City's discretion.

Responsive Bidder, Responsive Offeror, or Responsive Proposer - A person who has submitted a bid, offer, or proposal that conforms in all material respects to the invitation for bid, request for letters of interests, request for qualifications, or request for proposals, determined solely within the City's discretion.

Services - The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end-product other than reports that are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements.

Sole Source - The commodities or services are available from only one (1) responsible vendor.

Surplus Property - Any personal property belonging to the City, that is capable of being used but is in excess of the normal operating requirements of the City, or which is no longer used, or which has become obsolete, worn out or scrapped.

Transaction – 1. The act of carrying out some form of business between two parties or persons. 2. A business agreement or exchange.

Using Agency - Any department, division, bureau or other unit in the City government using commodities or procuring services as provided in this division of the City Code of Ordinances.

Section X – Purchasing Forms

The following pages contain copies of the purchasing forms referenced in this manual.

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Life's Just Better Here

CITY OF WILTON MANORS QUOTATION SUMMARY FORM

This form should be completed prior to purchasing goods/services.

Date: _____

Department: _____

NOTE: If this is a **Sole Source** or **City Standard Commodity**, complete the *Sole Source/City Standard Commodity Form* instead.

Check Box for Vendor Selected

	VENDOR # 1 <input type="checkbox"/>	VENDOR # 2 <input type="checkbox"/>	VENDOR # 3 <input type="checkbox"/>
Vendor Name			
Contact Person			
Address			
Phone			
Quoted Amount			
Order Description			
Check One	<input type="checkbox"/> Oral <input type="checkbox"/> Written	<input type="checkbox"/> Oral <input type="checkbox"/> Written	<input type="checkbox"/> Oral <input type="checkbox"/> Written
Other	Is W9 on File? <input type="checkbox"/> Yes <input type="checkbox"/> No (Submit W9 if Vendor is not in system)		*Piggybacking Attach Contract <input type="checkbox"/>

If **Piggybacking** is selected, please provide information regarding the contract being piggybacked:

If a vendor other than the lowest quoted price is selected, please explain reason for awarding to selected vendor:

Prepared By: _____ Date: _____ Extension: _____

Director Approval: _____ Date: _____

Note (City Code Sec. 2-58):

All such purchases of greater than the estimated cost of two thousand dollars (\$ 2,000.00) but less than or equal to four thousand dollars (\$ 4,000.00) shall require at least three (3) oral or written quotations.

Purchases of an estimated cost greater than four thousand dollars (\$4,000.00) but less than or equal to thirty thousand dollars (\$30,000.00) shall require at least three (3) written quotations. All written quotations must be attached to this Quotation Form.

***Piggybacking** – a copy of the contract that is being piggyback must be submitted with the quotation.





Life's Just Better Here

CITY OF WILTON MANORS SOLE SOURCE/CITY STANDARD COMMODITY PROCUREMENT FORM

Select one: Sole Source City Standard Commodity

Directions

1. Enter description of sole source procurement.
2. Enter name of sole source vendor and address.
3. Enter the determination and basis for sole source procurement.
4. If sole source, attach sole source letter from vendor.
5. Attach proposal from vendor with price.

City Code Section 2-58

Sole Source means that the commodities or services are available from only one (1) responsible vendor.

City Standard Commodities, refer to those situations where the city has determined that a particular style, brand, make, or model is the only type that meets the city's requirements for performance, compatibility or other salient characteristics. City Standard Commodities applies to purchases of goods, not services.

Questions Contact

Purchasing Coordinator
954-390-2171
lgorgoy@wiltonmanors.com

1. Description of Item or Service proposed:

1. Vendor Name: _____
 Address: _____

 Phone #: _____ Email: _____

3. The basis for this sole source/city standard commodities determination and the reason no other vendor/product is suitable:

This sole source request has been provided, fully understanding the implications of Section 838.22 of the Florida Statutes:

(2) "it is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole source contract for commodities or services."

(5) "Any person who violates this section commits a felony of the second degree, punishable as proved in s. 775.082, s. 775.083, or s. 775.084."

Department _____ Department Director Signature _____

Date _____ Print Name _____

REQUEST FOR CHANGE ORDER

To: Finance Department

Date: _____

Attn: Purchasing Coordinator

From (Name): _____ Phone #: _____

Department: _____ P.O./REQ # _____

Vendor: _____

Please issue a change order for the above referenced Purchase Order

Please note type of change specific to P.O. line item: qty, description, unit price, cancel order, close P.O., add replacement item, add item, or other change. P.O. increases in excess of 5% of the original Purchase Order amount will require approval by the City Commission.

Justification for Change Order: _____

Requested Change(s):

P.O. Line Item #: _____ Requested Change: _____

Approvals:

Department Head: _____

Finance Director: _____

City Managers: _____



Life's Just Better Here

Purchasing Card Monthly Transmittal and Certification Form

Date: _____

TO: Purchasing Card Program Administrator

FROM: _____

CARD LAST FOUR DIGITS: _____

SUBJECT: Monthly Purchasing Card Transmittal and Certification for cycle ending _____

To the best of my knowledge and belief, all transactions shown on the Monthly Cardholder Statement are in compliance with the City of Wilton Manors' Purchasing Card Policies and Procedures.

Complete Checklist:

- Sun Trust Statement showing GL code and description is attached
- Invoices and/or detail receipts are attached
- Completed PCard Lost Receipt Form, if applicable, is attached
- If charged, Sales Tax refund has been requested

PCard Holder Signature: _____ Date: _____

Department Director Signature: _____ Date: _____

City Manager: _____ Date: _____