

PROCUREMENT DIVISION



MEMORANDUM

TO: All Elected Officials, Department Heads, Division Chiefs, Independent Agencies, Authorities, Boards, Commissions and Councils

FROM: Gregory Pease, Chief
Procurement Division

DATE: August 2, 2013

RE: Revised Administrative Code (Procurement Manual)

In accordance with Section 126.106, *Ordinance Code*, the Chief of Procurement must prepare and maintain a current Procurement Manual that contains detailed regulations and procedures for the implementation of the City's Procurement Code.

The current Procurement Manual (aka the Administrative Code) was last revised in November 2007. Many operational and organizational changes have taken place since that time. Accordingly, the Procurement Division recently made numerous revisions, which are summarized below:

- Adopted the title "Procurement Manual" instead of "Administrative Code" to conform to the wording of the Ordinance Code and eliminate confusion with the Florida Administrative Code.
- Added section addressing the usage of Purchasing Cards (P-Cards).
- Increased informal monetary thresholds for Supplies, Professional Services and Contractual Services to \$65,000 (consistent with F.S. §287.017 category three).
- Increased informal monetary thresholds for Professional Design Services to \$35,000 (consistent with F.S. §287.017 category two).
- Increased informal monetary thresholds for Professional Design Services where construction exceeds \$325,000 (consistent with F.S. §287.017 category five).
- Clarified evaluation procedures for CSPEC and PSEC delivery methods.
- General updates of times, dates, locations and organizational structure.
- Minor contract negotiation process revisions.
- Added Construction Change Order directives.
- Added requirement for contract of construction projects below formal threshold.
- Deleted unnecessary Change Order language and clarified procedures.
- Established deadlines for Award Committee Agendas.
- Deleted Supplier Pro Section.
- Added a quick reference guide.
- Added Procedures and Guidelines for Awards Committee Members.

The revised Procurement Manual is available on the Employee Portal under the Procurement Division site and at COJ.net. If you have any questions or would like to receive individual or group instruction on any aspect of the revised Procurement Manual or Procurement Code, please contact your assigned Buyer. Department Buyer assignments are also available on the Employee Portal Procurement Division site or just contact us at 255-8800.

Attachments.