FY26 Procurement Operating Manual Rewrite Summary

New Appendixes:

1. Appendix D: Removed Administrative Award (Obsolete due to Docusign implementation)
2. Appendix O: Purchase Card (P-Card) Application/Modification (Smartsheets)
3. Appendix P: Transfer or Disposal of Personal Property or Surplus (Smartsheets)
4. Appendix Q: Copy Center Request Form (Smartsheets)

Section 5 (M): Payment & Performance Bonds

1. **Pg. 31:** Payment & Performance Bonds are required for all contractors doing business within the State of Florida if doing construction work on any public property or any public building if the project is over $200,000. These bonds protect the City from contractors that either do not complete the contracted project or fail to pay suppliers & subcontractors and cost on average between 1% - 3% of the value of the project. While this increases the cost for city, it insures against the city having a contractor fail to perform their contracted job, saving the city both time and money for projects that were not completed and need to be re-solicited.

   When waiving bonds for a construction project, the waiver must be included on the PAF and Agency Memo for recommendation for approval through the JPAC. Bonds may be waived from projects up to $200,000 and $500,000 for JSEBs. In the waiver, the using agency must indicate whether the bond is being waived pursuant to §255.05 ($200K) or Section 18.11 for JSEBs ($500,000).

Section 5 (O): Presentations, Demonstrations, Oral Interviews, Selection, Negotiation and Contracting

1. **Pg. 32:** Using agencies may request from procurement a general exemption from public meetings under §286.0113 (2) (b) for presentations, demonstrations, or oral interviews to be conducted separately from JPAC and at an alternative location.

Section 5 (P): Using agency Timely Submission of Award Requests

1. **Pg. 33:** Using Agencies shall submit new award requests within ninety (90) days of Bid Opening. Using Agency requests submitted over ninety (90) days will require confirmation from the supplier that they will still honor their bid and will be at the discretion of the Chief of Procurement to approve such request. Award requests submitted over one hundred and twenty (120) days will be denied and Using Agencies will be required to re-solicit if the requirement is still needed.

Section 6 (F): Purchasing Card (P-Card) Usage

1. **Pg 38:** The Procurement Division is responsible for administering the P-Card Program and enforcing the P-Card Policy. The P-Card Policy can be found on the Employee Portal under the Procurement Division site.

   City P-Cards are to be used for the high volume, low dollar purchase of supplies and travel-related expenses. The standard spending parameters for a P-Card are set up to $5,000 per transaction with a maximum of $20,000 per month, per card, unless a maximum increase is approved by procurement.

   Procurement will assign a P-Card Program Administrator who will be responsible for enforcement of the P-Card Program and maintaining the P-Card Policy.

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Section 14 (A): Types of Contracts and Agreements

1. **Pg. 47:** Procurement Analyst and Buyers shall set up/increase the maximum indebtedness (agreement ceiling amount) for all 1Cloud Agreements using the authority granted by the most recent PAF. The maximum indebtedness and period of performance must match the approved PAF, regardless of the fund type being used (General Operating Fund (1 Year) or All Years (Capital).