

TOWN OF CALLAHAN, FLORIDA
ORDINANCE NO.: 2019-O01

AN ORDINANCE OF THE TOWN OF CALLAHAN, FLORIDA TO AMEND CHAPTER § 44 OF THE CODE OF THE TOWN OF CALLAHAN, FLORIDA BY INCREASING PURCHASING AUTHORITY AND THRESHOLDS; ADDING DEPARTMENT HEADS; REMOVING REQUIREMENTS FOR REQUISITIONS AND PURCHASE ORDERS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS the Town Council finds that revising, updating, and clarifying as set forth below certain parts of Chapter 44, Purchasing, of the Town's Code will benefit the health, safety, and welfare of the Town of Callahan;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CALLAHAN, FLORIDA, AS FOLLOWS:

Section 1. Code § 44-2(C) is hereby amended as follows:

A. Award and renew contracts and/or purchase orders and agreements when utilizing other government contracts in an amount not to exceed ~~\$10,000~~ 20,000 in value.

Section 2. Code §§ 44-3(A) and (B) are hereby amended as follows:

A. All Town purchases must have proper prior authorization and approval. Department heads of the Town of Callahan are designated as follows: Members of the Town Council, Fire Chief, Public Works Director, Town Clerk, and Treasurer. The department heads or their designee(s) are required to approve all purchasing-related documents prior to submitting same to the Mayor.

B. The approval levels are as follows (total purchase):

- (1) Department head: \$0 - \$499.
- (2) Department head with signature of the Mayor: \$500 - ~~\$4,999~~ \$9,999.
- (3) The Mayor: ~~\$5,000 - \$10,000~~ \$20,000.
- (4) Town Council: Over ~~\$10,000~~ 20,000.

Section 3. Code § 44-4 is hereby amended as follows:

The quotation levels are as follows (individual item):

- A. None: \$0 - ~~\$249~~ \$499.
- B. Two verbal quotes: ~~\$250 - \$1,999~~ 500 - \$4,999.
- C. Three written quotes: ~~\$2,000 - \$10,000~~ 5,000 - \$20,000.
- D. Formal bid or request for proposals: Over ~~\$10,000~~ 20,000.

Section 4. Code § 44-5 is hereby deleted in its entirety.

Section 5. Code §§ 44-7(A)-(D) are hereby amended as follows:

A. Sole source procurement; however, all sole source procurements where the cost of the commodity or contractual service exceeds ~~\$10,000~~ 20,000 shall be authorized by the Town Council.

B. Nonemergency exemptions to this process must be approved by the Town Council if over ~~\$10,000~~ 20,000.

C. Emergency procurements. The Mayor may make or authorize emergency procurements of commodities or services when there exists a clear and present threat to public health, property, welfare, safety or other substantial loss to the Town. The Town Clerk will notify the Council immediately of all emergency expenditures over ~~\$10,000~~ 20,000.

D. Purchases under contracts of the federal government, the State of Florida and/or its political subdivisions. All purchases of commodities or services under the provisions of local, state and federal purchasing contracts shall be exempt from the competitive procurement requirements; however, such contracts must be approved by the Town Council if over ~~\$10,000~~ 20,000.

Section 6. Code § 44-8(C)(1) is hereby amended as follows:

(1) Bids shall be opened publicly by the ~~Council President~~ Town Clerk at the time and place designated in the public notice of the invitation to bid.

Section 7. Any and all ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

Section 8. Should any section or provision of this Ordinance or any portion thereof, any paragraph, sentence or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this Ordinance.

Section 9. This Ordinance shall become effective upon its adoption.

ADOPTED THIS _____ DAY OF _____, 2019.

TOWN OF CALLAHAN, FLORIDA

Ken Bass, Town Council President

ATTEST:

Stephanie Knagge, Town Clerk

APPROVED:

Martin Fontes, Mayor

Date of First Reading:
Dates of Publication:
Date of Public Hearing
& Second Hearing:
Date of Final Passage: