



Office of the Mayor and Town Council

Sue Ellen Loyzelle
Vice Mayor

MEMORANDUM

To: Honorable Mayor and Town Council

From: Sue Ellen Loyzelle, Vice Mayor

Date: February 20, 2019

Re: Amending Section 24-43 of the Town Code Purchasing Guidelines
(*First Reading*)

REQUEST

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AMENDING SECTION 24-43 OF THE TOWN CODE, "PURCHASES OF MORE THAN \$5,000.00 BUT LESS THAN \$25,000.00;" PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town of Cutler Bay maintains purchasing guidelines that are codified in Chapter 24 of the Town Code. Pursuant to Chapter 24, Article II, Section 24-43, the Town Manager is authorized to purchase or contract, without Town Council approval, for materials, supplies, equipment, improvements or services where the total amount expended is in excess of \$5,000.00, but which is less than \$25,000.00, provided that three (3) competitive quotations are obtained.

Section 24-66 of the Town Code identifies sole source availability as an exemption from the competitive formal bidding process, upon filing a written request by the Town Manager outlining the conditions and circumstances involved. I am requesting to amend Section 24-43 of the Town Code, to allow the Town Manager to request a waiver of the requirements of this section, of obtaining three (3) quotes. The Town Manager may waive the requirements of this section where the Town Manager has made a written recommendation that, based on specific circumstances, there is Sole-Source availability or it is impractical to comply with the requirements of this section for a specific purchase. The Town Manager will forward the written recommendation to the Town Attorney for confirmation.

RECOMMENDATION

It is recommended that the Town Council adopt the attached Ordinance amending Chapter 24, Article II, Section 24-43 of the Town Code, authorizing the Town Manager to waive the requirements of obtaining three (3) quotes when there is a sole source availability or it is impractical to comply with the requirements.