

## **RESOLUTION 2023-04**

A RESOLUTION OF THE CITY OF AVON PARK, FLORIDA PROVIDING FOR ADOPTION OF AMENDMENTS TO PURCHASING MANUAL FOR IMMEDIATE USE WITHIN THE CITY FOR ALL PROCUREMENT APPLICABLE TO THE CHANGES; PROVIDING FOR AN EFFECTIVE DATE

**WHEREAS**, the City of Avon Park has been required to provide changes to its Purchasing Manual to comply with state and federal requirements; and,

**WHEREAS**, the Purchasing Manual is adopted by Ordinance and is in the process of amendment now in a number of other changes, however, these changes are needed immediately to prevent delay of a current project; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF AVON PARK, FLORIDA**, in a public meeting assembled this 13<sup>th</sup> day of March 2023:

### **SECTION 1. IMMEDIATE ADOPTION AND APPLICATION OF PROCUREMENT MANUAL AMENDMENTS.**

The City Council requires that all procurement in the City adhere to the redlined modifications of the Purchasing Manual in Exhibit "A" attached, as applicable to the procurement being processed.


**SECTION 2. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

IN WITNESS WHEREOF, the City of Avon Park, Florida, has duly adopted this Resolution and caused it to be executed by the officers below. The vote was:

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
<b>Councilperson/Mayor Anderson</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Councilperson /Deputy Mayor Barnard</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Councilperson McGuire</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Councilperson Mercure</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Councilperson Taylor</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

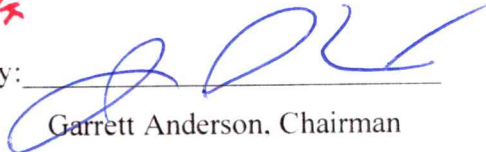
(Seal)

**ATTEST:**

By:   
Christian Hardman, City Clerk



**CITY OF AVON PARK, FLORIDA**

By:   
Garrett Anderson, Chairman

**APPROVED AS TO FORM:**

  
Gerald Buhr, City Attorney

## **EXHIBIT "A"**

### **60 General Purchasing Policies**

#### **60.10 All Purchases, Procurement, and Acquisitions**

(1) All official requests for purchases, procurement, and acquisitions of materials, goods, equipment, and services, that are in excess of the Department Head's purchase authority, whether at a cost to the City or not, shall be performed by the Accounts Payable and Administrative Services Departments.

(2) All requests for prices for the purpose of initiating the purchase of goods and services shall be made by the Accounts Payable and Administrative Services Departments unless otherwise authorized herein. Inquiries made for the purpose of budget preparation and services information may be made by individual Departments.

(3) No member of the staff of the Administrative Services Department, their family, or City Council and Mayor or their family, shall receive any benefit or profit from any contract or purchase made by The City unless the benefit is available to all City employees or families.

(4) Individual acceptance of gratuities with a value in excess of \$50.00 is prohibited. Employees must not become obligated to any supplier and shall not conclude any City transaction from which they may personally benefit directly or indirectly. Nevertheless, when procuring for all Federal, State, and local grants or bonds, Federal, State, and local conflict of interest provisions apply.

(5) The City of Avon Park strives to maintain strong and enduring relationships with vendors of proven ability. To accomplish this, purchasing activities will be conducted so that vendors will value City business and make an effort to meet our requirements on the basis of quality, service and price.

(6) The City will buy only from suppliers who have adequate financial strength, high ethical standards, and a record of adhering to specifications, maintaining shipping promises and giving a full measure of service. New sources of supply are necessary to ensure availability of materials and competitive prices.

(7) All vendors, who have asked to be on our vendors list, and/or who have continued their relationship with the City by responding to requests for pricing, shall be afforded equal opportunities to furnish price quotations and are entitled to compete on equal terms.

(8) The City Manager shall act as the City Representative on all matters pertaining to purchasing unless otherwise stated in this manual.

(9) The Administrative Services Director or designee shall not knowingly issue a purchase order when there is evidence of a conflict of interest. In instances when a conflict may exist, but its existence is not clearly established, the Administrative Services Director or designee shall refer the matter to the City Manager or City Attorney for resolution.

(10) All formal contracts and formal agreements shall be reviewed and approved by the Department Head, the Administrative Services Director, the City Manager, the City Attorney, and the City Council and Mayor prior to execution.

(11) Certifications to vendors, such as Federal Tax Number and State Vendor documentation, etc. must be confirmed by the Administrative Services Director or designee. All vendors must be verified they are not on the State of Florida's suspended/ convicted vendor list.

(12) Under federal funding, the City of Avon Park will follow 2 CFR 200.300 – 2 CFR 200.309, 24 CFR Part 570, and 2 CFR Subpart D-F, as well as all applicable federal and state laws.

(13) Financial records related to procurement shall be retained according to state law, except that financial records related to the CDBG-MIT Grant program must be retained for 6 years after closeout of the grant, and access must be assured to HUD, DEO officials, and their representatives.