



TOWN OF HIGHLAND BEACH

AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE 9/19/2023

SUBMITTED BY: Eric Marmer, HR and Risk Management Director

SUBJECT: Consider Recommendation of New Purchasing Policy and Ordinance

SUMMARY:

Based on a thorough assessment of the current purchasing procedures and in consideration of best practices in procurement, the proposed changes will help enhance efficiency and accountability in the purchasing process. Additionally, it will promote fair competition among suppliers.

Under the new policy, the purchasing limits will be revised as follows:

Purchases under \$10,000: Require one written quote.

Purchases from \$10,000.01 to \$50,000: Require three written quotes.*

Purchases \$50,000.01 and over: Require sealed competitive bids that require commission approval.*

*Or applicable Direct Acquisition Method (Sole Source, Town Standard, Piggyback, etc.)

By implementing these changes, the Town will be able to obtain competitive pricing, ensure proper vendor selection, and protect public funds. The policy will provide clear guidelines for staff and vendors, facilitating smoother procurement transactions while adhering to legal and ethical standards.

The proposed policy has been carefully reviewed and is consistent with other municipalities' procurement practices. It has also been developed in consultation with relevant stakeholders, including the Finance Department, legal counsel, and purchasing professionals.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Local Procurement Threshold Chart 2023

New Purchasing Policy

New Ordinance

RECOMMENDATION:

Approval of new Purchasing Policy and first read of Ordinance