



Memorandum

Date: Maarch 12, 2025

To: Honorable Mayor and Councilmembers

From: Zeida C. Sardiñas
City Manager

Department: Fernando Casamayor
Assistant City Manager / Chief Financial Officer

Subject: **Proposed Revisions to the City's Purchasing Code**

Introduction

The purpose of this memorandum is to provide an overview of the current purchasing procedures outlined in Article V of Chapter 2 of the City of Doral's Code of Ordinances (the "Code"), highlight the need for revising the Purchasing Code, and present proposed ordinance revisions to ensure the City's purchasing policies remain efficient and aligned with its growth and operational demands.

Background

Current Code and Procedures

Article V of Chapter 2 of the Code of Ordinances (the "Code") for the City of Doral (the "City") sets forth the City's purchasing procedures ("Purchasing Code").

The Purchasing Code provides the following monetary thresholds and requirements:

- Purchases less than \$10,000.00 do not require any competitive bidding or requests for quotes and may be purchased by the City Manager without City Council approval;
- Purchases in excess of \$10,000.00 but less than \$30,000.00, require three (3) quotes, and may be purchased by the City Manager without City Council approval; and

Proposed Revisions to the City's Purchasing Code

- Purchases in excess of \$30,000.00 require City Council approval and shall be in compliance with the competitive bidding requirements set forth in section 2-319 of the Code.

Need for Revising the Purchasing Code

Since the adoption of the City's Purchasing Code, the City has grown exponentially and the costs of goods and services have also increased, and the existing \$10,000.00 and \$30,000.00 thresholds are not commensurate with the City's size and purchasing needs.

By way of comparison, other local jurisdictions have higher thresholds for the City Manager's purchasing authority:

| Agency | Manager's Purchasing Authority |
|---------------------------|---------------------------------------|
| City of Coral Gables | \$100,000 |
| City of Homestead | \$50,000 |
| City of Pinecrest | \$50,000 |
| City of Aventura | \$50,000 |
| City of Miami Gardens | \$50,000 |
| City of Sunny Isles Beach | \$50,000 |
| City of North Miami Beach | \$50,000 |

Moreover, the Purchasing Code also provides for very limited exemptions to the City's competitive bidding requirements, which is unduly prescriptive, and not consistent with Florida state statutes governing agency purchases, and other local jurisdictions, which provide for exemptions to competitive bidding requirements for certain categories of purchases.

Fiscal Impact

There is no fiscal impact associated with this proposed revision.

Recommendation

To address the outlined concerns, it is recommended to amend and expand the Purchasing Code to increase the monetary thresholds for purchases requiring City Council approval and compliance with competitive bidding procedures, authorizing the City Manager to

Proposed Revisions to the City's Purchasing Code

administratively approve change orders subject to certain limitations, and further enumerating additional exemptions to the City's competitive bidding requirements.

The proposed ordinance revises the Purchasing Code as follows:

- Increases the threshold for purchases not requiring requests for quotes from \$10,000.00 to \$50,000.00;
- Increases the threshold for purchases requiring competitive bidding and City Council approval from \$30,000.00 to \$50,000.00; and
- Provides the City Manager with authority to administratively approve change orders up to certain thresholds.

Additionally, specific enumerated exemptions to the competitive bidding requirements will be incorporated in the Purchasing Code as set forth therein, in accordance with Florida Statutes, the City's own purchasing manual, and general practice by local governments.