



The City Of
PEMBROKE PINES
Florida

Commission Meeting Procurement Code Revisions

November 19, 2025

Mark Gomes, Assistant City Manager /
Director of Procurement and Sustainability



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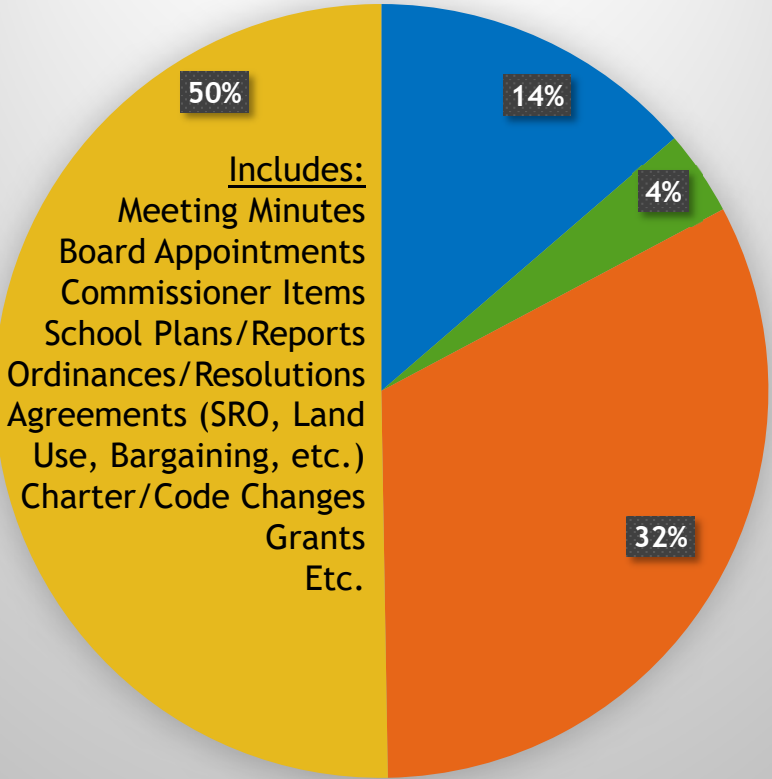
Proposed Ordinance 2025-16: Key Changes to the Chapter 35 - Procurement Code

1. Raise formal solicitation & Commission approval threshold from \$25,000 to \$100,000
 - ▶ Expand the “Quick Quote” process for purchases between \$25,000 and \$100,000
- ~~2. Remove pre-advertisement Commission approval requirement~~
3. Increase City Manager Change Order Thresholds from 5% to 10%, while retaining cap at \$25,000
- ~~4. Expand exemptions~~

▶ Recognition and Commemorative Items	Used equipment and machinery	Travel
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5. Amend Section 35.34 to allow the City Manager to enter into mutually beneficial arrangements when no public funds are used
6. Repeal Section 35.39 to eliminate outdated provisions and ensure compliance with federal and state laws

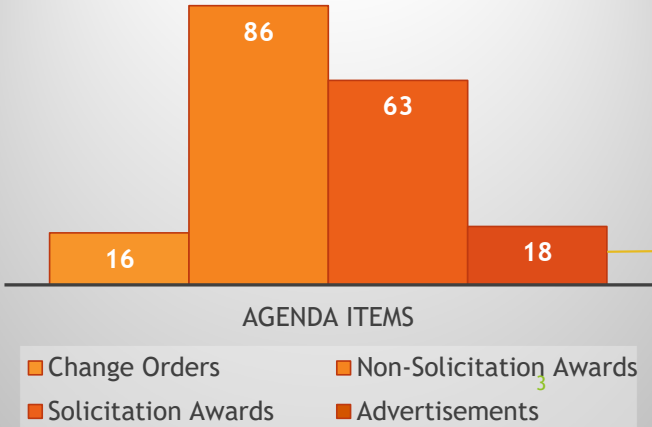
2024 Calendar Year Commission Agenda Items

563 Commission Agenda Items



Agenda Types	Total	%
Presentations	77	14%
Contract Database Report	20	4%
Procurement Items	183	32%
Other Agenda Items	283	50%
Total	563	100%

183 Procurement Agenda Items



Each agenda item for advertisement typically includes multiple solicitations. Collectively, these 18 agenda items included a total of 65 solicitations for advertisement.

Procurement Methods & Thresholds

Procurement / Business Method	Current Thresholds / Approval Authority	Proposed Thresholds / Approval Authority
Business Arrangements (No Public Funds)	No expenditure of Public Funds / City Commission	No expenditure of Public Funds / City Manager
Open market procedure (No Quotes)	\$0.01 - \$5,000.00 / Department Head	No Change
3 Oral Quotes	\$5,000.01 - \$7,500.00 / City Manager	No Change
3 Written Quotes	\$7,500.01 - \$25,000.00 / City Manager	No Change
Quick Quotes via Online e-Procurement Platform	As-needed basis under \$25,000.00 / City Manager	As-needed basis under \$25,000.00 / Required for \$25,000.01 - \$100,000.00 / City Manager
★ Sealed Formal Solicitations/Bids	\$25,000.01 and greater / City Commission	\$100,000.01 and greater / City Commission

- ▶ On October 7, 1998, the City Commission adopted Ordinance # 1285, increasing the threshold for formal solicitations and Commission approval from \$10,000 to \$25,000, however that threshold has **remained the same for the last 27 years**, despite changes in market prices and inflation.

27 Years Later...

- ▶ The \$25,000 procurement threshold we use today was set in an era represented by the room on the left.
- ▶ At that point in time, the City's Charter Schools did not even exist.
- ▶ That threshold is now economically and technologically obsolete.
- ▶ In the 27 years since, inflation alone has nearly doubled its real buying power.
- ▶ If we want to efficiently procure the modern technology and services necessary for the 2025 and beyond, we must adjust our administrative tools.
- ▶ Raising the procurement threshold to \$100,000 isn't an extravagant change; it's a necessary administrative update that restores efficiency and reflects the true cost of doing business today.



Threshold Comparison to Other Cities

Rank Based on Population in Florida	City	County	2020 Census Base Population	Board Approval Before Ad	Formal Solicitation Threshold	Board Approval Threshold	Notes
7	Port St. Lucie	St. Lucie	204,859	No	\$ 100,000	\$ 100,000	(A)
8	Tallahassee	Leon	196,181	No	\$ 100,000	\$ 250,000	
9	Cape Coral	Lee	194,001	No	\$ 250,000	\$ 100,000	
10	Fort Lauderdale	Broward	182,644	No	\$ 100,000	\$ 100,000	
11	Pembroke Pines	Broward	171,185	Yes	\$ 25,000	\$ 25,000	*
12	Hollywood	Broward	153,048	No	\$ 50,000	\$ 100,000	
14	Miramar	Broward	134,713	No	\$ 75,000	\$ 75,000	
17	Clearwater	Pinellas	117,435	No	\$ 50,000	\$ 100,000	
20	Pompano Beach	Broward	112,057	No	\$ 200,000	\$ 150,000	(B)
23	Boca Raton	Palm Beach	97,436	No	\$ 65,000	\$ 200,000	(C)
29	Fort Myers	Lee	86,428	No	\$ 100,000	\$ 100,000	
31	Miami Beach	Miami-Dade	82,897	No for ITB	\$ 100,000	\$ 100,000	
33	Homestead	Miami-Dade	80,737	No	\$ 65,000	\$ 50,000	
35	Kissimmee	Osceola	79,191	No	\$ 50,000	\$ 75,000	
39	Tamarac	Broward	71,903	No	\$ 65,000	\$ 65,000	
41	Weston	Broward	68,114	No	\$ 150,000	\$ 150,000	
42	Delray Beach	Palm Beach	66,846	No	\$ 65,000	\$ 65,000	
50	St. Cloud	Osceola	58,974	No	\$ 50,000	\$ 150,000	
74	Hallandale Beach	Broward	41,210	No	\$ 50,000	\$ 50,000	
75	Aventura	Miami-Dade	40,234	No	\$ 100,000	\$ 100,000	

(A) Port St. Lucie - Threshold for Formal Solicitations and Board Approval is \$100,000 for Goods and Services, and \$200,000 for Construction

* The threshold for formal solicitations and Commission approval of \$25,000 has remained the same for the last 27 years.

(B) Pompano Beach - Threshold for Formal Solicitations and Board Approval is \$200,000 for supplies, materials, capital items, or insurance services; \$300,000 for construction (excluding CCNA services). However, please note that for all other contractual services, the threshold for Board Approval is \$150,000.

(C) Boca Raton - Threshold for Formal Solicitations is \$65,000 for Commodities and Services, and \$150,000 for Construction.

In addition, the threshold for Board Approval is \$200,000 for Commodities and Services, and \$500,000 for Construction.

1998



2025



Why Modernization is Needed

Routine Items Consume Staff Time

- ▶ Most items **under \$100,000** are routine and approved **without discussion**.
- ▶ Preparing, routing, and presenting these items consumes **significant staff and legal time**.
- ▶ This diverts attention from complex, high-impact projects like the **PFAS Water Treatment Plant Enhancements (\$65.4M)**.
- ▶ Streamlining small procurements allows staff to focus on **strategic priorities** and **major capital initiatives**.
- ▶ Also helps reduce **carryover funding delays** for projects that cannot be started or completed within the same fiscal year.

Benefits of the Proposed Code Changes

Efficiency, Transparency & Accountability

- ▶ **Quick Quotes** will be **publicly visible online**, just like IFBs, RFPs, and RFQs.
- ▶ **The public (Commissioners, Vendors and Residents)** can subscribe for **automatic alerts**, ensuring open competition and auditability.
- ▶ **Enhanced Efficiency:** Reduces administrative delays for routine procurements.
- ▶ **Strategic Focus:** Allows staff and Commission to prioritize major projects and policy initiatives.
- ▶ **Transparency & Accountability:** Maintains public visibility through **OpenGov**.
- ▶ **Fiscal Stewardship:** Minimizes unnecessary meeting time and administrative costs.
- ▶ **Public Confidence:** Demonstrates effective governance and responsiveness.
- ▶ **Continuity of Operations:** Keeps the City moving forward even between Commission sessions.

2024 Calendar Year - Estimated Time Savings

Average Time from Agenda Creation to Agenda Approval

21 Days

- Average Number of Days from the Creation of the Agenda Item to the Approval of the Agenda Item for **Advertisement of Solicitations**

29 Days

- Average Number of Days from the Creation of the Agenda Item to the Approval of the Agenda Item for **Award of Solicitations**

50 Days

- **Total Number of Days spent** from the Creation of the Agenda Item to the Approval of the Agenda Item for the Advertisement & Award of Solicitations

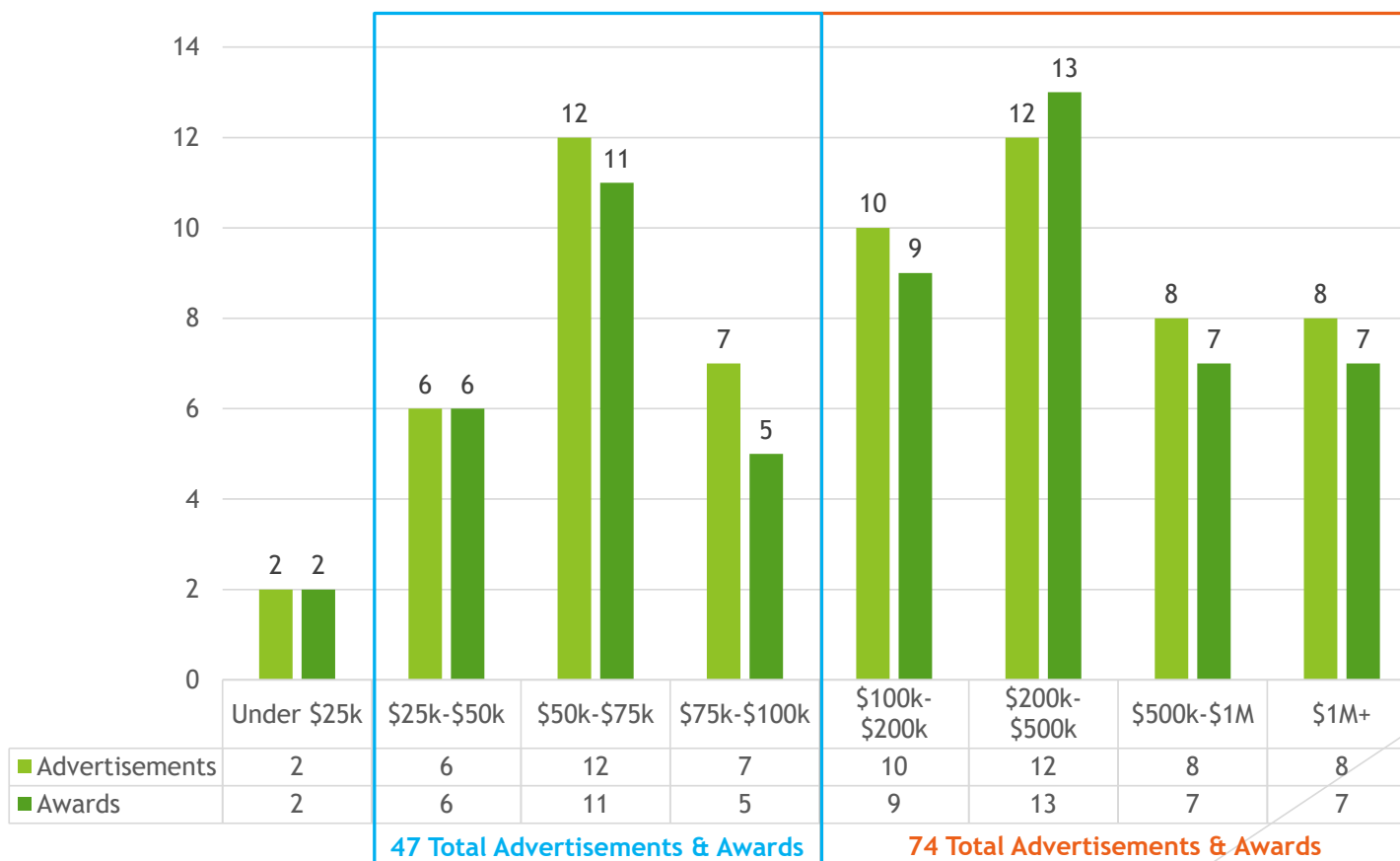
Note - Staff typically starts drafting agenda items in a word document before entering it into the Legistar Agenda Management System, therefore the amount of time saved may actually be greater than the estimates shown above.

- Therefore, increasing the threshold to \$100,000 would save significant time.

2024 Calendar Year Commission Agenda Items Solicitation Advertisements & Awards

- ▶ In Calendar Year 2024, there were:
 - ▶ 18 agenda items that included 65 solicitations for advertisement (multiple/item)
 - ▶ 63 separate agenda items for approval to award solicitations.
- ▶ **Current Code Requirement:** Any solicitation estimated over \$25,000 must be taken to the City Commission at least twice:
 - ▶ 1) Approval to Advertise
 - ▶ **Before Commission approval:** The item is first reviewed and approved in the **Legistar Agenda Management System** for placement on the Commission agenda to obtain authorization to advertise.
 - ▶ **After Commission approval:** Once the City Commission approves the solicitation for advertisement, Procurement staff must **re-review and re-verify** the solicitation in the **OpenGov e-Procurement platform** to ensure all documents, specifications, and approvals are properly uploaded and ready for public release.
 - ▶ 2) Approval to Award
 - ▶ **Before Commission approval:** The item is reviewed and approved in the **Legistar Agenda Management System** for inclusion on the Commission agenda to obtain authorization for award.
 - ▶ **After Commission approval:** Once the City Commission approves the award, Procurement staff must **review the award again** after it is entered into the **Tyler Munis ERP system** as the requisition progresses through the internal ERP approval workflow prior to issuing a Purchase Order.
- ▶ This process results in **duplicate reviews of the same information**, contributing to **inefficiency** and **unnecessary/redundant administrative workload**.

2024 Calendar Year Commission Agenda Items Solicitation Advertisements & Awards



Some award approvals in 2024 stemmed from prior-year advertisements, while items advertised in 2024 could be awarded in a future year.

Solicitations between \$25k to \$50k

#	Bid #	Project	Amount	Advertise &/or Award	Monday Night Memo	Consent
1	CS-24-01	STAGE CURTAINS	\$28,000	Advertise	N	Y
2	PD-24-02	POLICE ULTIMATE TRAINING MUNITIONS	\$32,633	Ad & Aw	N	Y
3	ED-23-08	CHARTER SCHOOL BAND EQUIPMENT	\$33,705	Award	N	Y
4	PD-23-05	SMALL UNMANNED AERIAL DRONES	\$35,428	Award	N	Y
5	TS-24-08	SOLARWINDS I.T. MANAGEMENT AND MONITORING SOFTWARE RENEWAL	\$39,122	Ad & Aw	N	Y
6	TS-24-12	AXIS CAMERAS	\$44,128	Advertise	N	Y
7	TS-24-04	MICROSOFT ENTERPRISE AGREEMENT	\$45,751	Ad & Aw	N	Y
8	RE-23-05	JANITORIAL SERVICES FOR STUDIO 18 AND PEMBROKE PINES ART & CULTURAL CENTER	\$48,287	Award	N	Y
9	PSPW-24-01	PINES POINT RESIDENCES WATER BOOSTER PUMPS	\$50,000	Advertise	N	Y

Solicitations between \$50k to \$75k

#	Bid #	Project	Amount	Advertise &/or Award	Monday Night Memo	Consent
1	TS-24-20	SCHLAGE WIRELESS DOOR READER LOCKS	\$51,587	Advertise	N	Y
2	FI-24-01	FIRE DEPARTMENT'S FUEL TANK REPLACEMENT	\$53,404	Ad & Aw	N	Y
3	PSUT-24-09	PRESTRESSED CONCRETE PIPE REPAIR FITTINGS	\$55,386	Ad & Aw	N	Y
4	TS-24-10	HP SERVERS	\$57,408	Ad & Aw	N	Y
5	TS-24-03	ADOBE SOFTWARE LICENSE RENEWAL	\$58,322	Ad & Aw	N	Y
6	TS-24-07	MILESTONE VIDEO MANAGEMENT SYSTEM	\$58,348	Ad & Aw	N	Y
7	RE-24-09	SHADE STRUCTURES AT MAXWELL PARK AND JOSIAS DOG PARK	\$58,863	Ad & Aw	N	Y
8	TS-24-14	EXAGRID BACKUP STORAGE HARDWARE SUPPORT RENEWAL	\$60,615	Ad & Aw	N	Y
9	TS-23-16	NETMOTION SOFTWARE RENEWAL FOR VARIOUS CITY DEPARTMENTS	\$61,432	Award	N	Y
10	PSPW-24-08	FSU CHARTER SCHOOL ADA ACCESS CONTROLS	\$62,627	Advertise	N	Y
11	PSPW-24-06	ELEVATOR MAINTENANCE AND REPAIRS	\$67,980	Ad & Aw	Y	Y
12	TS-24-18	ANNUAL RENEWAL FOR CITRIX SHAREFILE	\$71,443	Ad & Aw	N	Y
13	TS-24-15	VEEAM DATA BACKUP AND RECOVERY SOFTWARE SUPPORT AND MAINTENANCE RENEWAL	\$73,645	Ad & Aw	N	Y

► Item # 11 - PSPW-24-06 Elevator Maintenance and Repairs:

- On the “Monday Night Memo” a Commissioner asked which elevators would be covered under the contract.
- Staff advised that the full list of elevators, their locations, and pricing details were already included in the backup documents for the agenda item.

Solicitations between \$75k to \$100k

#	Bid #	Project	Amount	Advertise &/or Award	Monday Night Memo	Consent
1	CS-21-02-08	PINES POINT CABINET PROJECT #4	\$75,325	Award	N	Y
2	CS-21-02-09	PINES POINT CABINET PROJECT #5	\$78,630	Award	N	Y
3	TS-23-15	INFORMACAST LICENSE RENEWAL	\$80,602	Award	N	Y
4	TS-25-02	WORKFORCE DEVELOPMENT PROJECT - AV CHARTER SCHOOL COMPUTER EQUIPMENT	\$82,030	Advertise	N	Y
5	TS-24-09	ZEROEYES SECURITY LICENSE - WEAPON DETECTION SOFTWARE	\$86,560	Ad & Aw	N	Y
6	TS-24-19	VERTIV LIEBERT UPS	\$90,919	Advertise	N	Y
7	RE-24-10	CITY HALL REFRIGERATION CONDENSING UNIT REPLACEMENT	\$93,225	Advertise	N	Y
8	PSUT-25-03	WATER VAC TANK TRAILER	\$95,348	Advertise	N	N
9	PSUT-24-02	LIFT STATION SCADA CONVERSION	\$96,326	Ad & Aw	N	Y
10	TS-24-21	VMWARE ANNUAL SOFTWARE RENEWAL	\$96,997	Advertise	N	Y

► Item # 8 - PSUT-25-03 Water Vac Tank Trailer:

- During the Commission meeting, the commission asked whether the equipment to be purchased would be used by City staff or contract staff and asked about the feasibility review.
- Staff addressed the feasibility and explained that the equipment would be primarily used by the Utilities Department's contracted employees, and the City Commission approved the item for advertisement.

Solicitations between \$100k to \$200k

#	Bid #	Project	Amount	Advertise &/or Award	Monday Night Memo	Consent
1	TS-24-06	NETWORK CAMERAS	\$104,545	Ad & Aw	N	Y
2	PL-24-02	RESIDENTIAL HOME INSPECTION AND COST ESTIMATING SERVICES	\$109,950	Ad & Aw	N	Y
3	RE-24-02	YMCA FAMILY CENTER GYM HVAC REPLACEMENT	\$132,000	Advertise	N	Y
4	TS-24-16	CISCO SECURITY INCIDENT RESPONSE RETAINER ENHANCED	\$132,422	Advertise	N	Y
5	PD-24-03	VEHICLE CONVERSION FOR THE PD'S CRISIS RESPONSE TEAM	\$146,023	Advertise	N	Y
6	TS-24-01	INTERNET FOR CHARTER SCHOOLS	\$149,580	Ad & Aw	N	Y
7	PSUT-23-07	AUTOMATIC TRANSFER SWITCH REPLACEMENT AT HOLLY LAKE AND ACADEMIC VILLAGE	\$151,943	Award	N	Y
8	PSPW-24-02	STOREFRONT REPLACEMENTS AT VARIOUS CHARTER SCHOOL LOCATIONS	\$155,936	Ad & Aw	Y	Y
9	PSUT-24-06	MILLING AND RESURFACING AT THE WWTP ENTRANCE	\$172,381	Ad & Aw	N	Y
10	PSEN-24-02	CENTURY VILLAGE BASIN INTERCONNECT	\$173,000	Advertise	N	Y
11	PSUT-20-10	WWTP PLANT PROCESS ENGINEERING - WA11 - HEADWORKS BLDG. REPLACEMENT	\$174,850	Award	N	Y
12	RE-24-03	UPGRADES TO YMCA AQUATIC CENTER SLIDE STRUCTURE	\$181,116	Ad & Aw	N	Y
13	PSUT-22-02	PUBLIC WATER SYSTEM ENGINEERING - WA1 - PFAS TREATMENT STUDY	\$182,454	Award	N	Y

► Item # 8 - PSPW-24-02 Storefront Replacements at Charter Schools:

- On the "Monday Night Memo" a Commissioner asked for clarification on whether the project would be expensed to school or the City.
- Staff explained that the Charter School facilities are City-owned and the Schools make lease payments to the City in order to use the facilities, therefore the City is responsible for major infrastructure improvements.

Solicitations between \$200k to \$500k

#	Bid #	Project	Amount	Advertise &/or Award	Monday Night Memo	Consent
1	RE-24-01	GOLF COURSE BUNKER SAND REPLACEMENT & TEE LEVELING	\$213,432	Ad & Aw	N	Y
2	TS-23-14	CHROMEBOOKS, LAPTOPS, DESKTOPS, SMARTBOARDS, TVS, ETC.	\$220,635	Award	N	Y
3	PSUT-25-02	REVOLUTION 84 RM BOOM TRUCK	\$226,000	Advertise	N	N
4	TS-24-13	CISCO SERVERS	\$237,894	Advertise	N	Y
5	PSUT-22-02	PUBLIC WATER SYSTEM ENGINEERING - WA3 - WELL # 6 REHABILITATION	\$241,131	Award	Y	Y
6	TS-24-11	CHROMEBOOK, CARTS, AND SMARTBOARDS	\$248,078	Ad & Aw	N	Y
7	RE-24-07	PEMBROKE PINES PARKS - HVAC REPLACEMENT	\$253,575	Ad & Aw	N	Y
8	TS-24-17	LENEL TAKEOVER PROJECT - ACCESS CONTROL SYSTEM	\$264,136	Advertise	N	Y
9	RE-24-06	PINES RECREATION CENTER CONCESSION RENOVATION	\$283,690	Ad & Aw	Y	Y
10	PSUT-23-06	CCNA EMERGENCY POWER SYSTEM REPLACEMENT AT THE WWTP RE-BID	\$297,195	Award	N	Y
11	PSUT-19-01	POWER ELECTRICAL ENGINEERING - WA1&2 - WWTP ELECTRICAL INFRASTRUCTURE	\$319,128	Award	N	Y
12	PSPW-23-16	NEW METAL CANOPY AT WEST CAMPUS CARLINE AREA	\$330,510	Ad & Aw	N	Y
13	CS-23-02	HOME HEALTHCARE SERVICES - PERSONAL CARE, HOMEMAKER & RESPITE SERVICES	\$332,192	Award	N	Y
14	TS-24-02	CITY CENTER ACCESS CONTROL UPGRADE	\$381,256	Ad & Aw	N	Y
15	PSUT-24-05	MASTER LIFT STATION NO. 4 (MLS4) COMMINUTOR	\$397,094	Ad & Aw	N	Y
16	PSPW-23-19	CITYWIDE HVAC FILTER REPLACEMENT	\$423,920	Award	N	Y
17	CS-24-01	KITCHEN & BATHROOM CABINET FABRICATION & INSTALLATION	\$450,000	Advertise	N	Y
18	PSPW-24-04	CITYWIDE FENCING	\$500,000	Advertise	N	Y

Solicitations between \$200k to \$500k (Cont'd)

#	Bid #	Project	Amount	Advertise &/or Award	Monday Night Memo	Consent
3	PSUT-25-02	REVOLUTION 84 RM BOOM TRUCK	\$226,000	Advertise	N	N
5	PSUT-22-02	PUBLIC WATER SYSTEM ENGINEERING - WA3 - WELL # 6 REHABILITATION	\$241,131	Award	Y	Y
9	RE-24-06	PINES RECREATION CENTER CONCESSION RENOVATION	\$283,690	Ad & Aw	Y	Y

► Item # 3 - PSUT-25-02 Revolution 84 RM Boom Truck:

- During the Commission meeting, the commission asked whether the equipment to be purchased would be used by City staff or contract staff and asked about the feasibility review.
- Staff addressed the feasibility and explained that the equipment would be primarily used by the Utilities Department's contracted employees, and the City Commission approved the item for advertisement.

► Item # 5 - PSUT-22-02 Public Water System Engineering - Well # 6 Rehabilitation:

- On the "Monday Night Memo" the Commission asked for clarification on whether the primary contractor's subcontractors were included in their original response to the solicitation and asked for clarification of the subcontractors' costs.
- Staff and the CAO confirmed that the subcontractors were included in the original response and confirmed the negotiation process of CCNA and the fair competitive pricing.

► Item # 9 - RE-24-06 Pines Recreation Center Concession Renovation:

- On the "Monday Night Memo" the Commission asked for a summary of the scope of work.
- Staff provided a summary of the scope of work that was included in the agenda item.

Solicitations between \$500k to \$1M

#	Bid #	Project	Amount	Advertise &/or Award	Monday Night Memo	Consent
1	CS-23-05	JANITORIAL SERVICES FOR SENIOR CENTER AND RENTAL HOUSING FACILITIES	\$536,561	Award	N	Y
2	PSPW-24-03	CENTRAL CAMPUS CHARTER SCHOOL STAIRWAY REPLACEMENTS	\$575,548	Ad & Aw	Y	Y
3	TS-25-01	NETWORK GEAR INFRASTRUCTURE AV CAMPUS	\$666,964	Advertise	N	Y
4	PSPW-24-05	POLK BUILDING RENOVATIONS, PHASE 1	\$684,528	Ad & Aw	Y	Y
5	PSUT-25-04	WASTEWATER TRANSMISSION SYSTEM HYDRAULIC MODEL	\$750,000	Advertise	N	Y
6	RE-24-05	WINDOW & DOOR REPLACEMENT AT VARIOUS PARKS	\$800,000	Advertise	N	Y
7	TS-24-05	CISCO INFRASTRUCTURE HARDWARE	\$810,640	Ad & Aw	N	Y
8	TS-22-01	MULTI-FUNCTION PRODUCTS	\$815,570	Award	N	Y
9	FN-24-01	INDEPENDENT AUDIT SERVICES	\$863,800	Ad & Aw	N	N
10	PSEN-24-01	TRAFFIC SIGNAL INSTALLATION AT PALM AVENUE AND SW 7 STREET	\$994,554	Ad & Aw	N	N

► Item # 2 - PSPW-24-03 Central Campus Charter School Stairway Replacements:

- This item was originally placed on the May 1, 2024, Commission agenda for award, and on the “Monday Night Memo” a Commissioner asked why the lowest bidder was not selected, and staff explained that although they had the lowest price, they lacked sufficient experience, relied on a non-local team, and failed to provide adequate references. Based on these factors and prior issues with low bidders who underperformed, they determined the lowest vendor was not a “responsible bidder.”
- Administration pulled the item as a Bid Protest was submitted, however the lowest vendor then withdrew their bid protest and the project was then awarded on consent at the May 15, 2024, Commission meeting.

Solicitations between \$500k to \$1M (Cont'd)

#	Bid #	Project	Amount	Advertise &/or Award	Monday Night Memo	Consent
4	PSPW-24-05	POLK BUILDING RENOVATIONS, PHASE 1	\$684,528	Ad & Aw	Y	Y
9	FN-24-01	INDEPENDENT AUDIT SERVICES	\$863,800	Ad & Aw	N	N
10	PSEN-24-01	TRAFFIC SIGNAL INSTALLATION AT PALM AVENUE AND SW 7 STREET	\$994,554	Ad & Aw	N	N

► Item # 4 - PSPW-24-05 Polk Building Renovations, Phase 1:

- On the “Monday Night Memo” the Commission asked for the percentage of City employees (non-contracted staff) who will occupy the Polk Building after its renovation.
- Staff responded that only about 8% of occupants will be City employees, while 92% will be outsourced service provider staff. The building will house Utilities (Customer Service and Contract Management), GIS, and serve as a secondary/backup Emergency Operations Center (EOC) for the City. However, this phase of the renovation project is intended to improve the visual appeal and functionality of the Polk Building, benefiting nearby properties and public facilities.

► Item # 9 - FN-24-01 Independent Audit Services:

- During the Commission meeting, a commissioner raised concerns about the two-year renewal terms.
- City Attorney Goren clarified that the agreement is for five years, with renewal terms subject to Commission approval. The City Commission approved the item for award.

► Item # 10 - PSEN-24-01 Traffic Signal Installation at Palm Avenue and SW 7 Street:

- During the Commission meeting, the commission inquired about the timeline and emphasized the need to avoid further delays, suggesting a “project coming soon” sign to keep residents informed.
- City Engineer Karl Kennedy provided an update on the project schedule, while City Manager Dodge explained the purpose of developer contributions related to the project and confirmed that posting a project notification sign for residents could be implemented. The City Commission approved the item for award.

Solicitations \$1M+

#	Bid #	Project	Amount	Advertise &/or Award	Monday Night Memo	Consent
1	PSPW-23-17	ROOF REPLACEMENT FOR VARIOUS CITY BUILDINGS	\$1,093,858	Award	N	Y
2	PSPW-24-07	QUARTERLY RIGHT-OF-WAY ROYAL PALM MAINTENANCE	\$1,154,752	Advertise	N	Y
3	PSUT-24-04	WASTEWATER TREATMENT PLANT CHEMICAL ODOR CONTROL PROGRAM	\$1,270,600	Ad & Aw	Y	Y
4	PSPW-23-18	CITYWIDE WETLANDS/MITIGATION MAINTENANCE & MANAGEMENT SERVICES	\$1,375,618	Advertise	N	Y
5	PSUT-24-03	ENERGY SAVINGS PERFORMANCE CONTRACTING	\$1,500,000	Advertise	N	Y
6	CS-23-06	MODERNIZATION OF ELEVATORS AT PINES POINT SENIOR RESIDENCE	\$1,738,000	Award	N	Y
7	PSUT-24-08	SEWER LIFT STATION SCADA SYSTEM UPGRADES	\$1,960,000	Advertise	N	Y
8	PSUT-24-07	CEDARWOODS WATER SERVICE REPLACEMENT	\$2,635,941	Ad & Aw	N	Y
9	PSPW-23-20	CCNA CONTINUING SERVICES FOR CITYWIDE PROFESSIONAL SERVICE PROVIDERS	\$2,675,000	Advertise	N	Y
10	PD-24-01	SCHOOL CROSSING GUARDS	\$3,091,851	Ad & Aw	N	Y
11	AD-23-02	OPERATION AND MANAGEMENT OF TRANSPORTATION SERVICES	\$4,004,472	Award	Y	N
12	PSUT-23-08	WATER TREATMENT PLANT ELECTRICAL RENOVATION	\$4,248,950	Award	N	N

► Item # 3 - PSUT-24-04 Wastewater Treatment Plant Chemical Odor Control Program:

- On the “Monday Night Memo” the Commission asked whether the vendor would address odor issues reported by Century Village residents.
- Staff responded that the pilot test specifically aims to evaluate methods for controlling odors from the City’s wastewater treatment process, which affects nearby communities, including Century Village.

Solicitations \$1M+ (Cont'd)

#	Bid #	Project	Amount	Advertise &/or Award	Monday Night Memo	Consent
11	AD-23-02	OPERATION AND MANAGEMENT OF TRANSPORTATION SERVICES	\$4,004,472	Award	Y	N
12	PSUT-23-08	WATER TREATMENT PLANT ELECTRICAL RENOVATION	\$4,248,950	Award	N	N

- ▶ Item # 11 - AD-23-02 Operation and Management of Transportation Services:
 - ▶ On the “Monday Night Memo” the Commission questions focused on transportation program costs, service efficiency, and infrastructure improvements, while staff’s responses clarified financial details, County partnership initiatives, and ongoing efforts to enhance transit services and amenities within the City.
 - ▶ During the Commission meeting, Commission raised concerns about the five-year contract length. After discussion, a motion was approved to award the contract for one-year for Charter School Bus Transportation Services, and six-months for Community Shuttle and Senior Transportation Services.
- ▶ Item # 12 - PSUT-23-08 Water Treatment Plant Electrical Renovation:
 - ▶ During the Commission meeting, the commission asked for clarification of the scope of work.
 - ▶ The Utility Director explained that the existing electrical infrastructure was from the 70’s and many parts are obsolete, and that the City is at risk by not replacing the infrastructure that could result in the City not providing water to residents. The City Commission approved the item for award.

2024 Calendar Year Commission Agenda Items Solicitation Advertisements & Awards

- ▶ All solicitation advertisements and awards **under \$100,000** in 2024 were approved on the **consent agenda** without questions in the “Monday Night Memo,” except for two items:
- ▶ Bid #PSPW-24-06 - Elevator Maintenance and Repairs:
 - ▶ On the “Monday Night Memo” a Commissioner asked which elevators would be covered under the contract. Staff advised that the full list of elevators, their locations, and pricing details were already included in the backup documents for the agenda item.
- ▶ Bid #PSUT-25-03 - Water Vac Tank Trailer:
 - ▶ During the Commission meeting, the commission asked whether the equipment to be purchased would be used by City staff or contract staff and asked about the feasibility review. Staff addressed the feasibility and explained that the equipment would be primarily used by the Utilities Department’s contracted employees, and the City Commission approved the item for advertisement.
- ▶ Aside from these two clarifications, **all other items under \$100,000 were routine, non-controversial, and approved without discussion**, underscoring the administrative inefficiency of requiring Commission review for such minor procurements.

2024 Calendar Year Commission Agenda Items Change Orders

- ▶ In Calendar Year 2024, there were **16 agenda items** for change orders.
- ▶ **Current Code Requirement:** Any solicitation Change Order over **\$25,000** or **5%** must be taken to the **City Commission** for approval.
- ▶ **Proposed Code Amendment:** Increase City Manager approval thresholds for Change Order from 5% to **10%, while retaining cap at \$25,000.**
- ▶ Of the 16 Change Orders, only **two** were under \$25,000 and 10%.

Amend §35.34: Authorizing City Manager to Enter No-Cost Arrangements

- ▶ The City Code currently authorizes the **City Manager to approve expenditures up to \$25,000** without City Commission approval.
- ▶ However, **Section 35.34 requires City Commission approval** for mutually beneficial arrangements **that involve no expenditure of City funds**.
- ▶ Logically, the **City Manager should be able to approve no-cost arrangements**, since he can already approve expenditures as small as one penny to \$25,000, thus, agreements with **no financial impact** should fall within his authority.
- ▶ Examples include:
 - ▶ A vendor providing **hand sanitizer stations at City Charter Schools during COVID-19 at no cost**, displaying a small **business logo or address** acknowledging the donation.
 - ▶ An agreement which would grant the Fire Department a **non-exclusive sublicense** to use the **“Stop the Bleed®” trademark and training materials** to conduct **bleeding control courses** for the public, which involve **no cost**.
- ▶ The proposed amendment would **streamline approvals and improve operational efficiency** for such cooperative, no-cost public-benefit arrangements.
- ▶ Note: Per **Chapter 163, Florida Statutes**, any agreements between two or more governmental entities, such as the City and the School Board, **must still be approved by the City Commission**, even if no public funds are expensed.