

CHAPTER 35: PROCUREMENT PROCEDURES; PUBLIC FUNDS

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PUBLIC FUNDS

§ 35.01 INVESTMENT OR REINVESTMENT OF SURPLUS PUBLIC FUNDS.

(A) The City Commission shall be authorized to invest or reinvest surplus public funds without the necessity of having to adopt such investment or reinvestment of funds.

(B) This grant of authority shall, pursuant to F.S. § 166.261, be limited to investment or reinvestment of surplus public funds in the following:

(1) The Local Government Surplus Funds Trust Fund;

(2) Negotiable direct obligations of, or obligations the principal and interest of which are unconditionally guaranteed by, the United States Government at the then prevailing market price for such securities;

(3) Interest-bearing time deposits or savings accounts in banks organized under the laws of this state, in national banks organized under the laws of United States and doing business and situated in this state, in savings and loan associations which are under state supervision, or in federal savings and loan associations located in this state and organized under federal law and federal supervision, provided that any such deposits are secured by collateral as may be prescribed by law;

(4) Obligations of the Federal Farm Credit Banks; the Federal Home Loan Mortgage Corporation, including Federal Home Loan Mortgage Corporation participation certificates; or the Federal Home Loan Bank or its district banks, or obligations guaranteed by the Government National Mortgage Association; or

(5) Obligations of the Federal National Mortgage Association, including Federal National Mortgage Association participation certificates and mortgage pass-through certificates guaranteed by the Federal National Mortgage Association.

(Ord. 705, passed 8-1-84; Am. Ord. 1924, passed 5-15-19)

PROCUREMENT PROCEDURES

§ 35.15 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ADDENDA or **ADDENDUM**. Written or graphic instruments issued prior to the opening of bids which clarify, correct or change the bidding documents or the contract documents.

BUSINESS LOCATION. A permanent office or other site where the vendor operates, conducts, engages in, or carries on all, or a portion of, its business. A post office box shall not be sufficient to constitute a **BUSINESS LOCATION**.

CHANGE ORDER. Changes, due to unanticipated conditions or developments, made to an executory contract, which do not substantially alter the character of the work contracted for, and which do not vary so substantially from the original specifications as to constitute a new undertaking. The changes must reasonably and conscientiously be viewed as being in fulfillment of the original scope of the contract rather than as departing therefrom. Further, the changes, when viewed against the background of the work described in the contract and the language used in the specifications, must clearly be directed either to the achievement of a more satisfactory result or the elimination of work not necessary to the satisfactory completion of the contract.

CHIEF PROCUREMENT OFFICER. The City Manager, or his or her designee, who is responsible for the procurement of commodities and services as well as the management and disposal of commodities.

CITY STANDARD COMMODITIES. Those situations where the city has determined that a particular style, brand, make, or model is the only type that meets the city's requirements for performance, compatibility or other salient characteristics.

COMMODITIES. Personal property, including, but not limited to, goods, supplies, apparatus, equipment, material and other forms of tangible personal property.

CONTRACTOR. Any person or business entity having a contract with the city.

COOPERATIVE PURCHASING. Situations where the city participates in joint procurement of commodities or services with other public entities, in order to obtain lower prices through greater purchasing volume.

INVITATION FOR BID. A written solicitation for competitive sealed bids with the title date and hour of the public bid opening designated therein and specifically defining the commodities or services for which bids are sought. The invitation for bid shall be used when the city is capable of specifically defining the scope of work for which a service is required or when the city is capable of establishing ~~15~~ precise specifications defining the actual commodities required. The invitation for bid shall include instruction to bidders, plans, drawings and specifications, if any, bid form and other required forms and documents to be submitted with the bid.

QUOTATIONS. Unsealed telephonic, facsimile or written bids for commodities or services.

REQUEST FOR LETTERS OF INTEREST. A written solicitation for offers with the title, date and hour of the submission deadline designated. A request for letters of interests shall include, but is not limited to, general information and submission deadline. The city shall engage in competitive negotiations with responsible offerors determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion.

REQUEST FOR PROPOSALS. A written solicitation for competitive sealed proposals with the title, date and hour of the public opening designated. A request for proposals shall include, but is not limited to, general information, functional or general specifications, a statement of work, proposal instruction and evaluation criteria. All requests for proposals shall state the relative importance of price and any other evaluation criteria. The city may engage in competitive negotiations with responsible proposers determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer.

REQUEST FOR QUALIFICATIONS. A written solicitation for competitive sealed offers with the title, date and hour of the public opening designated. A request for qualifications shall include, but is not limited to, general information, functional or general specifications, statement of work, instructions for offer and evaluation criteria. All requests for qualifications shall state the relative importance of the evaluation criteria. The city may engage in competitive negotiations with responsible offerors determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of offers, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer.

RESPONSIBLE BIDDER, RESPONSIBLE OFFEROR, or RESPONSIBLE PROPOSER. A person or business entity having the capability in all respects to perform fully the contract requirements and sufficient experience, ability, reliability, capacity,

facilities, equipment, financial resources and credit to give the city a reasonable expectation of good faith performance, determined solely within the city's discretion.

RESPONSIVE BIDDER, RESPONSIVE OFFEROR, or RESPONSIVE PROPOSER. A person who has submitted a bid, offer, or proposal that conforms in all material respects to the invitation for bid, request for letters of interests, request for qualifications, or request for proposals, determined solely within the city's discretion.

SERVICES. The furnishing of labor, time or effort by a contractor, not involving the delivery of a specific end-product other than reports that are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements.

SOLE SOURCE. The commodities or services are available from only one responsible vendor.

SURPLUS PROPERTY. Any personal property belonging to the city that is capable of being used but is in excess of the normal operating requirements of the city or which is no longer used or which has become obsolete, worn out or scrapped.

USING AGENCY. Any department, agency, commission, bureau or other unit in the city government using commodities or procuring services as provided in this subchapter.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.16 PROCUREMENT DEPARTMENT.

The Procurement Department shall be under the supervision of the City Manager's Office.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.17 COMPLIANCE REQUIRED.

It shall be unlawful for any city officer or employee to purchase any commodities or services or make any contract within the purview of this subchapter unless there has been compliance with the requirements of this subchapter. Any purchase made or contract executed contrary to the provisions hereof shall be null and void, and the city shall not be bound thereby.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19) Penalty, see § [10.99](#)

§ 35.18 COMPETITIVE BIDDING OR COMPETITIVE PROPOSALS REQUIRED; EXCEPTIONS.

(A) A purchase of or contract for commodities or services that is estimated by the Chief Procurement Officer to cost more than \$~~25~~100,000 shall be based on sealed competitive solicitations as determined by the Chief Procurement Officer, except as specifically provided herein.

(B) For all capital improvement projects where the services of a professional architectural, engineering, landscape architectural, or survey and mapping services are required, the Chief Procurement Officer, with the approval of the City Manager, will adhere to the following guidelines:

(1) For all capital improvement projects, the Chief Procurement Officer, with the approval of the City Manager, shall determine the project delivery method to be utilized

to complete the project and shall present the recommendation as part of the request for approval of bid advertisement as required in § [35.19\(A\)](#).

(C) Only the following situations are exempt from the competitive bid and competitive proposal requirements of this section:

(1) *Emergency purchases.* In urgent cases of compelling emergency that require the immediate purchase of commodities or services, the City Manager is empowered to waive competitive bidding or competitive proposals and authorize the Chief Procurement Officer to secure by open market procedure any commodities or services, notwithstanding the estimated cost of the commodities or services.

(2) *Professional services.* Contracts for professional services involving peculiar skill, ability, experience or expertise, which are in their nature unique and not subject to competitive bidding, or competitive proposals, are exempt from this section; however, state laws, such as the Consultants' Competitive Negotiation Act of the state statutes, as may be amended from time to time to the extent applicable, shall be followed.

(3) *City standard, single-source and sole-source commodities or services.* City standard, single-source and sole-source commodities or services are exempt from this section.

(4) *Disaster preparedness.* Contracts for and purchases of commodities or services that are made in contemplation and preparation for and in response to the occurrence of a natural or man-made disaster or civil unrest, where time or availability rather than price is the controlling factor, are exempt from this section.

(5) *Utilization of other governmental agencies' contracts.* Commodities or services that are the subject of contracts with the state its political subdivisions or other governmental entities including the United States government, are exempt from this section, provided, however, that this division shall apply only if the contract expressly permits or if the awarding jurisdiction and/or the vendor agree to allow the city to purchase therefrom and if either: (i) the commodities or services are the subject of a price schedule negotiated by the state or federal government or by competitive bid by another governmental agency ~~and not on any preference~~; (ii) or the price offered for the commodity or service exactly equals or is lower than the governmental contract from vendors awarded the governmental contract. Where an award is made pursuant to this paragraph, the terms and conditions agreeable to the city may be used in lieu of those terms and conditions of the contract with the other governmental agency.

(6) *Cooperative purchasing.* Cooperative purchasing plans are exempt from this section.

(7) The following contractual services are not subject to the competitive procurement requirement:

(a) Academic program reviews, lectures or seminars by individuals, professional development programs, training, and continuing education seminars;

(b) Health services involving examination, ~~diagnosis~~, treatment, prevention, medical consultation or administration;

(c) Artistic services which are original and creative in character and skill in a recognized field of artistic endeavor such as music, dance, drama, painting and sculpture, photography, culinary arts, fashion design and the like;

(d) Maintenance service and repair of equipment. When considered to be in the best interest of the city and recommended by the using department and the services to

be performed are by the equipment manufacturer, manufacturer's service representative or a distributor of the manufacturer's equipment, the services may be procured without following the competitive sealed bid process;

(e) Advertising in newspapers, periodicals, television, radio, billboards or other formal advertising media;

(f) Utilities including but not limited to electric, water and communications;

(g) The foregoing enumeration of services deemed to be exempt from the competitive procurement requirements is not intended to be an exhaustive or exclusive list. The City Manager or his or her designee may determine if a contractual service must be procured through the competitive procurement process if not expressly indicated herein;

(h) Copyrighted materials, including computer software;

(i) Software licensing and maintenance with the company from which the software was purchased, or its authorized representative;

(j) Educational books, technical publications or other type trade journals;

(k) Governmental, professional or organizational membership dues or fees;

(l) Shipping, freight and postage charges;

(m) Entertainment services (performing artists, entertainment and amusements at festivals or special events);

(n) Field trip expenditures, including but not limited to tickets to events such as museums;

(o) Donated funds, pass through funds and deposit accounts, including but not limited to funds collected from students to pay for prom, class rings, etc., funds raised by the parent teacher associations for a specific purpose and sanitation funds collected from Home Owner Associations; and/or

(p) Food, clothing and other promotional items purchased for resale or distribution to the public.

(8) *Best interest of the city.* Purchases of and contracts for commodities or services are exempt from this section when the City Commission declares by a simple majority affirmative vote that the process of competitive bidding and competitive proposals is not in the best interest of the city. The City Commission shall make specific factual findings that support its determination, and such contracts may be placed on the City Commission consent agenda.

(9) *Insurance.* Purchases of insurance through the city's agent of record are exempt from the sealed competitive solicitation requirements of this chapter. For purposes of this division, "insurance" shall include third party administrative services in situations in which the city is self-insured. In addition, any liability claims up to ~~\$50~~100,000 can be approved with the combined approval of the city's Risk Manager, City Attorney and the City Manager without the City Commission's approval. All liability claims in excess of ~~\$50~~100,000 shall require the City Commission's approval.

(D) Any other provision of this section to the contrary notwithstanding, city purchasing shall be conducted in accordance with applicable state law, including F.S. §§ 180.24 and 255.20, as may be amended from time to time.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.19 SEALED COMPETITIVE BIDDING PROCEDURE.

The sealed competitive bidding procedures below shall be followed:

(A) *Presentation to City Commission.* All sealed competitive solicitations as defined in § [35.18](#) shall be presented to the City Commission for their consideration prior to advertisement.

(B) *Advertisement for bids required.* Notice of the sealed competitive solicitation shall be advertised in accordance with the requirements of the Florida Statutes, as may be amended from time to time.

(C) (1) *Bid deposits.* When deemed necessary by the Chief Procurement Officer, bid deposits or sureties shall be prescribed in the public notice inviting bids. Unsuccessful bidders shall be entitled to return of the deposit or surety where the Chief Procurement Officer has required same. A successful bidder shall forfeit any deposit or surety required by the Chief Procurement Officer upon failure on its part to enter a contract within 15 days after the award.

(2) *Sureties on performance.* Pursuant to F.S. § 255.05, for all competitive solicitations for the construction of a public building or public work in excess of \$200,000 the Chief Procurement Officer or appropriate staff person shall include as a requirement of such advertised bids a payment and performance bond in the total contract amount. The Chief Procurement Officer, in his or her discretion, may require such payment and performance bonds for bids seeking commodities or services in an amount of \$200,000 or less. The City Manager shall have the discretion to waive the performance bond requirement in the event of an undue hardship or emergency. Pursuant to F.S. § 255.05, the city shall not require a contractor to secure a surety bond from a specific agent or bonding company. The requirements of the bonding company such as ratings, shall be determined by the city's Risk Manager or designee.

(D) *Addenda.* Written addenda will be issued when changes, clarification or amendments to the sealed competitive solicitations are deemed necessary.

(E) *Bid opening procedure.*

(1) Bids shall be submitted online via the city's electronic procurement system, or at such location as otherwise designated in the bid.

(2) Bids shall be opened in public at City Hall by the City Clerk or designee at the time and place stated in the public notice. The names of all bidders shall be publicly announced at the time of opening.

(3) A tabulation of all bids received shall be available for public inspection upon completion of the specified time frame in applicable state law, and in accordance with F.S. Ch. 119 and Ch. 286, as said statutes may be amended from time to time.

(4) No late bids shall be accepted or opened.

(5) The city reserves the right to waive any irregularities in the bids, as determined by the Chief Procurement Officer and approved by the City Manager.

(F) *Rejection of bids.* The City Manager and City Commission may reject any bids, parts of all bids or all bids for any one or more commodities or services included in the proposed contract when the public interest will be served thereby. The Chief Procurement Officer shall not accept a bid from a contractor who is in default on the payment of taxes licenses or other moneys due the city.

(G) Contracts shall be awarded to the lowest responsive, responsible bidder, which provides the best value to the city. In determining the "lowest responsive, responsible bidder," the Chief Procurement Officer shall consider:

- (1) The prices contained in the bid;
- (2) The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- (3) Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
- (4) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- (5) The quality of performance of previous contracts of services, including, but not limited to, city contracts;
- (6) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- (7) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- (8) The quality, availability and adaptability of the commodities or services to the particular use required;
- (9) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- (10) The number and scope of conditions attached to the bid;
- (11) The overall cost to the city;
- (12) Whether the bidder is involved in any pending litigation with the city; and/or
- (13) The best interests of the city.

(H) *Determination and findings statement.* When the award is not given to the most responsive, responsible bidder, a determination and findings statement shall be prepared by the Chief Procurement Officer and filed with the other papers relating to the transaction.

(I) *Tie bids.*

(1) If the determination of lowest responsive, responsible bidder results in a tie, the contract may be split when it is to the city's advantage as determined by the Chief Procurement Officer.

(2) If the Chief Procurement Officer determines not to split the bid, the contract shall be awarded by first preference to businesses with drug-free workplace programs as described in § [35.30](#) and then by publicly drawing lots.

(J) *Prohibition against subdivision.* No contract of purchase shall be subdivided to avoid the requirements of this section.

(K) *Inspection of bids.* Inspection of the city's formal bids and proposals shall be conducted in accordance with applicable state law, including F.S. Ch. 119, as said statutes may be amended from time to time.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.20 COMPETITIVE NEGOTIATIONS.

When the use of competitive bidding is not in the best interest of the city for a purchase of, or contract for, commodities and/or services estimated to cost in excess of ~~\$25100~~,000, the commodities and/or services may be purchased by competitive negotiations. A request for proposals or a request for qualifications, or a request for letters of interest shall be issued. Adequate public notice of the solicitation shall be given in the same manner as provided in § [35.19](#). Other procedural provisions

applicable to the sealed bid process shall also apply. To assure full understanding of and responsiveness to the solicitation requirements and full understanding of qualified proposals or offers, discussions may be conducted with qualified proposers or offerors who submit responses determined to be reasonably acceptable of being selected for award for the purpose of clarification and to assure full understanding of, and responsiveness to, the solicitation requirements. The respondents shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of responses, and such revisions may be permitted through negotiations prior to award for the purpose of obtaining best and final proposals or offers. The award shall be made to the responsible proposer or offeror whose proposal or offer is determined to be the most advantageous to the city taking into consideration price and the evaluation factors set forth in the solicitation. No other criteria shall be used in the evaluation. A summary of the basis on which the award is made shall be included in the contract file. (Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11)

§ 35.21 AWARD OF CONTRACT.

(A) *City Commission approval.*

(1) An initial purchase of, or contract for, commodities or services, in excess of ~~\$25100~~,000, shall require the approval of the City Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed. However, emergency purchases as described in § 35.18, shall not require advance City Commission approval. In such emergency situations, the City Manager may approve the purchase or contract, subject to later ratification by the City Commission.

Emergency purchases are to be made only when the normal function and operation of the city would be hampered to such an extent by submittal of a requisition in the usual manner that it may effect the life, health or convenience of citizens.

(2) Purchases exceeding the sum of \$225,000 in the aggregate shall not be purchased from the same person or entity during the course of any fiscal year, unless the purchases are first authorized by the City Commission. The above provision shall not apply to purchases of utilities or to ongoing contracts. The fiscal year of the city and charter schools shall be respective of one another. The fiscal year of the city shall begin on October 1, of each year and shall end on September 30, of the following year. The fiscal year of the charter schools shall begin on July 1 of each year and shall end on June 30, of the following year.

(B) *City Manager approval.* A purchase of, or contract for, commodities or services in an amount ~~of~~ between ~~\$25100~~,000 and \$5,000.01 shall require the approval of the City Manager or designee.

(C) *Department Head approval.* A purchase of, or contract for, commodities or services in an amount of \$5,000 or less shall require the approval of the respective Department Head or designee.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.22 CITY ATTORNEY TO REVIEW AND APPROVE FORM OF PURCHASING CONTRACTS.

The City Attorney shall review all contracts awarded under this subchapter and shall approve the contracts as to form prior to their execution by the appropriate city officials. Notwithstanding the above, the City Attorney, in his or her discretion, may approve form

contracts bearing a pre-printed City Attorney approval, provided that the provisions of the form contracts are not modified.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.23 DEBARMENT AND SUSPENSIONS.

(A) *Authority and requirement to debar and suspend.* After reasonable notice to an actual or prospective contractual party, and after reasonable opportunity to such party to be heard, the City Manager, after consultation with the City Attorney, shall have the authority to debar a person or entity for the causes listed below from consideration for award of city contracts. The debarment shall be for a period of not fewer than three years. The City Manager shall also have the authority to suspend a contractor from consideration for award of city contracts, if there is probable cause for debarment pending the debarment determination. The authority to debar and suspend contractors shall be exercised in accordance with regulations that shall be issued by the City Manager.

(B) *Causes for debarment or suspension.* Causes for debarment or suspension include the following:

(1) Conviction of a criminal offense incident to obtaining or attempting to obtain a public or private contract or subcontract, or incident to the performance of such contract or subcontract;

(2) Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty;

(3) Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;

(4) Violation of city's contract provisions, which is regarded by the Chief Procurement Officer to be indicative of non-responsibility. Such violation may include failure without good cause to perform in accordance with the terms and conditions of a city contract or to perform within the time limits provided in the city contract, provided that failure to perform caused by acts beyond the control of a party shall not be considered a basis for debarment or suspension;

(5) Debarment or suspension of the person or entity by any federal, state, or other governmental entity;

(6) False certification pursuant to division (C) below; and/or

(7) Any other cause judged by the City Manager to be so serious and compelling as to affect the responsibility of the person or entity performing city contracts.

(C) *Debarment and suspension decisions.* Subject to the provisions of division (A) above, the City Manager shall render a written decision stating the reasons for the debarment or suspension. A copy of the decision shall be provided promptly to the contractual party.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11)

§ 35.24 AVAILABILITY OF FUNDS.

Except in cases of emergency, the City Manager or designee shall not issue any order for delivery on a contract or any open-market order unless and until the Director of the Finance Department certifies that there are unencumbered funds available in the using

agency's budget, in excess of all unpaid obligations, to defray the cost of the commodities or services.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11)

§ 35.25 OPEN MARKET PROCEDURE.

(A) *Generally.* A purchase of, or contract for, commodities or services that is estimated by the Chief Procurement Officer to cost \$5,000 or less, maybe purchased either in the open market without newspaper advertisement and without observing the procedures prescribed by § [35.19](#), or in accordance with the competitive bidding procedure prescribed by § [35.19](#), as deemed appropriate by the Chief Procurement Officer. However, all such purchases of greater than the estimated cost of \$5,000 but less than or equal to \$7,500 shall require at least three oral quotations. Purchases of an estimated cost greater than \$7,500 but less than or equal to \$25,000 shall require at least three quotations in written form. Purchases of an estimated cost greater than \$25,000 but less than or equal to \$100,000 shall be procured through the City's e-Procurement platform.

(B) *Notice inviting quotations.* When using the open market procedure, the Chief Procurement Officer may solicit or oversee the solicitation of quotations by:

- (1) Direct mail requests to prospective vendors;
- (2) Telephone;
- (3) Public notice;
- (4) Facsimile; and/or
- (5) Internet

(C) *Recording.* The Chief Procurement Officer shall keep a record of all open market orders and the bids submitted in competition thereon, and such records shall also be open to public inspection.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.26 INSPECTION AND TESTING OF PURCHASED ITEMS OR SERVICES.

(A) *Generally.* The Department Head of the using department shall inspect or supervise the inspection of all deliveries of commodities or services to determine their conformance with the specifications set forth in the order or contract.

(B) *Delegation of authority.* The Department Head of the- using department shall have the authority to authorize staff to inspect all deliveries made to the using department under rules and regulations prescribed by the Department Head.

(C) *Testing.* The Chief Procurement Officer shall have the authority to require chemical and physical test of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with the specifications. In the performance of such tests the Chief Procurement Officer shall have the authority to make use of laboratory facilities of any agency of the city government or of any outside laboratory.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.27 SURPLUS PROPERTY.

(A) *Disposal of surplus property.* The Chief Procurement Officer may sell, trade or otherwise dispose of surplus and obsolete personal property belonging to the city either by sale, barter or exchange, by competitive sealed bid, public auction, cannibalization,

trade in or any other means of disposal as may be appropriate and in the best interests of the city. Disposal of surplus or obsolete personal property in excess of \$20,000 per item shall be made only after approval by the City Commission. No employee of the Procurement Department having direct control of the surplus property or handling the disposition of the property shall be entitled to purchase any such property.

(B) *Donation of surplus property.* Surplus property valued at \$1,000 or greater may be donated by City Commission approval, in any manner as the Commission deems fit. Any surplus property valued at less than \$1,000 may be donated by the City Manager in his or her discretion.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.28 CHANGE ORDERS.

(A) *City Manager's authority.* Subject to the restrictions contained in division (B) below, the City Manager or designee is authorized to approve and initial work on the following types of change orders determined in his or her judgment, to be in the public interest, as follows:

(1) All change orders decreasing the cost of the contract to the city that do not materially alter the character of the work contemplated by the contract;

(2) A change order where the total cost of the purchase does not exceed \$25100,000;

(3) A change order to purchase initially approved by the City Commission where the net change increases the cost of the contract to the city by an amount less than or equal to 510%; and/or,

~~—(4) A change order to a purchase initially approved by the City Commission, on a unit price contract consisting of unit quantity increases at the unit price bid, which do not exceed 10% of the original unit quantity for each line item.~~

(B) Notwithstanding the provisions of division (A) above, the City Manager is not authorized to approve a change order without authorization of the City Commission where the initial purchase required the City Commission's approval and where the sum of all change orders issued under the contract exceeds 510% of the original contract amount or \$25,000.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.29 TERM, TERMINATION, EXTENSION AND RENEWAL OF CONTRACTS.

(A) *Term.*

(1) Unless otherwise provided by law, a contract for supplies or services may be entered into for any time period deemed to be in the best interests of the city provided the funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for future fiscal periods shall be subject to the availability of funds.

(2) Contracts may be awarded with provisions of upward or downward price adjustments provided this allowance is part of the original bid solicitation and the adjustments are based on a nationally recognized or published index or other criteria acceptable to the Chief Procurement Officer.

(B) *Termination.* The City Manager or his or her designee is authorized to terminate any contract entered into by the city when he or she determines that a party to the

contract has breached or failed to perform one or more of its obligations under the contract. Except in the case of an emergency, where such advance notice is not possible, or where the contract was entered into without City Commission approval, the City Manager or his or her designee must provide sufficient prior written notice to the Mayor and each Commissioner so that they can make any necessary inquiries at the next Commission meeting. When a contract is entered into by the city pursuant to City Commission approval and is terminable by the city without cause, only the City Commission is authorized to terminate the contract without cause. If the Mayor or any Commissioner desires that a contract be terminated without cause, he or she shall notify the City Manager in writing and request that the item be placed on the next Commission agenda.

(C) *Extensions.* The City Manager or his or her designee is authorized to extend, for operational purposes only, and for a maximum of 180 days, any contract previously approved by the City Commission and entered into by the city. Any further extensions of the contract require the approval of the City Commission.

(D) *Renewals.*

(1) *General.* When a contract is entered into by the city pursuant to City Commission approval and provides for one or more renewals by affirmative action of the city, the City Manager may approve such renewals without approval of the City Commission.

(E) *Employment contracts.* The provisions of this section shall not apply to the employment contract of the City Manager, the City Attorney, the Finance Director and the Commission Auditor.

(F) *City Commission notification.* The City Manager, or his or her designee, shall notify the Commission, in writing, at least three months in advance of the expiration, renewal, automatic renewal or extension date, and shall provide a copy of the contract or agreement and a vendor performance report card contracts or agreements that initially required the City Commission's approval as defined in § [35.21](#).

(G) *Application to existing and future contracts.* The provisions of this section shall apply to every contract in existence on the effective date of this section and every contract entered into thereafter.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.30 PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS.

(A) The city hereby adopts by reference F.S. § 287.087, as amended, regarding bidding preferences for businesses with drug-free workplace programs.

(B) Whenever two or more bids which are equal with respect to price, quality and service are received by the city for the procurement of commodities or services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given a preference, provided that the drug-free workplace program complies with F.S. § 287.087, and any other applicable state law. An announcement of this preference may be included in the bid documents.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.31 NON-DISCRIMINATION.

The vendor shall not discriminate against any person in its operations, activities or delivery of services. The vendor shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, pregnancy, sexual orientation, gender identity and expression, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1796, passed 11-5-14; Am. Ord. 1924, passed 5-15-19)

§ 35.32 NON-COLLUSION.

A bidder shall not collude, conspire, connive or agree, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham bid in connection with the work for which the bid has been submitted; or to refrain from bidding in connection with such work or have in any manner, directly or indirectly, sought by person to fix the price or prices in the bid or of any other bidder, or to fix any overhead profit, or cost elements of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other bidder, or any person interested in the proposed work.

(Ord. 1409, passed 6-19-02; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.33 DESIGN-BUILD PROJECTS.

For design-build projects, the city shall follow the procedures set forth in F.S. § 287.055. The city may use either a qualifications based selection process or a competitive proposal selection process as detailed in F.S. § 287.055.

(Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.34 PROMOTING BUSINESS WITH THE CITY; NO EXPENDITURE OF PUBLIC FUNDS.

Notwithstanding any provision of this chapter, the city may, by a majority vote of the City Commission, enter into a mutually beneficial arrangement with a private business entity for the specific benefit of the citizens and residents of the city provided that no public funds are expended in furtherance of such arrangement. If the City Commission votes to enter into such an arrangement with a particular private business entity, all such other private businesses within the city that provide the same or similar goods or services shall be fully afforded the same or similar business opportunity.

Notwithstanding the other provisions of this section, the City Manager, at his or her discretion, may adopt an administrative policy permitting the city to enter into sponsorships or other similar relationships with private businesses in the city.

(Ord. 1650, passed 8-4-09; Am. Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.35 PROCUREMENT OF GOODS AND SERVICES FUNDED WITH FINANCIAL ASSISTANCE FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.

For all goods and services which are partially or fully funded with funding provided by the United States Department of Housing and Urban Development, the procurement process shall comply with the city's Local Jobs Initiative Section 3 compliance plan, as

adopted in conformance with Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. § 1701(u).

(Ord. 1684, passed 3-16-11; Am. Ord. 1924, passed 5-15-19)

§ 35.36 LOCAL VENDOR PREFERENCE.

(A) For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

LOCAL BROWARD COUNTY VENDOR. A business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides.

LOCAL PEMBROKE PINES VENDOR. A business entity which has maintained a permanent place of business with full-time employees within the city limits for a minimum of one year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines.

(B) Process.

(1) Competitive bid. For bid evaluation purposes, vendors that meet the definition of local Pembroke Pines vendor, as defined herein, shall be given a 5% evaluation credit. This shall mean that if a local Pembroke Pines vendor submits a bid/quote that is within 5% of the lowest price submitted by any vendor, the local Pembroke Pines vendor shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid/quote. If the local Pembroke Pines vendor submits a bid which is at least 1% lower than that lowest responsive bid/quote, then the award will go to the local Pembroke Pines vendor. If not, the award will be made to the vendor that submits the lowest responsive bid/quote. If the lowest responsive and responsible bidder IS a local Pembroke Pines vendor, the award will be made to that vendor and no other bidders will be given an opportunity to submit additional bids as described herein.

(2) For bid evaluation purposes, vendors that meet the definition of local Broward County vendor, as detailed herein, shall be given a 2.5% evaluation credit. This shall mean that if a local Broward County vendor submits a bid/quote that is within 2.5% of the lowest price submitted by any vendor, the local Broward County vendor shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid/quote. If the local Broward County vendor submits a bid which is at least 1% lower than that lowest responsive bid/quote, then the award will go to the local Broward County vendor. If not, the award will be made to the vendor that submits the lowest responsive bid/quote. If the lowest responsive and responsible bidder is a local Pembroke Pines vendor, the award will be made to that vendor and no other bidders will be given an opportunity to submit additional bids as described herein.

(3) If there is a local Pembroke Pines vendor and a local Broward County vendor participating in the same bid solicitation and both vendors qualify to submit a second bid as detailed above, the local Pembroke Pines vendor will be given first option. If the local Pembroke Pines vendor cannot beat the lowest bid received by at least 1%, an

opportunity will be given to the local Broward County vendor. If the local Broward County vendor cannot beat the lowest bid by at least 1%, then the bid will be awarded to the lowest bidder regardless of geographic location of the business.

(4) If multiple local Pembroke Pines vendors submit bids/quotes which are within 5% of the lowest bid/quote, then all vendors will be asked to submit a best and final offer (BAFO). The award will be made to the local Pembroke Pines vendor submitting the lowest BAFO providing that that BAFO is at least 1% lower than the lowest bid/quote received in the original solicitation. If no local Pembroke Pines vendor can beat the lowest bid/quote by at least 1 %, then the process will be repeated with all local Broward County vendors who have submitted a bid/quote which is within 2.5% of the lowest bid/quote. If no local Pembroke Pines vendor and no local Broward County vendor can submit a BAFO that is at least 1% lower than the lowest bid/quote submitted in the original solicitation, the award will be made to the lowest responsive bidder regardless of geographic location of the business.

(C) Competitive proposal. For evaluation purposes, local Pembroke Pines vendor and local Broward County vendor shall be a criterion for award in any Request For Proposal unless specifically exempted by the City Manager or the City Commission.

(D) Exceptions.

(1) No local vendor preference will be included in any competitive solicitation where the city is the lead agency for the Southeast Florida Cooperative Purchasing Group;

(2) Utilization of a state or other agency contract;

(3) State or federal law prohibits the use of local preference;

(4) The work is funded in whole or in part by a governmental entity where the laws, rules, regulations or policies prohibit the use of local preferences;

(5) Sole source or single source purchases;

(6) The local vendor is either non-responsive or non-responsible;

(7) All bids submitted exceed the budget amount for the project;

(8) Emergency purchases;

(9) The City Manager and/or the City Commission may exempt any competitive solicitation from the local vendor preference.

(Ord. 1707, passed 10-19-11; Am. Ord. 1924, passed 5-15-19)

§ 35.37 MILITARY VETERAN'S PREFERENCE.

(A) For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

VETERAN OWNED SMALL BUSINESS. A business entity which has received a Determination Letter from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a veteran owned small business (VOSB).

(B) Process.

(1) Competitive bid. For bid evaluation purposes, vendors that meet the definition of veteran owned small business, as defined herein, shall be given a 2.5% evaluation credit. This shall mean that if a veteran owned small business submits a bid/quote that is within 2.5% of the lowest price submitted by any vendor, the veteran owned small business shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid/quote. If the veteran owned small business submits a bid which is

at least 1% lower than that lowest responsive bid/quote, then the award will go to the veteran owned small business. If not, the award will be made to the vendor that submits the lowest responsive bid/quote. If the lowest responsive and responsible bidder IS a local Pembroke Pines vendor or a local Broward County vendor as established in § [35.36](#) of this Code, entitled "Local Vendor Preference", then the award will be made to that vendor and no other bidders will be given an opportunity to submit additional bids as described herein.

(2) If there is a local Pembroke Pines vendor, a local Broward County vendor, and a veteran owned small business participating in the same bid solicitation and all three vendors qualify to submit a second bid as detailed above, the local Pembroke Pines vendor will be given first option. If the local Pembroke Pines vendor cannot beat the lowest bid received by at least 1%, an opportunity will be given to the local Broward County vendor. If the local Broward County vendor cannot beat the lowest bid by at least 1%, an opportunity will be given to the veteran owned small business. If the veteran owned small business cannot beat the lowest bid by at least 1%. then the bid will be awarded to the lowest bidder.

(3) If multiple veteran owned small businesses submit bids/quotes which are within 2.5% of the lowest bid/quote and there are no local Pembroke Pines vendors or local Broward County vendors as described in § [35.36](#) of this Code, entitled "Local Vendor Preference", then all vendors will be asked to submit a best and final offer (BAFO). The award will be made to the veteran owned small business submitting the lowest BAFO providing that that BAFO is at least 1% lower than the lowest bid/quote received in the original solicitation. If no veteran owned small business can beat the lowest bid/quote by at least 1%, then the award will be made to the lowest responsive bidder.

(C) Competitive proposal. For evaluation purposes, veteran owned small business shall be a criterion for award in any Request For Proposal unless specifically exempted by the City Manager or the City Commission. The criterion amount shall be 2.5%.

(D) Any business claiming veteran owned small business cannot also claim local vendor preference as described in § 35.36 of the ~~this~~ Code entitled "Local Vendor Preference".

(E) Exceptions.

(1) No veteran owned small business preference will be included in any competitive solicitation where the city is the lead agency for the Southeast Florida Cooperative Purchasing Group;

(2) Utilization of a state or other agency contract;

(3) State or federal law prohibits the use of veteran owned small business preference;

(4) The work is funded in whole or in part by a governmental entity where the laws, rules, regulations or policies prohibit the use of veteran owned small business preferences;

(5) Sole source or single source purchases;

(6) The veteran owned small business is either non-responsive or non-responsible;

(7) All bids submitted exceed the budget amount for the project;

(8) Emergency purchases;

(9) The City Manager and/or the City Commission may exempt any competitive solicitation from the veteran owned small business preference.

(Ord. 1769, passed 2-19-14; Am. Ord. 1924, passed 5-15-19)

§ 35.38 BID PROTEST PROCEDURES.

(A) Upon completion of the evaluation of all bids for a particular procurement, the ~~Purchasing Manager~~Procurement Director shall issue a notice of bid/proposal action. This notice, containing the date and time of issuance, shall be posted on the city website and ~~on~~ the Internet bid service websites named in the bid documents.

(B) A bidder with a “substantial interest” who has been adversely affected by the city’s selection of a bidder may protest the selection by complying with the requirements set forth herein. A bidder shall be deemed to have a “substantial interest” if the bidder would have been selected as the lowest responsive and responsible bidder but for the alleged mistake or irregularly described in the protest. If the ~~Purchasing Manager~~Procurement Director determines that a bidder does not have a “substantial interest,” that bidder is precluded from bringing a protest pursuant to this section.

(C) A bidder wishing to object to terms, conditions, specifications, procedures, selection criteria, weight of evaluation criteria or other matter set forth in the bid or proposed documents must make such objections in writing during the period of time set forth for questions and answers in the invitation to bid, request for proposal, request for qualifications or request for letters of interest. A bidder who has not raised such objections in writing during the question and answer time may not use the bid protest ~~set~~ process to object to these matters once a notice of bid/proposal action has been posted.

(D) A bidder may file a “Notice of Intent to Protest” by emailing said notice to the ~~Purchasing Manager~~Procurement Director within two business days of the issuance of the notice of bid/proposal action pursuant to division (A) or the publication of a City Commission agenda recommending the award of the bid, whichever is sooner. Such notice of protest shall include the bid or proposal number and title, the name and address of the protester, and a brief statement as to the basis of the protest.

(E) The complete written protest must be filed with the ~~Purchasing Manager~~Procurement Director within ten calendar days of the issuance of the notice of bid action. To be considered, the written protest must include:

- (1) Bid or proposal number and title;
 - (2) Company name, protester’s name and title, physical address of protester, and email address of protester;
 - (3) The facts and law upon which the protest is based; and grounds not stated shall be deemed waived;
 - (4) Rules, regulations or statutes pertinent to the protest;
 - (5) Relief which the protester seeks;
 - (6) Any other information that the protester deems to be material to the protest;
- and

(7) A bid protest bond in the form of a certified check, cashier’s check, or money order made payable to the City of Pembroke Pines in an amount equal to 5% of the protester’s bid or \$5,000, whichever is less. If the protest is upheld by the city, the bond will be refunded to the protester. If the protest is denied, the entire bond amount shall be forfeited to the city.

(F) Upon receipt of a timely filled and complete formal written protest, the ~~Purchasing Manager~~Procurement Director shall stay the award of the purchase order or contract until the protest is resolved, unless the ~~Purchasing Manager~~Procurement Director

determines in writing that compelling circumstances exist which require that the award be processed without further delay, in order to protect the city's interest or for the purpose of avoiding an immediate and serious danger to the public health, safety or welfare.

(G) After receipt of the timely filed and complete written protest, and upon the protester's request, the Purchasing ManagerProcurement Director shall meet with the protester to discuss the allegations and to attempt to resolve the matter. The Purchasing ManagerProcurement Director shall issue his or her decision on the protest within 14 calendar days of the meeting, or if no meeting is requested, within 14 days of receipt of the timely filed and complete written protest. Such decision shall be e-mailed to the protester on the date of issuance unless otherwise directed by the protester.

(H) The protester may appeal the decision of the Purchasing ManagerProcurement Director to the City Manager by filing a written appeal with the City Clerk's office within three business days of issuance of the Purchasing ManagerProcurement Director's decision. The appeal must be in writing and must include a full explanation of the basis of disagreement with the decision rendered by the Purchasing ManagerProcurement Director, as well as the relief sought. The City Manager shall overturn the selection if the protester proves that the selection did not comply in material respects with the requirements contained in the invitation to bid, request for proposal, request for qualifications or request for letters of interest; with this procurement code, or with Florida law. The decision of the City Manager shall be final. The City Manager's decision shall be e-mailed to the protester on the date of issuance unless otherwise directed by the protester.

(I) Failure by a bidder to comply with the timelines and requirements set forth herein shall result in an immediate invalidation and termination of the protest and a waiver of the right to seek further redress or to appeal the alleged adverse action in a court of law.

(J) Any and all costs incurred by a protesting party in connection with a protest pursuant to this section shall be the sole responsibility of the protesting party.

(Ord. 1772, passed 4-9-14; Am. Ord. 1924, passed 5-15-19)

~~§ 35.39 CITY CONTRACTORS PROVIDING EQUAL BENEFITS FOR DOMESTIC PARTNERS AND ALL MARRIED COUPLES.~~

~~—(A) *Contractor offering benefits.* Except where federal or state law mandates to the contrary, a contractor awarded a contract pursuant to a competitive solicitation shall provide benefits to domestic partners and spouses of its employees, irrespective of gender, on the same basis as it provides benefits to employees' spouses in traditional marriages.~~

~~—(B) *Definitions.* For purposes of this section only, the following definitions shall apply:~~

~~—(1) **BENEFITS.** The following plan, program or policy provided or offered by a contractor to its employees as part of the employer's total compensation package which may include but is not limited to sick leave, bereavement leave, family medical leave, and health benefits.~~

~~—(2) **CASH EQUIVALENT.** The amount of money paid to an employee with a domestic partner or spouse in lieu of providing benefits to the employee's domestic partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee for his or her spouse from a traditional marriage.~~

~~—(3) **COVERED CONTRACT.** A contract between the city and a contractor awarded subsequent to the date when this section becomes effective valued at over \$25,000 or the threshold amount required for competitive bids as required in § 35.18(A).~~

~~—(4) **DOMESTIC PARTNER.** Any two adults of the same or different sex who have registered as domestic partners with a governmental body pursuant to state or local law authorizing such registration, or with an internal registry maintained by the employer of at least one of the domestic partners. A contractor may institute an internal registry to allow for the provision of equal benefits to employees with domestic partners who do not register their partnerships pursuant to a governmental body authorizing such registration, or who are located in a jurisdiction where no such governmental domestic partnership registry exists. A contractor that institutes such registry shall not impose criteria for registration that are more stringent than those required for domestic partnership registration by the city.~~

~~—(5) **EQUAL BENEFITS.** The equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners.~~

~~—(6) **SPOUSE.** One member of a married pair legally married under the laws of any state within the United States of America or any other jurisdiction under which such marriage is legally recognized, irrespective of gender.~~

~~—(7) **TRADITIONAL MARRIAGE.** A marriage between one man and one woman.~~

~~—(C) *Equal benefits requirements.*~~

~~—(1) All solicitations for covered contracts which are issued on or after the effective date of this section shall include the requirement to provide equal benefits in the procurement specifications.~~

~~—(2) Certification of contractor. As part of the competitive solicitation and procurement process a contractor seeking a contract covered by division (A) of this section shall certify one of the following:~~

~~—(a) Contractor currently complies with the requirements of this section;~~

~~—(b) Contractor will comply with the conditions of this section at the time of contract award;~~

~~—(c) Contractor will not comply with the conditions of this section at the time of contract award; or~~

~~—(d) Contractor does not need to comply with the conditions of this section because of an allowable exemption and indicates the exemption as part of the certification.~~

~~The certification shall be in writing and signed by an authorized officer of the contractor. Failure to provide such certification shall result in a contractor being deemed non-responsive.~~

~~—(3) The City Manager or his/her designee shall reject a contractor's certification of compliance if he/she determines that such contractor discriminates in the provision of benefits or if the City Manager or designee determines that the certification was created, or is being used for the purposes of evading the requirements of this section.~~

~~—(4) The contractor shall provide the city and/or the City Manager or his/her designee, access to its records for the purpose of audits and/or investigations to~~

~~ascertain compliance with the provisions of this section, and upon request shall provide evidence that the contractor is in compliance with the provisions of this section upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the contractor may not be in compliance with the provisions of this section. Records shall include but not be limited to providing the city and/or the City Manager or his/her designee with certified copies of the contractor's records pertaining to its benefits policies and its employment policies and practices.~~

~~—(5) The contractor must conspicuously make available to all employees and applicants for employment the following statement:~~

~~—"During the performance of a contract with the City of Pembroke Pines, Florida, the Contractor will provide Equal Benefits to its employees with spouses, as defined by Section 35.39 of the City's Code of Ordinances, and its employees with Domestic Partners".~~

~~The posted statement must also include a city contact telephone number and email address which will be provided to each contractor when a covered contract is executed.~~

~~—(D) *Exceptions and waivers.* The provisions of this section shall not apply where:~~

~~—(1) The contractor does not provide benefits to employees' spouses in traditional marriages;~~

~~—(2) The contractor provides an employee the cash equivalent of benefits because the contractor is unable to provide benefits to employees' domestic partners or spouses despite making reasonable efforts to provide them. To meet this exception, the contractor shall provide a notarized affidavit that it has made reasonable efforts to provide such benefits. The affidavit shall state the efforts taken to provide such benefits and the amount of the cash equivalent. Cash equivalent means the amount of money paid to an employee with a domestic partner or spouse rather than providing benefits to the employee's domestic partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee's spouse;~~

~~—(3) The contractor is a religious organization, association, society, or any non-profit charitable or educational institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association, or society;~~

~~—(4) The contractor is a governmental agency;~~

~~—(5) The contract is for the sale or lease of property;~~

~~—(6) The covered contract is necessary to respond to an emergency;~~

~~—(7) The provisions of this section would violate the laws, rules, or regulations of federal or state law (for example, F.S. § 287.055, Consultants' Competitive Negotiation Act);~~

~~—(8) The provisions of this section would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or the State of Florida; or~~

~~—(9) Upon a majority vote, the City Commission may waive compliance of this section under the following circumstances:~~

~~—(a) Where only one solicitation response is received and the sole bidder does not comply with the requirements of this section.~~

~~—(b) Where more than one solicitation response is received, but the responses demonstrate that none of the proposers can comply with the requirements of this section and one or more of the solicitation responses received would otherwise have~~

~~been responsive if compliance with this section would not have been listed as a requirement in the solicitation specifications.~~

~~—(c) Where the bid price or proposal price as submitted by the lowest responsive bidder which complies with the requirements of this section is at least 5% greater than the lowest bid or proposal submitted by the bidder which does not comply with the requirements of this section but would otherwise have been responsive if compliance with this section would not have been listed as a requirement in the bid specifications.~~

~~—(d) Best interest of the city as determined by the City Commission.~~

~~—(E) Contracts. Every covered contract, unless otherwise exempt from this section, shall contain language that obligates the contractor to comply with the applicable provisions of this section. The contract shall include provisions for the following:~~

~~—(1) The contractor certifies and represents that it will comply with this section during the entire term of the contract.~~

~~—(2) The failure of the contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the city to pursue any remedy stated below or any remedy provided under applicable law.~~

~~—(3) The city may terminate the contract if the contractor fails to comply with this section.~~

~~—(4) The city may retain all monies due or to become due until the contractor complies with this section.~~

~~—(5) The contractor may be subject to debarment or suspension proceedings. Such proceedings will be consistent with the procedures in this chapter.~~

~~—(F) Applicable dates. This section shall be applicable to contracts awarded pursuant to competitive solicitations issued after the effective date of this section.~~

~~(Ord. 1797, passed 11-5-14; Am. Ord. 1924, passed 5-15-19)~~

§ 35.40 CONE OF SILENCE.

(A) *Prohibited communication.* Except as set forth in division (C) during the course of a sealed competitive solicitation, a cone of silence shall be in effect between:

(1) Any person or entity that seeks a contract, contract amendment, award, recommendation, or approval related to a sealed competitive solicitation or that is subject to being evaluated or having its response evaluated in connection with a sealed competitive solicitation, including a person or entity's representative; and

(2) The City Manager or any person or group of persons appointed or designated by the City Commission or the City Manager to evaluate, select, or make a recommendation to the City Commission or the City Manager regarding a sealed competitive solicitation, including any member of the selection/evaluation committee.

(B) *Effective dates.* A cone of silence shall begin and shall end for sealed competitive solicitations as follows:

(1) A cone of silence shall be in effect during a sealed competitive solicitation process beginning upon the advertisement for the sealed competitive solicitation or during such other procurement activities as declared by the City Commission.

(2) The cone of silence shall terminate at the time the City Commission takes final action or gives final approval of a contract, rejects all bids or responses to the sealed competitive solicitation, or takes other action which ends the sealed competitive solicitation process.

(C) *Permitted communication.*

(1) The cone of silence shall not apply to written or oral communications with legal counsel for the city or the Procurement Department staff for the city.

(2) Nothing contained in this section shall prohibit any person or entity subject to this section from:

(a) Making public presentations, asking questions, or providing feedback at pre-bid meetings, site visits or conferences or at a selection, evaluation or negotiation meeting related to the sealed competitive solicitation.

(b) Engaging in contract negotiations with the entity selected to negotiate the terms of the agreement or with the City Commission during a public meeting.

(c) Making a public presentation to the City Commission during any public meeting related to the sealed competitive solicitation.

(d) Communicating with the person or persons designated in the sealed competitive solicitation as the contact person for clarification or information related to the sealed competitive solicitation. The contact person shall not be a member of the selection/evaluation committee or the person designated to negotiate the agreement, except as otherwise provided for in division (DC)(1) above.

(3) The purchasing agent and the City Attorney shall accept written communications from persons or entities subject to this section during the time a cone of silence is applicable to a sealed competitive solicitation.

(D) *Violations*. Any action in violation of this section shall be cause for disqualification of the bid or the proposal. The determination of a violation and the penalty shall be made by the City Commission.

(E) The cone of silence shall not apply to a competitive process which seeks to enter into a contract or award of money to perform governmental quasi-governmental, social or human services primarily for charitable, benevolent, humanitarian or other philanthropic purposes, such as the award of grants or support assistance to organized nonprofit entities that promote or assist with the care, education, health, standard of living or general welfare of people in the City of Pembroke Pines, or that promote or assist community or neighborhood enhancements.

(Ord. 1924, passed 5-15-19)

§ 35.41 ELECTRONIC SIGNATURES AND SUBMISSIONS.

(A) *Force and effect of electronic signature*. Unless otherwise prohibited, regulated or preempted by Florida law, an electronic signature may be used to sign a writing and shall have the same force and effect as a written signature.

(B) **SIGNATURE** means a manual or electronic identifier, or the electronic result of an authentication technique attached to or logically associated with a record that is intended by the person using it to have the same force and effect as a manual signature.

(C) **WRITTEN** or **IN WRITING** means the product of any method of forming characters on paper, other materials, or viewable screens, which can be read, retrieved, and reproduced, including information that is electronically transmitted and stored.

(D) *Authorization for the use of electronic transmissions*. The use of electronic media, including acceptance of electronic signatures, is authorized consistent with State of Florida applicable statutory, regulatory or other guidance for use of such media, so long as such guidance provides for:

(1) Appropriate security to prevent unauthorized access to the bidding, approval, and/or award processes; and

(2) Accurate retrieval or conversion of electronic forms of such information into a medium which permits inspection and copying.

(Ord. 1924, passed 5-15-19)

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