

CORAL SPRINGS



The Purchasing Process



The Purchasing Division of the Financial Services Department procures approximately \$25 million annually in goods and services through the requirements of the City's procurement code.

Process Goals



- Obtain the optimum combination of high quality goods and services at the best price available and;
- Offer a fair and equitable opportunity to compete for City business to all interested vendors and service providers.

The City's Process



- Open and inclusive
- “Best value” oriented
- Objective driven
- A team effort

Techniques



- Request for Proposal/Request for Letters of Interest.
- Invitation to Bid.
- Southeast Florida Government Purchasing Cooperative Group.
- Utilization of Federal, State and Local Government competitively awarded contracts.

Purchasing Authority



Award of Contracts

- Commission approval required for annual expenditures \$20,000 or above.
- Approval authority delegated to Purchasing Administrator (as designee of City Manager) for annual expenditures below \$20,000.

Renewal of Contracts



- Commission approval is required for contract renewals \$30,000 or above in annual expenditures.
- Approval authority delegated to Purchasing Administrator (as designee of City Manager) for annual expenditures below \$30,000.