



Agenda Item Summary

File #: 25-00244

Agenda Date: 12/9/2025

Agenda Item Name:

Procurement Code Changes, Authorization to Advertise, and Signature Authority Resolution

Presenter:

Theodore White, Procurement Manager, 352.374.5202

Tommy Crosby, Assistant County Manager, 352.337.6205

Description:

Recommended changes to amend Chapter 22 of the Alachua County Code of Ordinances, known as the "Alachua County Procurement Code", specifically editing the SBE language, sunsetting the GMW per House Bill No. 433 that amended F.S. 218.077, adding local preference policy, and update procurement thresholds and signature authority.

New resolution to combine and update 3 previous resolutions that were approved previously by the BOCC to streamline the information and authority.

Recommended Action:

Authorize staff to advertise a Public Hearing to amend Chapter 22 of the Alachua County Code of Ordinances, known as the "Alachua County Procurement Code" for the adoption with the recommended changes; and schedule consideration of proposed Resolution 2025-___, which clarifies and streamlines the guidelines on signature authority and for the execution of contracts and agreements, for the same meeting at which the Board will consider the amendments to Chapter 22.

Prior Board Motions:

January 14, 2025 the Board motioned to remove the \$50,000 CAP for the Small Business Enterprise (SBE) business incentive procurement.

April 23, 2024, the Board Adopted an ordinance to amend a portion of Chapter 22 of the Alachua County Code of Ordinances, known as the "Alachua County Procurement Code" regarding the Small Business Enterprise Program. Item 24-00310.

December 5, 2023, the Board motion to approve staff's recommendation and authorized staff to move forward with the motion to update and amend the Small Business Enterprise requirements and guidelines. The Board directed an increase of the net worth for small businesses from \$1,000,000 to \$5,000,000 and directed the creation of new emerging small businesses category within the Small Business Enterprise Program where net worth not exceeding \$1,000,000. Item 23-00773.

December 13, 2022, the Board adopted an ordinance to amend Chapter 22 of the Alachua County

Code of Ordinances, known as the “Alachua County Procurement Code”. Item 22-0880. This code change update the protest language.

October 25, 2022, Board authorized the public hearing to consider the adoption of the ordinance to amend the Procurement Code. Item 23-0879.

January 28, 2020, Board held the Public Hearing and adopted the ordinance to repeal Chapter 22 of the Alachua County Code of Ordinances, known as the “Alachua County Purchasing Code” and replaced it with a new procurement code known as the “Alachua County Procurement Code”. Item 19-0794.

December 10, 2019, Board authorized the public hearing to consider the adoption of the ordinance to amend the Procurement Code. Item 19-0192.

March 11, 1986, Board adopted the Alachua County Purchasing Code.

Fiscal Note:

N/A

Strategic Guide:

All Other Mandatory and Discretionary Services

Background:

The following is a general summary of the more significant propose amendments to the Procurement Code, all of which are shown in strike-through and underlying format in Exhibit 1: (a) revisions to the SBE program previously requested by the Board; (b) addition of a local preference program to be applicable to limited types of procurements; (c) the sunseting of the County’s Government Minimum Wage, which is needed in order to comply with a recent amendment to 218.077, F.S.; (d) increasing the thresholds amount for when competitive procurement is required from \$50,000 to \$125,001; (e) increase the County Manager’s authority to approve the award of procurement solicitations and her authority to execute contracts from \$50,000 to \$250,000; (f) granting the County Manager the authority to approve contract renewals regardless of the contract amount provided the Board has appropriated funds for such costs in its approved budget; and (g) increases the reporting threshold for unauthorized purchases from \$2,500 to \$25,000.

The following is a general summary of the proposed new signatory authority resolution attached as Exhibit 2: (a) it repeals Resolutions 14-49, 2022-62 and 2022-63 and consolidates the signature authorities previously authorized by those resolution into the new Resolution; (2) clarifies that the County Manager’s signature authority for procurements is set forth in the Procurement Code; and (3) increases the County Manager’s signature authority from \$50,000 to \$250,000.

Per F.S. 125.66 Subsection 3.c.6 Procurement is exempt from providing a business statement on how this will effect county business.

In March of 1986 the Alachua County Board of County Commissioners (“Board”) adopted an ordinance related to Purchasing known as the “Alachua County Procurement Code”. This Code had been amended numerous times in the past.

In 2006, the Board approved an Ordinance which established the Small Business Enterprise (SBE) Program that was included in the Procurement Code.

December 5, 2023, the Board approved the recommendations made by staff which were to include insurance information in the applications for SBE, update the risk guidelines for \$50K solicitations and to include a contract close out documents with contracts moving forward. At this same time, the Board also made the motion and approved updates to the SBE program to increase the net worth of SBE from \$1,000,000 to \$5,000,000 and to create an emerging small businesses category keeping the \$1,000,000 net worth for tracking purposes. This proposed Ordinance amends the part of the Alachua County Procurement Code on the Small Business Enterprise Program, as directed by the Board. and amends certain definitions.

April 23, 2024, the Board Adopted an ordinance to amend a portion of Chapter 22 of the Alachua County Code of Ordinances, known as the “Alachua County Procurement Code” regarding the Small Business Enterprise Program.

January 14, 2025 the Board voted to remove the \$50,000 CAP for the Small Business Enterprise (SBE) business incentive during a RFP presentation.