



Agenda Item Summary

File #: 26-00035

Agenda Date: 1/13/2026

Agenda Item Name:

Public Hearing to adopt an ordinance to amend Chapter 22 of the Alachua County Code of Ordinances, known as the “Alachua County Procurement Code”.

Presenter:

Theodore White, Procurement Manager, 352.374.5202

Tommy Crosby, Assistant County Manager, 352.337.6205

Description:

Public Hearing to adopt an ordinance to amend Chapter 22 of the Alachua County Code of Ordinances, known as the “Alachua County Procurement Code” specifically amending Alachua County Code Part II, Title 2, Chapter 22, Article IX. Also, approve the Resolutions for signature authority and annual renewal report provided to the BOCC.

Recommended Action:

Adopt the Signature Authority resolution, adopt the Annual Procurement Renewal Report resolution and adopt the ordinance to amend Chapter 22 of the Alachua County Code of Ordinances, known as the “Alachua County Procurement Code”.

Prior Board Motions:

December 9, 2025, the Board approved Advertising 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. Item 25-00244

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:

At the December 9, 2025 Board meeting the BOCC approved the Public Hearing for the amendments to the Procurement code but ask that staff 1) add Local Preference to the Bid Process along with RFP's 2) Provide a break down of the current Contract in the new signature authority categories 3) come up with a policy to provide the BOCC a report for upcoming Annual Procurement Renewals.

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: (a) revisions to the SBE program previously requested by the Board; (b) addition of a local preference program to be applicable to category 2 and 3 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 threshold 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 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.

The following is a general summary of the proposed Annual Procurement Renewal Report resolution:

staff will provide the list of procurement renewals to the BOCC annually before the July 1st budget review that are upcoming for the next fiscal year.

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