



Agenda Item Summary

File #: 26-00126

Agenda Date: 2/24/2026

Agenda Item Name:

Fiscal Year 2027 Annual Procurement Renewal Report

Presenter:

Theodore White, Procurement Manager, 352.374.5202

Tommy Crosby, Assistant County Manager, 352.337.6205

Description:

Fiscal Year 2027 Annual Procurement Renewal Report

Recommended Action:

To accept the 2027 Annual Procurement Renewal Report as provided in the attachments

Prior Board Motions:

January 13, 2026, the Board approved the Public Hearing to adopt an ordinance to amend Chapter 22 of the Alachua County Code of Ordinances, known as the "Alachua County Procurement Code". Item 26-00035.

Fiscal Note:

N/A

Strategic Guide:

All Mandatory

Background:

At the January 13, 2026 Board Meeting, the Board requested Procurement provide a report of renewals by the 1st of March.

Part II – Administrative Code, Title 2 – Administration, Chapter 22. Procurement, Sec. 22.2-203. Signature authority.

(1) The County Manager or designee shall have the authority to approve and award bids/solicitations and to approve, execute and modify all purchase orders, contracts and contract amendments in the amount of Category 2 or less, provided that the Board has approved the budget appropriation for the purchase. The authority delegated to the County Manager under this subsection (1) does not apply to Contract renewals, which is addressed in subsection 22.2.203 (2) of this code.

(2) The County Manager or designee shall have the authority to approve Contract renewals which do not alter the original term, inclusive of contract renewal terms, the annual price, or scope of service,

regardless of contract amount, not to exceed amount, or contract amount escalator, provided: (i) that by no later than March 1st of each year, the County Manager provides a report to the Board in a regularly scheduled meeting of all Contracts that the County Manager intends to renew for the coming fiscal year; (ii) the Board does not overrule the County's Manager's intent to renew a Contract by majority vote of the Board taken at the first regular meeting in April of each year; and (iii) the Contract renewal is funded by annual budget appropriation approved by the Board. The report must provide the following information regarding each Contract that the County Manager or designee intends to renew: (iv) the name of the vendor/contractor; (v) a general description of the scope of the Contract; (vi) the annual contract amount/not-to-exceed amount; (vii) the date on which the County first entered into the Contract with the vendor/contractor; (viii) the length of the proposed renewal term (e.g., one year, two years; etc.); and (ix) the number of renewal options remaining under the Contract.