

INTRODUCED BY:  
MAYOR PRUETTE



ORDINANCE NO. 2016-03

**A BILL TO BE ENTITLED**

**AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, AMENDING CHAPTER 2, ARTICLE VI, SECTION 2-377, COMPETITIVE BIDDING; WRITTEN CONTRACTS; SECTION 2-378, WRITTEN REQUEST TO COUNCIL; APPROVAL; BID INVITATIONS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, The City Council of the City of Neptune Beach desires to protect its citizens by diligently updating the Code of Ordinances of the City of Neptune Beach, and

**WHEREAS**, By adopting an updated bid procedure the City of Neptune Beach can purchase items more efficiently thereby ensuring that problems in Neptune Beach can be solved more effectively,

**BE IT ORDAINED BY THE CITY OF NEPTUNE BEACH, FLORIDA:**

**SECTION 1.** That Article VI, Section 2-377 of the Code of Ordinances of the City of Neptune Beach, Florida, be and is hereby amended as follows:

**Section 2-377. Competitive bidding; written contracts.**

Before making any purchase or contract for supplies, materials, equipment or contractual services, opportunity shall be given for competition, as prescribed herein. All expenditures for supplies, materials, equipment or contractual services involving more than, ~~twenty five thousand dollars (\$25,000)~~, nine thousand, nine hundred and ninety-nine dollars (\$9,999.00) excluding automobiles, shall be made on a written contract, as prescribed herein, and such contract shall be awarded to the lowest and most responsible bidder, if awarded.

An Emergency Purchase is required when the City experiences an emergency that warrants the immediate delivery of goods or services and in doing so, are unable to comply with the Competitive Bidding provisions.

The City Council has determined that approval under this provision is automatically granted when:

1. The public's health, safety or welfare requires the immediate delivery of goods or the performance of services.
2. The award of any such contracts is made pursuant to the provisions of Competitive Bidding.

- 3. Contracts are issued in response to a formal declaration of an emergency by the Governor or Mayor.
- 4. Approval of the purchase shall be made at the next scheduled meeting of the City Council.

**SECTION 2.** That Article VI, Section 2-378 of the Code of Ordinances of the City of Neptune Beach, Florida be and is hereby amended, and as amended and henceforth read as follows:

**Section 2-378. Written request to Council; approval; bid invitations.**

Before any purchase or contract involving more than ~~twenty-five thousand dollars (\$25,000)~~, nine thousand, nine hundred and ninety-nine dollars (\$9,999.00) excluding automobiles, shall be considered, it shall be necessary for the City Manager to submit a written request for such purchase or contract to the Council. Upon receipt of such request the Council shall determine the needs of the City with reference thereto and if such request is deemed to be in the best interest of the City, the Council shall authorize and direct the City Clerk to prepare bid invitations therefor. Such bid invitations shall be full and explicit in regard to the subject of the contract and shall contain such information as is necessary to sufficiently describe and set forth the specifications so as to be clear, certain, definite and unambiguous.

**SECTION 3.** All ordinances or part of ordinances in conflict herewith be and the same are to the extent that same may be in conflict, hereby repealed.

**SECTION 4.** This ordinance shall take effect upon its adoption.

**VOTE RESULTS OF FIRST READING:**

|                           |     |
|---------------------------|-----|
| Mayor Harriet Pruette     | Yes |
| Vice Mayor Richard Arthur | Yes |
| Councilor John Jolly      | Yes |
| Councilor Kara Tucker     | Yes |
| Councilor Scott Wiley     | Yes |

Passed on First Reading this 7<sup>th</sup> day of March, 2016

**VOTE RESULTS OF SECOND AND FINAL READING:**

|                           |     |
|---------------------------|-----|
| Mayor Harriet Pruette     | Yes |
| Vice Mayor Richard Arthur | Yes |
| Councilor John Jolly      | Yes |
| Councilor Kara Tucker     | Yes |
| Councilor Scott Wiley     | Yes |

Passed on Second and Final Reading this 4<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
Harriet Pruette, Mayor

ATTEST:

\_\_\_\_\_  
Karla Strait, CMC, City Clerk

Approved as to form and content:

\_\_\_\_\_  
Patrick Krechowski, City Attorney