

**CITY OF MARATHON, FLORIDA  
RESOLUTION 2007-24**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
MARATHON, FLORIDA, AMENDING THE POLICIES AND  
PROCEDURES FOR CITY EMPLOYEES AND OFFICIALS  
REGARDING PURCHASING**

**WHEREAS**, pursuant to Resolution 2003-134, the City Council of the City of Marathon, Florida (the "City"), adopted Purchasing Policies and Procedures after determining that it was fiscally prudent and in the best interests of the City's residents for the City to adopt policies and procedures for City employees and officials regarding the purchasing and acquisition of contractual services, equipment, goods, professional services and other similar types of services; and

**WHEREAS**, pursuant to Resolution 2004-127, the City Council of the City of Marathon, Florida (the "City") amended the adopted Purchasing Policies and Procedures to allow City staff to obtain quotes for purchases of goods and services that do not exceed \$25,000.00; and

**WHEREAS**, pursuant to Resolution 2005-058, the City Council of the City of Marathon, Florida (the "City") amended the adopted Purchasing Policies and Procedures to allow the Deputy City Manager to approve purchases from \$ 10,000 to less than \$ 25,000 in the City Manager's absence and to comply with federal procurement standards which is necessary in order for the City to apply for and receive federal grants; and

**WHEREAS**, pursuant to Resolution 2006-155, the City Council of the City of Marathon, Florida (the "City") amended the adopted Purchasing Policies and Procedures to clarify the requirements for purchase order and check request approval and documentation; and

**WHEREAS**, the City desires to amend the Purchasing Policies and Procedures to increase the dollar limitation for purchases which require formal or informal bidding procedures.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, AS FOLLOWS:**

**Section 1.** The above recitals are true and correct and are incorporated herein by this reference.

**Section 2.** The City hereby amends Section 1.0-Quotation and Bidding Requirements of the Policies and Procedures for City Employees and Officials Regarding Purchasing as follows:

## 1.0 Quotation and Bidding Requirements

### *Purchases - \$0 to \$25,000*

Purchases of less than \$ ~~1,000~~ 2,500 will not require use of formal or informal bidding procedures. However, the department making the purchase is still required to make a reasonable attempt to insure that the City receives a competitive price that is consistent with the desired quality of materials, workmanship or level of performance.

Purchases of \$ ~~1,000~~ 2,500 or greater but less than \$10,000 will require at least three verbal quotes which will be recorded in a quotation memo by the Department Head.

Purchases of \$10,000 or greater but less than \$25,000 will require at least three (3) written quotes.


The required quotation memo or written quotes must be provided to the Finance Department as part of the documentation which accompanies either the Purchase Order or Check Request which authorizes payment for the purchase. The originating department will also retain the necessary documentation within their files to demonstrate compliance with these procedures.

**Section 3.** The City Manager is directed to immediately implement the Purchasing Policies and Procedures.

**Section 4.** This resolution shall take effect immediately upon adoption.

**PASSED AND APPROVED** by the City Council of the city of Marathon, Florida, this 13<sup>th</sup> day of February, 2007.

**THE CITY OF MARATHON, FLORIDA**

  
Christopher M. Bull, Mayor

AYES: Mearns, Pinkus, Tempest, Worthington, Bull  
NOES: None  
ABSENT: None  
ABSTAIN: None

**ATTEST:**

*Diane Clavier*

\_\_\_\_\_  
Diane Clavier, City Clerk  
(City Seal)

**APPROVED AS TO FORM AND LEGALITY FOR THE USE AND RELIANCE OF THE  
CITY OF MARATHON, FLORIDA ONLY:**

*JHJ*

\_\_\_\_\_  
City Attorney