



**City of Coral Gables**  
**CITY COMMISSION MEETING**  
**October 28, 2008**

**ITEM TITLE:**

Second Reading: An Ordinance of the City of Coral Gables, Florida Amending the City Code, Chapter 2, entitled "Administration", Article VIII, entitled "Procurement Code", by correcting scrivener's errors; amending the definitions and application sections to conform with language requirements of the City Code, Florida Laws and Federal Laws and Federal Laws and Regulations; implementing a contract manager system; amending the section of the City Attorney's duties by adding a section on Appeals of City Attorney decisions; amending the section on protests of solicitations and awards to strengthen the notice requirements and contents for protests; amending the section on performance and payment bonds to reflect the mandatory requirements of bonds for all construction contracts; amending the language for the purchase, sale or lease of city-owned property to provide more stringent analysis for such actions; amending the construction manager-at-risk selection and negotiation process to conform with the requirements of Florida law; update the City's insurance section to conform with new city requirements; changing all Public Works Department's responsibilities for procurement to the Procurement Division of the Finance Department; providing for severability, repealer, codification, and an effective date.

**RECOMMENDATION OF THE CITY MANAGER:**

It is recommended that the attached ordinance amending the City Code, Chapter 2, entitled "Administration", Article VIII, entitled "Procurement Code" be approved.

**BRIEF HISTORY:**

In 2003 the City Commission adopted a Procurement Code which was a major re-write of the then existing ordinance and rules governing the procurement of services, equipment and construction in the City of Coral Gables.

The amendments to the Procurement Code include 1) the Public Works Departments responsibilities for procurement of contracts to be transferred to the Procurement Division of the Finance Department, 2) scrivener's errors have been corrected, 3) definitions under the Procurement Code have been updated and amended to conform with the City Code and Florida law, 4) additional City Attorney's duties and the appellate process for all appeals of the City Attorney's decisions, 5) analysis for the purchase, sale or lease of City property has been amended to provide for a more stringent review, 6) a contract manager system has been implemented to strengthen assessment of all City contracts, 7) the Construction Manager-at-Risk section of the Code has been modified to reflect the requirements for the selection and negotiation conform with Florida law, 8) the City's current insurance requirements, 9) the protests of solicitations and awards section was amended to strengthen the requirements for the notices of intent to file a protest and the contents of the protest, 10) and the mandatory requirements of bonds for all construction contracts.

The City Administration has been able to compare and analyze the prior code provisions adopted in 2003, 2004 and 2005 and recommends the amendments contained in this ordinance.

**LEGISLATIVE ACTION:**

Date:	Resolution/Ordinance No.	Comments

**ADVISORY BOARD/COMMITTEE RECOMMENDATION(S):**

Date	Board/Committee	Comments (if any)

**FINANCIAL INFORMATION: (If Applicable)**

No.	Amount	Account No.	Source of Funds
1.			
Total:		APPROVED BY:	

**PUBLIC NOTIFICATION(S):**

Date	Form of Notification

**APPROVED BY:**

Department Director	City Attorney (If Applicable)	City Manager

**ATTACHMENT(S):**

1. Proposed Ordinance