**RESOLUTION 2008-02**

**A RESOLUTION OF THE TOWN OF LACROSSE, FLORIDA ADOPTING**

**A WRITTEN PROCUREMENT POLICY REGULATING**

**PURCHASES AND CONTRACTS FOR THE TOWN OF LACROSSE**

**AND ESTABLISHING AN EFFECTIVE DATE**

**1.**Purchases and contracts for equipment, materials, supplies and/or services except

personal services, shall be made in the following manner:

1. The Town Clerk or Mayor shall make purchases and contracts not to exceed

$1000 in the open market after such inquiry as he/she deems necessary to

Ensure that the price obtained is the most advantageous to the town.

1. For purchases and contracts from $1000 to $2,000.00, The Town Clerk

shall solicit bids orally, by telephone, email or in writing from at least three (3) suppliers if so many may be available in the locality. He/she shall keep on file a tabulation of the solicitations made and quotations received.

1. For purchases and contracts in excess of $2,000.00 the Town Clerk shall invite bids by (1) advertisement in at least one (1) newspaper of general circulation, or (2) mailing, faxing, or emailing with confirmation receipt, invitations to bid to all available dealers and notices posted in public places, or (3) combination of such methods. A tabulation of bids received shall be retained.
2. All procurement of equipment materials supplies, and repairs or services performed by other than town employees shall be documented. The Town shall keep a petty cash fund in the amount of $100.00 for the purposes of purchases and supported by receipt.
3. The Town shall give favorable consideration to small and minority businesses in the selection for supplies, equipment, construction, and/or services.

**2.** For the purchases and contracts specified in Paragraphs 1B and 1 C above, lack of completion is permissible when an emergency exists which permits no delay because of the possibility of injury to life, health, or destruction of property; or when only one (1) source of supply is available; or when the price is equal to that under the State of Florida contracts. If an award is made without competition the purchasing/contracting officer shall certify to the Town Council by formal report justifying the lack of competition.

**3.** With respect to the purchases and contracts specified in Paragraph 1B and 1 C above, the Town Clerk, with Council approval, shall make the purchase from or award the contract to the lowest responsible bidder.

**4.** Nothing herein shall prohibit the Town from entering into a contract extension for goods and/or services or entering into a continuing services contract.

**5.** The bid policy shall not be so required for goods available for a price equal to that under the State of Florida Contracts and shall not be required for ‘Alachua County Approved Vendors’.

**6.** The Fire Department has a separate procurement policy to which this policy does not apply.

**PASSED AND DULY ADOPTED** in regular session with a quorum present and voting by the Town Council, this 11th day of February 2008.

**PASSED AND DULY AMENDED** in regular session with a quorum present and voting by the Town Council this 9th day of September 2019.

**PASSED AND DULY AMENDED** in regular session with a quorum present and voting by the Town Council this 11th day of July 2023.

**PASSED AND DULY AMENDED** in regularsession with a quorum present and voting by the Town Council this 12th day of December 2023.

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C. Dianne Dubberly – Mayor Crystal Phillips – Town Clerk