CITY OF ATLANTIC BEACH
REGULAR CITY COMMISSION
STAFF REPORT

AGENDA ITEM: Ordinance No. 5-26-79 raising the Bid Threshold and the City Manager's Purchasing Authority to $50,000.

PREPARED BY: Godfred Adomako, Finance Director

TODAY'S DATE: November 13, 2026

MEETING DATE: November 23, 2026

BACKGROUND / HISTORY:
In 2008, the City Commission updated purchasing procedures by raising the formal bid threshold and the City Manager's approval limit from $10,000 to $25,000. Since then, the costs of materials, labor, and bid preparation have increased significantly. To address this, staff recommends increasing the formal bid threshold and the City Manager's approval limit from **$25,000 to $50,000.**

Raising these limits will eliminate high bidding administrative costs for smaller purchases, expedite project awards, and reduce the volume of routine agenda items at Commission meetings. Additionally, staff proposes updating the existing piggyback exemption. Currently, the City waives formal bidding for purchases exceeding $50,000 when utilizing another government agency's active contract.

Staff recommends expanding this rule to allow the City to purchase at or below the awarded contract price—either from the primary contract vendor or from any vendor offering a lower price for identical goods or services.

BUSINESS IMPACT: This ordinance is exempt from the Business Impact Estimate requirement, pursuant to § 116.041(4)(c), Florida Statutes.

FISCAL IMPACT: No identifiable hard dollar budget impact.

RECOMMENDED ACTION / SUGGESTED MOTION: Adopt Ordinance No. 5-26-79 on final reading.

ATTACHMENTS:
Ordinance No. 5-26-79

REVIEWED BY CITY MANAGER: Kevin Hogencamp

ORDINANCE NO. 5-26-79

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, FLORIDA, AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE VII, FINANCE, DIVISION 2, PURCHASING, SECTION 2-331, WHEN BIDS ARE REQUIRED, TO INCREASE THE BID THRESHOLD; AMENDING SECTION 2-337, OPEN MARKET PROCEDURES, RAISING THE AMOUNT FOR WHICH NO ADVERTISING IS REQUIRED; AMENDING SECTION 2-338, SCOPE OF PURCHASING AUTHORITY, TO INCREASE THE CITY MANAGER'S AUTHORITY FOR DOLLAR LIMITS; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION: AND PROVIDING AN EFFECIVE DATE.

WHEREAS, the City has not amended the purchasing code to reflect the increased cost of goods and services since 2008, and

WHEREAS, the resources devoted to preparing and awarding a bid including the cost of advertising has become an increasingly significant portion of the total cost for each bid, and

WHEREAS, the staff will continue to exercise due diligence with respect to seeking the best price and product for the City under the internal guidelines set forth by the City Manager for those items under fifty thousand dollars ($50,000).

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA, that;

SECTION 1. Chapter 2, Administration, Article VII, Finance, Division 2, Purchasing, is hereby amended to read as follows (words stricken are deletions and words underlined are additions):

Sec. 2-331. Bids--When required.

All supplies and contractual services, when the estimated cost thereof shall exceed fifty thousand dollars ($50,000) ~~twenty-five thousand dollars ($25,000.00)~~ shall be purchased by formal, written contract from the lowest responsible bidder after due notice inviting proposals.

Sec. 2-337. Open market procedures.

All purchases of supplies and contractual services of less than the estimated value of fifty thousand dollars ($50,000) ~~twenty-five thousand dollars ($25,000.00)~~ may be made in the open market without newspaper advertisement and without observing the procedure prescribed by section 2-331 except. for the award of formal contracts. The city manager shall keep a record of all open market orders and orders for the purchase of supplies and services in accordance with the Public Records Act of the state and generally accepted accounting internal control procedures.

Sec. 2-338. Scope of purchasing authority.
The city manager shall have the authority to:

(1) Award contracts within the purview of this division. Provided, that no purchase order or contract for an amount in excess of fifty thousand dollars ($50,000) ~~twenty-five thousand dollars ($25,000.00)~~ be executed without city commission approval unless there is an emergency involving public health, safety or where immediate expenditure is necessary for repairs to city property in order to protect against further loss of or damage to the city property to prevent or minimize serious destruction of city property to prevent or minimize serious destruction of city services. In that event, the city manager shall report the action taken and expense incurred to the city commission;
(2) Prepare purchase procedures necessary for the function of purchasing;
(3) Act or procure for the city the highest quality in supplies and contractual services at least expense to the city;
(4) Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases and sales;
(5) Establish all rules and regulations authorized by this division and any others necessary to its operation;
(6) Prescribe and maintain such forms as he shall find reasonably necessary to the operation of this division;
(7) Prepare and adopt standard purchasing nomenclature for using agencies and suppliers;
(8) Exploit the possibilities of buying in bulk so as to take full advantage of discounts;
(9) Sign on behalf of the city any contract authorized by the city commission, excepting where the city commission directs that some other officer or officers shall do so.
(10) Approve purchase orders and contracts in excess of fifty thousand dollars ($50,000) ~~twenty-five thousand dollars ($25,000.00)~~ when the services or goods are related to items also exempted to the formal bid procedures as listed in section 2-336, except for professional, artistic skills or insurance, which are in excess of fifty thousand dollars ($50,000) ~~twenty-five thousand dollars ($25,000.00)~~.

SECTION 2. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 3. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 4. Codification and Scrivener's Errors. The publisher of the City of Atlantic Beach's Code of Ordinances, the Municipal Code Corporation, is hereby directed to incorporate the changes to Chapter 2 into the City's Code of Ordinances. Sections of the Chapter may be renumbered or re-lettered and scrivener's errors, formatting and typographical errors and other minor, inadvertent graphical errors in Chapters 2 which do not affect the intent may be authorized by the City Manager and City Attorney without the need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

SECTION 5. Effective Date. This ordinance shall take effect immediately upon its final passage and adoption.

PASSED by the City Commission on first reading this 9th day of November, 2026.

PASSED by the City Commission on second and final reading this 23rd day of November, 2026.

ATTEST:

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Donna L. Bartle, MMC Curtis Ford, Mayor
City Clerk

Approval as to Form and Correctness:

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Jason Gabriel, Esquire
City Attorney