

APPENDICES

§ 16-17

MIAMI CITY CODE

§ 16-19

Sec. 16-17. Specifications committee.

There shall be a specifications committee which shall consist of the head of each of the departments of the city government or some person designated by the department head, together with the purchasing agent, who shall be chairman. The members of the committee shall serve without additional compensation.

It shall be the duty of the specifications committee to classify the requirements of city departments for supplies, materials and equipment; to adopt as standards the smallest number of quantities, sizes and varieties of such supplies, materials and equipment consistent with the efficient operation of the city government; and to adopt, and from time to time amend, written specifications describing such standards which specifications shall not take effect unless approved by the city manager.

Each specification adopted for any commodity shall, insofar as possible, satisfy the requirements of the majority of the departments which use the same. After its adoption, each specification shall, until revised or rescinded by the city manager, apply alike in terms and effect to every future purchase and contract for the commodity prescribed in such specification; provided, that the city manager may exempt any department from use of such specification. (Code 1957, § 14-2.)

Sec. 16-18. Quantity purchasing.

Supplies, materials and equipment in common use by more than one department or used in large quantities by one department may be purchased for stores, or contracted for by the purchasing agent on the basis of the total advance requisitions or estimates previously filed by the department covering their requirements for a future period, to be delivered as needed and paid for out of an account provided for that purpose, which account shall be reimbursed by transfer from the appropriation of the department receiving the same whenever goods are issued from stores. (Code 1957, § 14-3.)

Sec. 16-19. Estimates of supply, material, etc., requirements to be filed with purchasing agent.

All using agencies of the city shall file with the purchasing agent detailed estimates of all their requirements in sup-

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plies, materials, equipment and contractual services, except professional services, in such manner, at such times and for such future periods as the city manager shall prescribe; provided, that the length of the periods shall be not less than three months. The requirement for preparing such estimates shall in no wise prevent any using agency from filing with the purchasing agent at any time a requisition for any supplies, materials, equipment or contractual services, except professional services, the need for which was not foreseen when the detailed estimates were filed. (Code 1957, § 14-4.)

Sec. 16-20. General contract procedure for expenditures exceeding fifteen hundred dollars.

All expenditures for supplies, materials, equipment or contractual services, except professional services, amounting to more than one thousand five hundred dollars shall be made on the basis of sealed competitive bids and a written contract or purchase order as awarded by the city commission.

Notices inviting such bids shall be published at least once in a newspaper or journal in the city and at least five calendar days shall intervene between the last date of publication and the final date for submitting bids. Such notices shall state the general description of the article to be purchased, where specifications may be obtained and the time and place for the opening of bids. The purchasing agent shall, in addition, solicit sealed bids from all responsible prospective suppliers by sending them specifications to acquaint them with the proposed purchase.

All such bids shall be submitted sealed to the city clerk and shall be opened publicly by him at the time and place stated in the public notice. After examination and tabulation by the purchasing agent, all bids may be inspected by the competing bidders. The bids shall then be transmitted to the city manager, with the recommendation of the purchasing agent, who shall take into consideration the quality of the articles or services to be supplied, their conformity with the specifications, the price, delivery terms and the service reputation of the vendor in making his recommendation as to the award to the city manager. The city manager shall submit his recommendations as to the award to the city commission, which may reject any or all bids, or the bid for

CITY OF MIAMI, FLORIDA
INTER OFFICE MEMORANDUM

Appendix B

TO: All Department Heads

DATE: October 22, 1970

SUBJECT: Specifications Committee

FROM: Wendall R. Bailey,
Director of Finance

REFERENCES:

ENCLOSURES:

In compliance with instructions from the City Manager, the following will apply in regards to "Specifications Committee."

The City Code of Ordinances, Section 16-17, provides that "There shall be a Specifications Committee which shall consist of the head of each of the departments of the City Government or some person designated by the department head, together with the purchasing agent, who shall be chairman, -----." Section 16-17 goes further to establish the duties of the Committee.

Effective immediately, all bid specifications will be reviewed by this committee before the bid opening date is established and before "Requisition for Advertisement of Bids," Form No. 1043 is prepared and executed.

When a Department Head has need for equipment or commodities that require formal bidding, it is his responsibility to notify the Purchasing Agent who will call a meeting of the interested department heads. The interested department heads will be those whose divisions will be using the equipment or commodities specified.

From time to time, the purchasing agent may call a committee together to establish specifications for other items purchased for use by a number of divisions of the City, or for any other reason.

After bids have been received, the department head, with the purchasing agent, will analyze the bids received and jointly they will prepare a recommendation for award and transmit such recommendation to the City Manager in the usual manner. At the discretion of the purchasing agent, he may recall the committee to determine that said specifications have been met.

CITY OF MIAMI, FLORIDA
INTER-OFFICE MEMORANDUM

Appendix C

TO: ALL DEPARTMENT HEADS

DATE: January 4, 1974

FILE:

SUBJECT: Advance Submission of
Requisitions

BY: W. R. Bailey
Director of Finance

REFERENCES:

ENCLOSURES:

Due to the increasing scarcity of goods and materials, it is imperative that each department anticipate its needs at least one to two months in advance in order that there will be no interruption in the flow of these items from the supplier to the departments.

WRB:DRS:emd

CITY OF MIAMI, FLORIDA
INTER-OFFICE MEMORANDUM

Appendix D

TO:

All Department Heads

DATE: October 11, 1973

FILE:

SUBJECT: Expanding Consolidated Purchasing
Procedures

FROM:

P. W. Andrews
City Manager

REFERENCES:

ENCLOSURE(S):

Because of the upward spiraling of prices for products and services used by the City of Miami and because of the actual and pending shortages of certain goods and materials, other methods of purchasing will have to be instituted.

Therefore, the Purchasing Division of the Finance Department has been instructed to institute a program of standardization of supplies, equipment and other commodities used by many, if not all, of the Departments and Divisions of the City.

The first areas chosen to be standardized are paper products and janitorial supplies. At the present time, the Purchasing Division is receiving requests from Departments for at least twelve (12) different kinds of paper towels and about nineteen (19) different requests for toilet tissue. Standardizing these two products alone not only would save time, but money as well, because quantities can be purchased in volume, resulting in savings for all. Other items included are: floor waxes, brooms, floor brushes, cleaning compounds, window cleaners, soaps, etc.

In conjunction with standardization, every Department is to anticipate its needs for these products quarterly, and submit requisitions accordingly. This would give Purchasing the opportunity to accurately forecast the amount needed and to negotiate for the item or goods as a bulk purchase. This, also, will help to determine if it would be beneficial to expand central purchasing and warehouse facilities which could result in lower prices and quicker deliveries to the Departments.

This does not mean that quality will be sacrificed for price. The ultimate goal would be to choose a good quality product at a fair price. In conjunction with this, we would afford every Department a voice in selection of the final product.

As rapidly as possible each Department will be contacted to establish methods and procedures to implement the program as outlined above.

Feasibility of consolidated purchasing of, and possibly storing, many other items will continue.

Distribution "B"