



Cover Memorandum/Staff Report

File #: 26-0067

Agenda Date: 1/20/2026

Item #: 7.C.

TO: Mayor and Commissioners
FROM: Henry Dachowitz, Chief Financial Officer
THROUGH: Terrence R. Moore, ICMA-CM
DATE: January 20, 2026

APPROVAL OF CHANGES TO THE PURCHASING POLICIES AND PROCEDURES MANUAL (PPPM)

Recommended Action:

Motion to...approve changes to the Purchasing Policy and Procedure Manual (PPPM)

Background:

As the City of Delray Beach (City) continues to strive for organizational excellence, internal procedures and policy must align and adjust to ensure quality. As such, changes to the Purchasing Policies and Procedure Manual (PPM) are recommended on a regular basis to improve efficiencies and provide clarity citywide. Some of the notable changes are summarized below. These updates are the result of reviewing City operations and receiving input from internal purchasing staff and end-user department staff.

- The eProcurement platform address has been updated;
- Code of Silence language has been revised;
- Purchases of goods and services requiring only one (1) quote: Increased threshold from \$5,000 to up to \$15,000
- Purchases of goods and services requiring three (3) quotes: Increase threshold from \$5,000 not exceed \$65,000 to \$15,000 not to exceed \$100,000
- The Bid Waiver definition clarified;
- Negotiation procedures have been updated, with the Chief Procurement Officer (CPO) assigned;
- Sole Source marketing research language added.
- Section 4. Exceptions B. Certain purchases made by the City are specifically exempt from the competitive processes outlined in this Manual.
 - ix. Special Events as defined in Section 101.32 of the Delray Beach Ordinances and the City's Special Events Policy; added language: including contractually obligated purchases for Special Events
 - x. Consultant/Professional Services up to \$100,000 with approval of City Manager
 - b. added language: planners
 - xii. added language: Certification testing, servicing, and calibration of Fire Rescue Department and Police Department equipment where the initial purchase was made through a competitive method.

Pg. 14. Section 10. Requisition: When there is a need for goods or services which are not available from an existing City contract, and which exceed the dollar limits of a small

purchase order (\$15,000)

Pg. 15 Section 12. Purchasing Authorization Levels : Added Language: VENDOR SPENDING WITHOUT A CITY CONTRACT

When no contract exists for a specific vendor, the requesting department is responsible for monitoring and determining the cumulative spending with that vendor to ensure the \$100,000 threshold is not exceeded. If cumulative spending will exceed the \$100,000 threshold, the requesting department must (1) seek guidance from the Purchasing and Contract Administration Division and the City Attorney and (2) prepare an agenda item for consideration by the City Commission at its next meeting to authorize the spending and the procurement method utilized to substantiate same.

Pg. 15 & 16 Purchases up \$5,000 changed to \$15,000 and Purchases above \$5,000 to \$65,000 changed to above \$15,000 to \$100,000.

Attached for your review and consideration is the updated PPPM, a clean version should it meet your approval, and a version with track changes for your reference.

City Attorney Review:

These changes were made in coordination with the City Attorney. As such, she has provided concurrence with the changes

Funding Source/Financial Impact:

N/A

Timing of Request:

N/A