



Southwest Ranches Town Council

REGULAR MEETING Agenda of August 13, 2026

Southwest Ranches Council Chambers
7:00 PM Thursday

13400 Griffin Road
Southwest Ranches, FL 33330

<u>Mayor</u>	<u>Town Council</u>	<u>Town Administrator</u>	<u>Town Attorney</u>
Steve Breitkreuz	Jim Allbritton Bob Hartmann	Russell C. Muniz, ICMA-CM	Keith M. Poliakoff, J.D.
<u>Vice Mayor</u>	David S. Kuczinski, Esq.	<u>Town Financial Administrator</u>	<u>Town Clerk</u>
Gary Jablonski		Emil C. Lopez, CPM	Debra M. Ruesga

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation, a sign language interpreter or hearing impaired to participate in this proceeding should contact the Town Clerk at (954) 434-0008 for assistance no later than four days prior to the meeting.

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**

Presentations

3. **Resilient Broward Grant Program - Flood Mitigation Projects**
4. **Sunshine Ranches Traffic Study**
5. **Events Update - December Lauretano-Haines**
6. **Public Comment**

- All Speakers are limited to 3 minutes.
- Public Comment will last for 30 minutes.
- All comments must be on non-agenda items.
- All Speakers must fill out a request card prior to speaking.
- All Speakers must state first name, last name, and mailing address.
- Speakers will be called in the order the request cards were received.
- Request cards will only be received until the first five minutes of public comment have concluded.

7. **Board Reports**
8. **Council Member Comments**
9. **Legal Comments**
10. **Administration Comments**

Ordinance - 2nd Reading

11. **AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AMENDING ARTICLE IX OF CHAPTER TWO OF THE CODE OF ORDINANCES RELATING TO PROCUREMENT; ADOPTING A MODERNIZED PROCUREMENT CODE; REVISING PROCUREMENT THRESHOLDS, PROCUREMENT METHODS, COMPETITIVE**

PROCUREMENT REQUIREMENTS, AND APPROVAL AUTHORITY; DISTINGUISHING LEGISLATIVE PROCUREMENT POLICY FROM ADMINISTRATIVE PROCUREMENT PROCEDURES; AUTHORIZING THE TOWN ADMINISTRATOR TO ADOPT AND MAINTAIN AN ADMINISTRATIVE PROCUREMENT PROCEDURES MANUAL CONSISTENT WITH THE PROCUREMENT CODE; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Resolutions

- 12. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN THE TOWN OF SOUTHWEST RANCHES AND THE TOWN OF DAVIE FOR THE DELIVERY OF PUBLIC SAFETY SERVICES, INCLUDING EMERGENCY MEDICAL, FIRE PROTECTION, FIRE & LIFE SAFETY, AND POLICE SERVICE; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR AND TOWN ATTORNEY TO EXECUTE SAID FIRST AMENDMENT; AND PROVIDING AN EFFECTIVE DATE THEREFORE.**

- 13. Appointments**

- a. Broward Pioneer Day 2026**

- 14. Adjournment**

PURSUANT TO FLORIDA STATUTES 286.0105, THE TOWN HEREBY ADVISES THE PUBLIC THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, THE AFFECTED PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE TOWN FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.



Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL
33330-2628
(954) 434-0008 Town Hall
(954) 434-1490 Fax

Town Council
Steve Breitreuz, *Mayor*
Gary Jablonski, *Vice Mayor*
Jim Allbritton, *Council Member*
Bob Hartmann, *Council Member*
David S. Kuczenski, Esq., *Council Member*

Russell C. Muniz, ICMA-CM, *Town Administrator*
Keith M. Poliakoff, JD, *Town Attorney*
Debra M. Ruesga, *Town Clerk*
Emil C. Lopez, CPM, *Town Financial Administrator*

COUNCIL MEMORANDUM

TO: Honorable Mayor Breitreuz and Town Council
VIA: Russell C. Muñiz, Town Administrator
FROM: Christina Semeraro, Procurement Officer
DATE: 8/13/2026
SUBJECT: Amending Procurement Code

Recommendation

Town Council consideration for a motion to approve the ordinance on second reading.

Unanimous Vote of the Town Council Required?

No

Strategic Priorities

- A. Sound Governance
- B. Enhanced Resource Management

Background

This ordinance modernizes the Town's Procurement Code to reflect current procurement practices and establish a clearer distinction between procurement governance and administrative procedures. Over time, the Procurement Code has expanded beyond legislative policy to include operational elements that are more appropriately maintained outside of the Town Code. As the Town continues implementing new technology and administrative systems, those operational elements will naturally continue to evolve.

Accordingly, staff recommends restructuring the Procurement Code to focus on governance while relocating administrative procedures to an Administrative Procurement Procedures Manual maintained by the Town Administrator, as summarized below.

Procurement Code (Governance)	Administrative Procurement Procedures Manual (Operations)
Procurement authority	Procedures
Approval authority	Workflows
Procurement thresholds	Forms
Competition requirements	Internal controls
Ethics	Procurement technology
Protest procedures	Contract administration
Local preference	Grant administration
Cone of Silence	Operational guidance

This approach preserves the Town Council's role in establishing procurement policy while providing the flexibility to efficiently administer and continuously improve the Town's procurement program.

The proposed ordinance also modernizes the Town's procurement thresholds and approval authority, clarifies the methodology for applying procurement requirements, streamlines exemption provisions, preserves important procurement safeguards, and applies prospectively without affecting contracts or procurements lawfully awarded before its effective date.

At first reading, the Town Council approved a \$25,000 aggregate approval threshold for multi-year agreements. Following further review, staff determined that this approach could create an inconsistency between the procurement method and the Town Administrator's approval authority, whereby procurements utilizing the informal competitive procurement process could require Town Council approval. Accordingly, staff recommends increasing the Town Administrator's approval authority for multi-year agreements to \$50,000, consistent with one-time procurements and the proposed \$50,000 Town Administrator change order authority. As a result, the separate table governing multi-year agreements is no longer necessary, as a single approval framework will apply while preserving Town Council oversight of procurements exceeding \$50,000.

Current Procurement Code	Proposed Procurement Code
Less than \$1,000: No quotations required. Department Director approval	Up to and including \$2,500: One documented quote. Department Director approval
\$1,000 to less than \$2,500: Two written or verbal quotes, to the extent practicable. Town Administrator approval	Greater than \$2,500 up to and including \$50,000: Three documented quotes, to the extent practicable. Town Administrator approval
\$2,500 to less than \$25,000: Three written quotes. Town Administrator Approval	<i>(Consolidated into proposed Level 2)</i>

Current Procurement Code	Proposed Procurement Code
\$25,000 and greater: Formal competitive procurement. Town Council approval	Greater than \$50,000: Formal competitive procurement. Town Council approval

Note: For purposes of the proposed Procurement Code, procurement value and approval authority are based on the total anticipated cost of the acquisition or project. For multi-year agreements, procurement value includes renewal options, predetermined pricing adjustments, and contingencies.

Overall, the proposed modernization creates a more concise and flexible Procurement Code while preserving transparency, competition, accountability, and compliance with applicable law. These revisions will reduce unnecessary codified procedural complexity, improve the long-term administration of the Town's procurement program, and allow administrative procedures to evolve as technology, operational needs, and procurement best practices continue to change.

The proposed approach also reflects the Town's evolving procurement workload. During the current fiscal year, Procurement is projected to administer more than 120 purchase orders and approximately nine formal competitive solicitations as a single-person procurement division. Maintaining administrative procedures outside the Town Code will improve efficiency while preserving appropriate governance and oversight.

Fiscal Impact/Analysis

No Fiscal Impact

Staff Contact:

Russell Muñiz, Town Administrator
Kathryn Sims, Deputy Town Administrator
Emil Lopez, Town Financial Administrator
Christina Semeraro, Procurement Officer

ATTACHMENTS:

Description	Upload Date	Type
Business Impact Form	7/15/2026	Backup Material
Ordinance Second Reading - TA Approved	8/5/2026	Ordinance
Proposed Art IX Procurement Code w/updates	8/5/2026	Backup Material
Proposed Art IX Procurement Code w/updates - Redline	8/6/2026	Backup Material
Chart - Broward Municipalities	7/16/2026	Backup Material
Administrative Procurement Proc Manual - Sample	7/17/2026	Backup Material

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Town of Southwest Ranches Business Impact Estimate Form



*This Business Impact Estimate Form is provided in accordance with **Section 166.041(4), Florida Statutes** and must be included in the agenda item backup for each proposed ordinance on first reading. A Business Impact Estimate Form must be prepared and posted on the Town's website for each ordinance by the date that the notice of the proposed ordinance is published, regardless of whether the ordinance is exempted under Section A below. This Business Impact Estimate Form may be revised following its initial posting.*

Title of proposed ordinance:

AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AMENDING ARTICLE IX OF CHAPTER TWO OF THE CODE OF ORDINANCES RELATING TO PROCUREMENT; ADOPTING A MODERNIZED PROCUREMENT CODE; REVISING PROCUREMENT THRESHOLDS, PROCUREMENT METHODS, COMPETITIVE PROCUREMENT REQUIREMENTS, AND APPROVAL AUTHORITY; DISTINGUISHING LEGISLATIVE PROCUREMENT POLICY FROM ADMINISTRATIVE PROCUREMENT PROCEDURES; AUTHORIZING THE TOWN ADMINISTRATOR TO ADOPT AND MAINTAIN AN ADMINISTRATIVE PROCUREMENT PROCEDURES MANUAL CONSISTENT WITH THE PROCUREMENT CODE; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

The provisions contained in this Section A constitute exemptions as provided in Section 166.041(4)(c). If one or more boxes are checked in Section A below, a business impact estimate is not required by state law for the proposed ordinance.

Section A

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
 - ☐ The proposed ordinance relates to the issuance or refinancing of debt;
 - ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
 - ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the Town;
 - ☐ The proposed ordinance is an emergency ordinance;
 - ☒ The proposed ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
- ☐ Development orders and development permits, as defined in s. 163.3164, and development agreements, as authorized by the Florida Local Government Development Agreement Act under ss. 163.3220-163.3243;
 - ☐ Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the Town;
 - ☐ Sections 190.005 and 190.046;
 - ☐ Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - ☐ Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

If an exemption in Section A is applicable, then only Section A needs to be completed. If there is no exemption in Section A, Section B must be completed.

Section B This section with the business impact estimate must be completed if the proposed ordinance does not meet any of the exemptions in Section A.

1. A summary of the proposed ordinance which must include a statement of the public purpose (e.g., public health, safety, morals and welfare).

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur.

- (b) Any new charge or fee on businesses subject to the proposed ordinance, or for which businesses will be financially responsible; and

- (c) An estimate of the Town's regulatory costs, including an estimate of revenues from any new charges or fees to cover such costs.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

4. Additional information/methodology for preparation, if any:

ORDINANCE NO. 2026-_____

AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AMENDING ARTICLE IX OF CHAPTER TWO OF THE CODE OF ORDINANCES RELATING TO PROCUREMENT; ADOPTING A MODERNIZED PROCUREMENT CODE; REVISING PROCUREMENT THRESHOLDS, PROCUREMENT METHODS, COMPETITIVE PROCUREMENT REQUIREMENTS, AND APPROVAL AUTHORITY; DISTINGUISHING LEGISLATIVE PROCUREMENT POLICY FROM ADMINISTRATIVE PROCUREMENT PROCEDURES; AUTHORIZING THE TOWN ADMINISTRATOR TO ADOPT AND MAINTAIN AN ADMINISTRATIVE PROCUREMENT PROCEDURES MANUAL CONSISTENT WITH THE PROCUREMENT CODE; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Southwest Ranches adopted its original Procurement Code following incorporation and has periodically revised the Code to reflect changes in procurement practices, applicable law, and the operational needs of the Town; and

WHEREAS, the existing Procurement Code has, over time, incorporated legislative procurement policy together with administrative procedures, operational workflows, internal forms, and day-to-day procurement practices into a single codified document; and

WHEREAS, the Town Council finds that legislative procurement policy is more appropriately established through ordinance, while administrative procedures, operational practices, forms, workflows, internal controls, and technology-related processes are more effectively maintained through an Administrative Procurement Procedures Manual approved by the Town Administrator; and

WHEREAS, the Town Council recognizes that procurement requirements applicable to federally funded projects are primarily administrative in nature, are subject to change based upon federal regulations, grant conditions, and funding agency requirements, and are therefore more appropriately maintained within the Town's Administrative Procurement Procedures Manual and incorporated into individual solicitations and contracts, as applicable; and

WHEREAS, the Town Council further finds that separating procurement governance from administrative procedures improves clarity, enhances administrative efficiency, allows operational procedures to evolve with changing technology and best

practices, and reduces the need for frequent amendments to the Town Code for matters that are administrative in nature; and

WHEREAS, the Town Council further finds that revising the Town's procurement thresholds and approval authorities will reduce administrative burden, better align procurement practices with the Town's operational needs, and allow Town resources to be focused on procurements presenting the greatest fiscal or operational significance while preserving appropriate oversight and competition; and

WHEREAS, the revised Procurement Code further clarifies procurement authority, approval thresholds, and the evaluation of multi-year procurements to provide greater consistency in administration and alignment with the Town's annual budgeting process; and

WHEREAS, this modernization preserves the Town Council's legislative authority over procurement policy, ethics, competitive procurement requirements, approval authority, protests, and other governance matters while providing appropriate administrative flexibility for implementation by the Town Administrator; and

WHEREAS, the Town Council desires to modernize and streamline the Procurement Code by adopting a concise governance document that establishes procurement authority, ethical standards, competitive procurement requirements, approval authority, contract administration principles, and other legislative policies while authorizing administrative procedures to be maintained separately by the Town Administrator consistent with the Procurement Code; and

WHEREAS, the Town Council finds that adoption of the revised Procurement Code is in the best interests of the Town and promotes sound public procurement practices, transparency, accountability, operational efficiency, and responsible stewardship of public funds.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA:

Section 1: Adoption of Procurement Code.

Article IX of Chapter 2 of the Code of Ordinances relating to Procurement is hereby repealed and replaced in its entirety with the Procurement Code attached hereto as **Exhibit "A,"** which is hereby adopted and incorporated as though fully set forth herein.

The Procurement Code adopted by this Ordinance shall constitute the legislative procurement policies governing procurement activities of the Town of Southwest Ranches.

Section 2: Administrative Procurement Procedures Manual.

The Town Administrator is authorized to adopt, amend, and maintain an Administrative Procurement Procedures Manual, together with administrative forms, templates, workflows, internal controls, standard operating procedures, guidance documents, and other administrative procurement materials necessary to implement and administer the Procurement Code.

Such administrative materials may be revised from time to time by the Town Administrator without further action of the Town Council, provided they remain consistent with the Procurement Code, the Town Charter, and applicable federal, state, and local law.

Section 3: Intent.

It is the intent of the Town Council that this Ordinance distinguish legislative procurement policy from administrative procurement procedures.

Accordingly:

- Legislative matters, including procurement authority, procurement thresholds, procurement methods, competitive procurement requirements, ethics, approval authority, protests, and other governance provisions shall be established by ordinance; and
- Administrative procedures, operational practices, internal controls, forms, workflows, electronic procurement processes, procurement technology, contract administration guidance, grant administration procedures, and similar implementation documents shall be maintained administratively by the Town Administrator.

Nothing contained within the Administrative Procurement Procedures Manual shall amend, supersede, or conflict with the Procurement Code, Town Charter, or applicable federal, state, or local law.

Section 4: Authorization for Electronic Procurement.

The Town Administrator is authorized to utilize electronic procurement systems, electronic bidding platforms, electronic signatures, electronic contract administration systems, and other electronic procurement technologies consistent with applicable Florida law.

Section 5: Repeal of Conflicting Ordinances.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 6: Severability.

If any section, subsection, sentence, clause, phrase, or provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance.

Section 7: Codification.

It is the intention of the Town Council that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the Town of Southwest Ranches and that the sections of this Ordinance may be renumbered, relettered, or otherwise editorially revised to accomplish such intention.

Section 8: Effective Date.

This Ordinance shall become effective on October 1, 2026.

(Signatures on the Following Page)

PASSED ON FIRST READING this 23rd day of July, 2026 on a motion made by Council Member Kuczenski and seconded by Council Member Hartmann.

PASSED AND ADOPTED ON SECOND READING this 13th day of August, 2026
on a motion made by _____ and seconded by _____.

Breitkreuz _____
Jablonski _____
Allbritton _____
Hartmann _____
Kuczenski _____

Ayes _____
Nays _____
Absent _____

Steve Breitkreuz, Mayor

ATTEST:

Debra Ruesga, Town Clerk

Approved as to Form and Correctness:

Keith M. Poliakoff, J.D., Town Attorney
1001.2026.077

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ARTICLE IX. PROCUREMENT CODE

Sec. 2-198. Short Title.

This Article shall be known and may be cited as the “Town of Southwest Ranches Procurement Code.”

Sec. 2-199. Purpose and Intent.

The purpose of this Article is to establish a fair, transparent, competitive, and efficient procurement system for the acquisition of commodities, contractual services, professional services, construction services, and other purchases necessary for Town operations.

All purchases shall serve a valid public purpose and shall be conducted in accordance with applicable federal, state, and local laws.

The Town Council hereby delegates administrative procurement authority to the Town Administrator as set forth herein.

Sec. 2-200. Procurement Authority.

(a) The Town Administrator shall administer and enforce this Article and shall have authority to establish administrative procurement procedures, forms, workflows, and internal controls consistent with this Article.

(b) The Town Administrator may designate a Town Procurement Officer (or equivalent) and other employees to administer procurement activities on behalf of the Town.

(c) All procurements shall be conducted through the Town Administrator, Town Procurement Officer, or their designee.

(d) No Town officer, employee, or department shall divide or subdivide purchases for the purpose of avoiding competitive procurement requirements or approval thresholds.

Continued on following page

Sec. 2-201. Procurement Thresholds and Competition Requirements.

Purchases shall be made in accordance with the following thresholds:

A. Procurement Thresholds and Approval Authority

Procurement Value (Total Anticipated Contract or Project Value)	Procurement Process	Approval Authority
Level 1: Up to and including \$2,500	One documented quote	Department Director or Designee
Level 2: Greater than \$2,500 up to and including \$50,000	Three documented quotes, to the extent practicable	Town Administrator or Designee
Level 3: Greater than \$50,000	Formal Competitive Procurement, unless otherwise authorized by this Chapter	Town Council

(a) Procurement value shall be defined as the total anticipated cost of the acquisition or project. For multi-year agreements, procurement value includes any reasonably anticipated renewal options, predetermined pricing adjustments, and contingencies.

(b) Amendments or modifications shall be approved in accordance with the approval authorities established by this Article.

B. Competition Requirements

(a) Quotes may be written, electronic, or otherwise documented in a manner acceptable to the Town. For individual purchases of less than \$1,000, a verbal quote may be obtained, provided the quoted price is documented as part of the purchasing or payment record.

(b) Formal Competitive Procurement methods may include, but are not limited to, Invitations for Bid (IFB), Requests for Proposals (RFP), Requests for Qualifications (RFQ), Requests for Letters of Interest (RLI), or other procurement methods authorized by the Town Administrator and consistent with Florida law. The procurement methods identified in this section are subject to the exemptions and alternative procurement methods authorized elsewhere in this Chapter.

(c) Professional services subject to the Consultants' Competitive Negotiation Act (CCNA), section 287.055, Florida Statutes, shall be procured in accordance with applicable law.

(d) The Town reserves the right to reject any or all responses, waive minor informalities or irregularities, cancel or reissue solicitations, or take any other action determined to be in the best interest of the Town and consistent with applicable law.

Sec. 2-202. Exemptions and Emergency Purchases.

(a) The Town Administrator may exempt purchases from competitive procurement requirements when authorized by applicable law or when determined to be in the best interest of the Town.

(b) Exempt purchases may include, but are not limited to:

1. Emergency purchases;
2. Sole source and other noncompetitive procurements supported by written justification;
3. Purchases made pursuant to competitively awarded governmental contracts, cooperative agreements, or other contracts lawfully available for use by the Town;
4. Purchases involving specialized, professional, artistic, educational, governmental, or unique services or commodities for which competitive procurement is determined to be impractical or not advantageous to the Town;
5. Purchases, renewals, maintenance agreements, subscriptions, upgrades, or related services associated with existing proprietary software, technology platforms, or systems when the Town Administrator determines that standardization, compatibility, interoperability, operational continuity, data integrity, cybersecurity, or migration costs make competitive procurement impractical or not in the best interest of the Town.

(c) Purchases exempted from competitive procurement requirements shall remain subject to the applicable approval authority requirements of this Article, including Town Council approval when required.

(d) Emergency purchases may be authorized when an immediate threat exists to public health, safety, welfare, property, or the continuation of governmental operations.

(e) The Town Administrator shall document the basis for exempt or emergency procurements in accordance with administrative procedures.

(f) Administrative procurement procedures may further identify exempt purchase categories and related documentation requirements consistent with this Article.

Sec. 2-203. Contract Authority.

(a) Contracts and purchase orders shall be executed in the manner required by the Town Charter and applicable law.

(b) Town Council approval shall be required for contracts and procurements with a total anticipated procurement value exceeding \$50,000. Contracts and procurements with a procurement value at or below \$50,000 may be approved administratively in accordance with this Article.

(c) The Town Administrator may execute contracts and purchase orders within the authority delegated by this Article.

(d) The Town Administrator may approve contract renewals and extensions when authorized by the original contract and determined to be in the best interest of the Town.

Sec. 2-204. Change Orders.

(a) The Town Administrator may approve change orders consistent with available budget authority and applicable law.

(b) Change orders greater than \$50,000, individually or cumulatively, shall require Town Council approval, unless otherwise authorized or required by applicable law.

Sec. 2-205. Evaluation and Award.

(a) Contracts shall be awarded to the responsive and responsible vendor determined to be in the best interest of the Town.

(b) The Town may establish procurement-specific requirements within solicitation and contract documents. Failure to comply with applicable procurement requirements may result in rejection, disqualification, determination of non-responsiveness, or other action deemed appropriate by the Town.

(c) The Town may consider factors including qualifications, experience, price, past performance, schedule, and other criteria identified in the solicitation.

(d) Evaluation committees may be utilized when determined appropriate by the Town Administrator. The Town Procurement Officer shall serve as the facilitator of the evaluation committee. Evaluation committee members shall be appointed by the Town Administrator, shall consist of not fewer than three (3) individuals, and shall consist of Town employees. The Town Administrator may appoint outside subject matter experts possessing knowledge, experience, or expertise relevant to the procurement when determined beneficial to the Town. Elected officials shall not serve as members of evaluation committees or participate in committee deliberations or evaluations consistent with applicable law.

(e) The Town Administrator or Town Procurement Officer may conduct discussions, negotiations, requests for clarification, best and final offers, scope refinements, and related procurement activities when determined to be in the best interest of the Town and consistent with the solicitation and applicable law.

Sec. 2-206. Local Vendor Preference.

(a) Definitions.

(1) Local Southwest Ranches Vendor. A "Local Southwest Ranches Vendor" shall mean a person or business entity which has maintained a permanent place of business with full-time employees within the Town limits for a minimum of six (6) months prior to the

date of issuance of a solicitation, or whose principal owner has been a resident of the Town of Southwest Ranches for a minimum of six (6) months. The permanent place of business may not be a post office box. The business must also possess a valid Town of Southwest Ranches Certificate of Use for a minimum of six (6) months and a current Broward County business tax receipt.

(2) Local Broward County Vendor. A "Local Broward County Vendor" shall mean a person or business entity which has maintained a permanent place of business with full-time employees within Broward County for a minimum of six (6) months prior to the date of issuance of a solicitation. The permanent place of business may not be a post office box or residence. The business location must actively distribute goods or services from that location. The business must also possess a current business tax receipt from Broward County or the applicable Broward municipality and maintain an address recognized by the United States Postal Service as a Broward County address.

(b) Application of Local Vendor Preference. This section shall apply to all Level 2 and Level 3 procurements unless the purchase is exempt from competitive procurement requirements pursuant to Section 2-202.

(1) Local Southwest Ranches Vendors shall receive a five percent (5%) evaluation preference for bid or quote evaluation purposes.

(2) If a Local Southwest Ranches Vendor submits a responsive bid or quote within five percent (5%) of the lowest responsive bid or quote submitted, the Local Southwest Ranches Vendor shall be provided the opportunity to submit a best and final offer that is at least one percent (1%) lower than the lowest responsive bid or quote received.

(3) Local Broward County Vendors shall receive a two and one-half percent (2.5%) evaluation preference for bid or quote evaluation purposes.

(4) If a Local Broward County Vendor submits a responsive bid or quote within two and one-half percent (2.5%) of the lowest responsive bid or quote submitted, the Local Broward County Vendor shall be provided the opportunity to submit a best and final offer that is at least one percent (1%) lower than the lowest responsive bid or quote received.

(5) If both a Local Southwest Ranches Vendor and a Local Broward County Vendor qualify for preference consideration within the same solicitation, the Local Southwest Ranches Vendor shall be provided the first opportunity to submit a best and final offer.

(6) If multiple Local Southwest Ranches Vendors qualify for preference consideration, all qualifying Local Southwest Ranches Vendors shall be invited to submit a best and final offer. If no Local Southwest Ranches Vendor submits a qualifying best and final offer, the process may then be repeated for qualifying Local Broward County Vendors.

(7) If no qualifying local vendor submits a best and final offer that is at least one percent (1%) lower than the lowest responsive bid or quote received, award shall be made to the lowest responsive and responsible bidder regardless of geographic location.

(8) If the lowest responsive and responsible bidder is already a Local Southwest Ranches Vendor, no additional preference process shall apply and award shall be made to that vendor.

Sec. 2-207. Cone of Silence.

(a) A Cone of Silence shall apply to all formal competitive procurements, including Invitations for Bid (IFB), Requests for Proposals (RFP), Requests for Qualifications (RFQ), Requests for Letters of Interest (RLI), and other formal competitive solicitations.

(b) During the Cone of Silence period, no bidder, proposer, respondent, consultant, lobbyist, or representative thereof shall communicate regarding the solicitation with any Town Council member, Town employee, evaluation committee member, or other person involved in the evaluation, recommendation, or award process, except as expressly authorized by this Article or administrative procedures.

(c) The Cone of Silence shall commence upon advertisement of a solicitation and shall terminate at the start of the Council Meeting wherein award is on the agenda, rejection of all responses, cancellation of the solicitation, or other action ending the procurement process. If a solicitation is returned for further evaluation or consideration, the Cone of Silence shall be reimposed until further action is taken.

(d) Communications expressly authorized by the solicitation, public meetings, public presentations, pre-bid conferences, written inquiries and requests for clarification submitted through the designated Town representative in accordance with the solicitation, contract negotiations, and communications with the Town Attorney and Town Administrator shall not constitute violations of the Cone of Silence.

(e) Violations of the Cone of Silence may result in disqualification, rejection of a response, cancellation of an award, or other remedies authorized by law or the applicable solicitation.

Sec. 2-208. Ethics in Public Contracting.

(a) Town officials, employees, committee members, contractors, vendors, and consultants participating in procurement activities shall comply with all applicable federal, state, and local ethics laws.

(b) All procurement activities shall be conducted in a manner that promotes fairness, integrity, transparency, accountability, and public confidence.

(c) No person shall participate in any procurement activity in which an actual or apparent conflict of interest exists or otherwise violates Chapter 112, Florida Statutes.

(d) Procurement evaluation committee members shall disclose any actual or apparent conflicts of interest and shall refrain from participating in the evaluation of any procurement for which such conflict exists.

- (e) Vendors shall disclose any actual or apparent conflicts of interest related to a procurement.
- (f) No Town official, employee, committee member, or agent shall solicit or accept gratuities, favors, or anything of value from a contractor, potential contractor, or other party seeking to do business with the Town.
- (g) No elected official of the Town shall have a direct or indirect financial interest in any contract, purchase order, procurement, or other transaction subject to this Article.
- (h) The Town shall take reasonable steps to identify, avoid, mitigate, or otherwise address organizational conflicts of interest that may impair competition, objectivity, or fairness in the procurement process.

Sec. 2-209. Surplus Property.

- (a) The Town Administrator may declare tangible personal property surplus when such property is obsolete, damaged, no longer needed, or otherwise determined to be surplus to Town operations.
- (b) Surplus tangible personal property may be auctioned through a public process, donated, recycled, disposed of, utilized as a trade-in, or otherwise handled in a manner determined to be in the best interest of the Town and consistent with applicable law. Town employees and officials may participate in public surplus auctions on the same terms and conditions as the general public.
- (c) The Town Administrator may approve the disposition of surplus tangible personal property with an estimated fair market value of \$2,500 or less. The disposition of surplus tangible personal property with an estimated fair market value exceeding \$2,500 shall require Town Council approval.
- (d) The sale, lease, transfer, exchange, or disposition of real property shall be subject to the Town Charter, applicable law, this subsection, and approval of the Town Council.

Sec 2-210. Acquisition and Disposition of Real Property.

- (a) Acquisition or sale of real property, both improved and unimproved.
- (1) The following land acquisition procedures shall be employed whenever the Town seeks to acquire, by purchase, any real property:
 - a. Procedures shall comply with section 166.045, Florida Statutes, as amended from time to time.

b. Upon commencement of negotiations, the Town shall inform the property owner, in writing, that all agreements for the purchase of real property are subject to approval by the Town Council.

c. Any agreement by the Town to purchase real property shall be submitted to the Town Council for approval at a public meeting after thirty (30) days' public notice. Notice of the proposed purchase of real property shall be published once a week for at least two (2) weeks in a newspaper of general circulation in the Town.

d. Evidence of marketable title in the form of title insurance or an abstract of title with title opinion shall be provided to the Town by the property owner, at the property owner's expense, not later than ten (10) calendar days prior to the public hearing.

e. The purchase price of the property shall not exceed the appraised value, or the average appraised value if more than one (1) appraisal is obtained, by more than ten percent (10%), unless subject to a right of first refusal, right of first offer, or other lawful contractual provision.

(2) Appraisals.

a. Prior to the disposition of Town-owned real property, the Town shall obtain appraisals as follows:

1. At least one (1) appraisal shall be obtained.
2. If the appraisal concludes that the property valuation is between twenty-five thousand dollars (\$25,000.00) and five hundred thousand dollars (\$500,000.00), a second appraisal shall be required.
3. If either of the two (2) appraisals concludes that the property valuation exceeds five hundred thousand dollars (\$500,000.00), a third appraisal shall be required.

b. Appraisers selected pursuant to this section shall be state-certified real estate appraisers and, prior to contracting with the Town for appraisal services, shall submit an affidavit substantiating that the appraiser has no vested or fiduciary interest in the property that is the subject of the appraisal.

(3) The following procedures shall be employed whenever the Town seeks to sell or convey any real property belonging to the Town to a nongovernmental person or entity:

a. The disposition shall comply with the appraisal requirements set forth in subsection (2).

b. Public notice of the invitation to bid calling for bids for the purchase of the subject real property shall be published once a week for at least two (2) weeks in a newspaper of general circulation in the Town.

c. The contract for purchase shall be awarded to the highest responsive and responsible bidder whose bid meets the requirements and criteria set forth in the invitation to bid and instructions to bidders, unless the Town Council rejects all bids because they are too low or otherwise determines such rejection to be in the best interest of the Town.

d. Bid security shall be required for all bids for the purchase of Town-owned real property in an amount equal to ten percent (10%) of the highest appraisal value of the property.

(4) The following procedures shall be employed whenever the Town seeks to sell or convey any real property owned by the Town to a governmental agency, as defined in section 112.312(2), Florida Statutes, as amended from time to time, and in accordance with Section 4.10 of the Town Charter:

a. The disposition shall comply with the appraisal requirements set forth in subsection (2).

b. The Town may agree to the sale of its real property upon approval by a unanimous vote of all five (5) members of the Town Council at a regular or special public meeting following public notice and subject to any referendum approval required by Section 4.10 of the Town Charter. These provisions shall not apply to rights-of-way, property less than the minimum lot size requirement, property acquired through foreclosure, or property not located within or adjacent to a Town park that was specifically acquired for lease or resale purposes.

c. If the sale of Town-owned real property is to another governmental agency, competitive bidding shall not be required.

Sec. 2-211. Unsolicited Proposals.

(a) The Town may receive and consider unsolicited proposals offering unique, innovative, or otherwise beneficial opportunities to the Town.

(b) Receipt of an unsolicited proposal shall not obligate the Town to negotiate, procure, advertise, accept, or otherwise act upon such proposal.

(c) The Town Administrator may establish administrative procedures governing the receipt, evaluation, consideration, and disposition of unsolicited proposals.

(d) Nothing herein shall waive any applicable procurement, competition, approval, or public notice requirements otherwise required by law or this Article.

Sec. 2-212. Procurement Appeals and Remedies.

(a) Any actual or prospective bidder, proposer, or respondent aggrieved in connection with a recommended award may file a written protest with the Town Clerk's Office within five (5) business days following posting of the award recommendation.

(b) A protest shall be deemed filed only upon receipt by the Town Clerk's Office. Delivery to any other Town employee, department, officer, or representative shall not constitute a valid filing.

(c) All protests shall:

1. Be submitted in writing;
2. Identify the solicitation number and title;
3. State the factual and legal basis for the protest;
4. Include all supporting documentation; and
5. Identify the relief requested.

(d) A written protest may not challenge the relative weight of evaluation criteria, ranking methodology, scoring formula, or evaluation factors established in the solicitation.

(e) All protests shall be accompanied by security in the form of a protest bond, an irrevocable letter of credit, or other security acceptable to the Town, in an amount equal to five thousand dollars (\$5,000) or five percent (5%) of the estimated value of the solicitation or contract, whichever is greater, not to exceed fifty thousand dollars (\$50,000).

(f) A protest shall not be deemed properly filed until the required protest security has been received by the Town. Failure to provide the required security at the time of filing shall render the protest invalid.

(g) Failure to timely file a protest, timely submit the required protest security, or otherwise comply with the requirements of this section shall constitute a waiver of all protest rights under this Article.

(h) Upon receipt of a timely and properly filed protest, the Town may suspend the solicitation or award process pending resolution of the protest unless the Town Administrator determines that proceeding without delay is necessary to protect the public health, safety, welfare, or interests of the Town.

(i) Within seven (7) business days following receipt of a timely and properly filed protest, the Town Procurement Officer, after consultation with the Town Attorney, shall attempt to resolve the protest. If the protest is not resolved by mutual agreement, the Town Procurement Officer shall issue a written decision setting forth the basis for the determination.

(j) A copy of the written decision shall be furnished to the protestor by certified mail, electronic delivery, or other reasonable means.

(k) The Town Procurement Officer's decision shall be final unless the protestor files a written appeal with the Town Administrator within three (3) business days following receipt of the decision.

(l) The Town Administrator shall review the appeal and issue a final written determination. The Town Administrator's decision shall be final and conclusive.

(m) The protest security shall be conditioned upon payment of all costs and expenses incurred by the Town in connection with the protest should the protest be denied.

(n) Upon final resolution of the protest, any security posted shall be released in accordance with administrative procedures established by the Town.

Sec. 2-213. State and Federal Procurement Requirements.

(a) When a procurement is funded in whole or in part by federal or state funds, the Town shall comply with all applicable federal and state procurement requirements as a condition of receiving such funding.

(b) To the extent that federal or state procurement requirements conflict with this Article, the more restrictive or controlling requirement shall govern.

(c) The Town Administrator may establish administrative procedures necessary to implement and comply with federal or state procurement requirements.

Sec. 2-214. Suspension and Debarment.

(a) The Town Administrator may suspend or debar any contractor, vendor, consultant, respondent, proposer, bidder, or other person or entity from participation in Town procurements for fraud, misrepresentation, criminal conduct, contract default, repeated poor performance, violation of procurement requirements, or other cause determined to be in the best interest of the Town.

(b) Suspensions may be imposed for a period not to exceed one (1) year. Debarments may be imposed for a period not to exceed five (5) years.

(c) The Town Administrator may impose a suspension immediately upon determining that such action is in the best interest of the Town.

(d) Prior to imposing a debarment, the Town Administrator shall provide written notice to the affected vendor stating the basis for the proposed debarment and afford the vendor a reasonable opportunity to submit a written response.

(e) Following consideration of any timely written response, the Town Administrator shall issue a written determination. The Town Administrator's determination shall be final.

(f) Administrative procedures may establish additional procedures regarding suspension, debarment, reinstatement, and related matters.

Sec. 2-215. Administrative Procedures.

The Town Administrator is authorized to establish and revise procurement administrative procedures, manuals, standard forms, internal controls, and operational guidelines necessary to implement this Article.

This Article shall apply prospectively and shall not require retroactive reevaluation or reapproval of contracts or procurements lawfully awarded prior to its effective date.

[End of Article]

ARTICLE IX. PROCUREMENT CODE

Sec. 2-198. Short Title.

This Article shall be known and may be cited as the “Town of Southwest Ranches Procurement Code.”

Sec. 2-199. Purpose and Intent.

The purpose of this Article is to establish a fair, transparent, competitive, and efficient procurement system for the acquisition of commodities, contractual services, professional services, construction services, and other purchases necessary for Town operations.

All purchases shall serve a valid public purpose and shall be conducted in accordance with applicable federal, state, and local laws.

The Town Council hereby delegates administrative procurement authority to the Town Administrator as set forth herein.

Sec. 2-200. Procurement Authority.

(a) The Town Administrator shall administer and enforce this Article and shall have authority to establish administrative procurement procedures, forms, workflows, and internal controls consistent with this Article.

(b) The Town Administrator may designate a Town Procurement Officer (or equivalent) and other employees to administer procurement activities on behalf of the Town.

(c) All procurements shall be conducted through the Town Administrator, Town Procurement Officer, or their designee.

(d) No Town officer, employee, or department shall divide or subdivide purchases for the purpose of avoiding competitive procurement requirements or approval thresholds.

~~(e) Procurement requirements shall apply based on the reasonably anticipated cost of a commodity or service during a single fiscal year. Purchases shall not be artificially divided or structured for the purpose of avoiding applicable procurement requirements or approval thresholds.~~

Continued on following page

Sec. 2-201. Procurement Thresholds and Competition Requirements.

Purchases shall be made in accordance with the following thresholds:

A. Approval Thresholds**Table 1—Procurement Thresholds and Approval Authority**

Procurement Value (Annual Expenditure<u>Total Anticipated Contract</u> or Project Value)	Procurement Process	Approval Authority
<u>Level 1:</u> Up to and including \$2,500	One documented quote	Department Director or Designee
<u>Level 2:</u> Greater than \$2,500 up to and including \$50,000	Three documented quotes, to the extent practicable	Town Administrator or Designee
<u>Level 3:</u> Greater than \$50,000	Formal Competitive Procurement, unless otherwise authorized by this Chapter	Town Council

(a) ~~For one-time purchases and construction projects, the p~~Procurement value shall be defined as the total anticipated cost of the acquisition or project. ~~For multi-year agreements, procurement value~~ including any reasonably anticipated renewal options, predetermined pricing adjustments, ~~or and~~ contingencies.

(b) Amendments or modifications shall be approved in accordance with the approval authorities established by this Article.

Table 2—Contract Authority (~~Multi-Year Agreements~~)

Multi-Year Agreement	Approval Authority
Annual expenditure does not exceed \$25,000 and total contract term (including renewal options) does not exceed three (3) years	Town Administrator or Designee
Annual expenditure exceeds \$25,000 or total contract term (including renewal options) exceeds three (3) years	Town Council

~~(a) Annual expenditure is defined as the anticipated compensation payable during any single contract year.~~

~~(b) Total contract term includes the initial contract term and all renewal options authorized in the original solicitation and contract.~~

~~(c) Renewal options may be exercised administratively provided the exercise of the renewal does not result in the agreement exceeding the approval authority established in Table 2.~~

~~(d) Amendments or modifications shall be approved in accordance with the approval authorities established by this Article.~~

~~(e) Renewal pricing adjustments expressly authorized in the original solicitation and contract shall not require additional approval solely because such adjustments cause the annual expenditure to exceed the applicable approval threshold.~~

B. Competition Requirements

(a) Quotes may be written, electronic, or otherwise documented in a manner acceptable to the Town. For individual purchases of less than \$1,000, a verbal quote may be obtained, provided the quoted price is documented as part of the purchasing or payment record.

(b) Formal Competitive Procurement methods may include, but are not limited to, Invitations for Bid (IFB), Requests for Proposals (RFP), Requests for Qualifications (RFQ), Requests for Letters of Interest (RLI), or other procurement methods authorized by the Town Administrator and consistent with Florida law. The procurement methods identified in this section are subject to the exemptions and alternative procurement methods authorized elsewhere in this Chapter.

(c) Professional services subject to the Consultants' Competitive Negotiation Act (CCNA), section 287.055, Florida Statutes, shall be procured in accordance with applicable law.

(d) The Town reserves the right to reject any or all responses, waive minor informalities or irregularities, cancel or reissue solicitations, or take any other action determined to be in the best interest of the Town and consistent with applicable law.

Sec. 2-202. Exemptions and Emergency Purchases.

(a) The Town Administrator may exempt purchases from competitive procurement requirements when authorized by applicable law or when determined to be in the best interest of the Town.

(b) Exempt purchases may include, but are not limited to:

1. Emergency purchases;
2. Sole source and other noncompetitive procurements supported by written justification;
3. Purchases made pursuant to competitively awarded governmental contracts, cooperative agreements, or other contracts lawfully available for use by the Town;
4. Purchases involving specialized, professional, artistic, educational, governmental, or unique services or commodities for which competitive procurement is determined to be impractical or not advantageous to the Town;

5. Purchases, renewals, maintenance agreements, subscriptions, upgrades, or related services associated with existing proprietary software, technology platforms, or systems when the Town Administrator determines that standardization, compatibility, interoperability, operational continuity, data integrity, cybersecurity, or migration costs make competitive procurement impractical or not in the best interest of the Town.

(c) Purchases exempted from competitive procurement requirements shall remain subject to the applicable approval authority requirements of this Article, including Town Council approval when required.

(d) Emergency purchases may be authorized when an immediate threat exists to public health, safety, welfare, property, or the continuation of governmental operations.

(e) The Town Administrator shall document the basis for exempt or emergency procurements in accordance with administrative procedures.

(f) Administrative procurement procedures may further identify exempt purchase categories and related documentation requirements consistent with this Article.

Sec. 2-203. Contract Authority.

(a) Contracts and purchase orders shall be executed in the manner required by the Town Charter and applicable law.

(b) Town Council approval shall be required for contracts and procurements with a ~~reasonably~~ total anticipated ~~fiscal-year cost~~ procurement value exceeding \$50,000. Contracts and procurements with a procurement value at or below \$50,000 ~~in a fiscal year~~ may be approved administratively in accordance with this Article.

(c) The Town Administrator may execute contracts and purchase orders within the authority delegated by this Article.

(d) The Town Administrator may approve contract renewals and extensions when authorized by the original contract and determined to be in the best interest of the Town.

Sec. 2-204. Change Orders.

(a) The Town Administrator may approve change orders consistent with available budget authority and applicable law.

(b) Change orders ~~equal to or~~ greater than \$50,000, individually or cumulatively, shall require Town Council approval, unless otherwise authorized or required by applicable law.

Sec. 2-205. Evaluation and Award.

- (a) Contracts shall be awarded to the responsive and responsible vendor determined to be in the best interest of the Town.
- (b) The Town may establish procurement-specific requirements within solicitation and contract documents. Failure to comply with applicable procurement requirements may result in rejection, disqualification, determination of non-responsiveness, or other action deemed appropriate by the Town.
- (c) The Town may consider factors including qualifications, experience, price, past performance, schedule, and other criteria identified in the solicitation.
- (d) Evaluation committees may be utilized when determined appropriate by the Town Administrator. The Town Procurement Officer shall serve as the facilitator of the evaluation committee. Evaluation committee members shall be appointed by the Town Administrator, shall consist of not fewer than three (3) individuals, and shall consist of Town employees. The Town Administrator may appoint outside subject matter experts possessing knowledge, experience, or expertise relevant to the procurement when determined beneficial to the Town. Elected officials shall not serve as members of evaluation committees or participate in committee deliberations or evaluations consistent with applicable law.
- (e) The Town Administrator or Town Procurement Officer may conduct discussions, negotiations, requests for clarification, best and final offers, scope refinements, and related procurement activities when determined to be in the best interest of the Town and consistent with the solicitation and applicable law.

Sec. 2-206. Local Vendor Preference.

(a) Definitions.

(1) Local Southwest Ranches Vendor. A “Local Southwest Ranches Vendor” shall mean a person or business entity which has maintained a permanent place of business with full-time employees within the Town limits for a minimum of six (6) months prior to the date of issuance of a solicitation, or whose principal owner has been a resident of the Town of Southwest Ranches for a minimum of six (6) months. The permanent place of business may not be a post office box. The business must also possess a valid Town of Southwest Ranches Certificate of Use for a minimum of six (6) months and a current Broward County business tax receipt.

(2) Local Broward County Vendor. A “Local Broward County Vendor” shall mean a person or business entity which has maintained a permanent place of business with full-time employees within Broward County for a minimum of six (6) months prior to the date of issuance of a solicitation. The permanent place of business may not be a post office box or residence. The business location must actively distribute goods or services from that location. The business must also possess a current business tax receipt from Broward County or the applicable Broward municipality and maintain an address recognized by the United States Postal Service as a Broward County address.

(b) Application of Local Vendor Preference. This section shall apply to all Level 2 and Level 3 procurements, ~~including informal quotations and formal competitive procurements,~~ unless the purchase is exempt from competitive procurement requirements pursuant to Section 2-202.

(1) Local Southwest Ranches Vendors shall receive a five percent (5%) evaluation preference for bid or quote evaluation purposes.

(2) If a Local Southwest Ranches Vendor submits a responsive bid or quote within five percent (5%) of the lowest responsive bid or quote submitted, the Local Southwest Ranches Vendor shall be provided the opportunity to submit a best and final offer that is at least one percent (1%) lower than the lowest responsive bid or quote received.

(3) Local Broward County Vendors shall receive a two and one-half percent (2.5%) evaluation preference for bid or quote evaluation purposes.

(4) If a Local Broward County Vendor submits a responsive bid or quote within two and one-half percent (2.5%) of the lowest responsive bid or quote submitted, the Local Broward County Vendor shall be provided the opportunity to submit a best and final offer that is at least one percent (1%) lower than the lowest responsive bid or quote received.

(5) If both a Local Southwest Ranches Vendor and a Local Broward County Vendor qualify for preference consideration within the same solicitation, the Local Southwest Ranches Vendor shall be provided the first opportunity to submit a best and final offer.

(6) If multiple Local Southwest Ranches Vendors qualify for preference consideration, all qualifying Local Southwest Ranches Vendors shall be invited to submit a best and final offer. If no Local Southwest Ranches Vendor submits a qualifying best and final offer, the process may then be repeated for qualifying Local Broward County Vendors.

(7) If no qualifying local vendor submits a best and final offer that is at least one percent (1%) lower than the lowest responsive bid or quote received, award shall be made to the lowest responsive and responsible bidder regardless of geographic location.

(8) If the lowest responsive and responsible bidder is already a Local Southwest Ranches Vendor, no additional preference process shall apply and award shall be made to that vendor.

Sec. 2-207. Cone of Silence.

(a) A Cone of Silence shall apply to all formal competitive procurements, including Invitations for Bid (IFB), Requests for Proposals (RFP), Requests for Qualifications (RFQ), Requests for Letters of Interest (RLI), and other formal competitive solicitations.

(b) During the Cone of Silence period, no bidder, proposer, respondent, consultant, lobbyist, or representative thereof shall communicate regarding the solicitation with any Town Council member, Town employee, evaluation committee member, or other person involved in the

evaluation, recommendation, or award process, except as expressly authorized by this Article or administrative procedures.

(c) The Cone of Silence shall commence upon advertisement of a solicitation and shall terminate at the start of the Council Meeting wherein award is on the agenda, rejection of all responses, cancellation of the solicitation, or other action ending the procurement process. If a solicitation is returned for further evaluation or consideration, the Cone of Silence shall be reimposed until further action is taken.

(d) Communications expressly authorized by the solicitation, public meetings, public presentations, pre-bid conferences, written inquiries and requests for clarification submitted through the designated Town representative in accordance with the solicitation, contract negotiations, and communications with the Town Attorney and Town Administrator shall not constitute violations of the Cone of Silence.

(e) Violations of the Cone of Silence may result in disqualification, rejection of a response, cancellation of an award, or other remedies authorized by law or the applicable solicitation.

Sec. 2-208. Ethics in Public Contracting.

(a) Town officials, employees, committee members, contractors, vendors, and consultants participating in procurement activities shall comply with all applicable federal, state, and local ethics laws.

(b) All procurement activities shall be conducted in a manner that promotes fairness, integrity, transparency, accountability, and public confidence.

(c) No person shall participate in any procurement activity in which an actual or apparent conflict of interest exists or otherwise violates Chapter 112, Florida Statutes.

(d) Procurement evaluation committee members shall disclose any actual or apparent conflicts of interest and shall refrain from participating in the evaluation of any procurement for which such conflict exists.

(e) Vendors shall disclose any actual or apparent conflicts of interest related to a procurement.

(f) No Town official, employee, committee member, or agent shall solicit or accept gratuities, favors, or anything of value from a contractor, potential contractor, or other party seeking to do business with the Town.

(g) No elected official of the Town shall have a direct or indirect financial interest in any contract, purchase order, procurement, or other transaction subject to this Article.

(h) The Town shall take reasonable steps to identify, avoid, mitigate, or otherwise address organizational conflicts of interest that may impair competition, objectivity, or fairness in the procurement process.

Sec. 2-209. Surplus Property.

(a) The Town Administrator may declare tangible personal property surplus when such property is obsolete, damaged, no longer needed, or otherwise determined to be surplus to Town operations.

(b) Surplus tangible personal property may be auctioned through a public process, donated, recycled, disposed of, utilized as a trade-in, or otherwise handled in a manner determined to be in the best interest of the Town and consistent with applicable law. Town employees and officials may participate in public surplus auctions on the same terms and conditions as the general public.

(c) The Town Administrator may approve the disposition of surplus tangible personal property with an estimated fair market value of \$2,500 or less. The disposition of surplus tangible personal property with an estimated fair market value exceeding \$2,500 shall require Town Council approval.

(d) The sale, lease, transfer, exchange, or disposition of real property shall be subject to the Town Charter, applicable law, this subsection, and approval of the Town Council.

Sec 2-210. Acquisition and Disposition of Real Property.

(a) Acquisition or sale of real property, both improved and unimproved.

(1) The following land acquisition procedures shall be employed whenever the Town seeks to acquire, by purchase, any real property:

a. Procedures shall comply with section 166.045, Florida Statutes, as amended from time to time.

b. Upon commencement of negotiations, the Town shall inform the property owner, in writing, that all agreements for the purchase of real property are subject to approval by the Town Council.

c. Any agreement by the Town to purchase real property shall be submitted to the Town Council for approval at a public meeting after thirty (30) days' public notice. Notice of the proposed purchase of real property shall be published once a week for at least two (2) weeks in a newspaper of general circulation in the Town.

d. Evidence of marketable title in the form of title insurance or an abstract of title with title opinion shall be provided to the Town by the property owner, at the property owner's expense, not later than ten (10) calendar days prior to the public hearing.

e. The purchase price of the property shall not exceed the appraised value, or the average appraised value if more than one (1) appraisal is obtained, by more than ten percent (10%), unless subject to a right of first refusal, right of first offer, or other lawful contractual provision.

(2) Appraisals.

a. Prior to the disposition of Town-owned real property, the Town shall obtain appraisals as follows:

1. At least one (1) appraisal shall be obtained.
2. If the appraisal concludes that the property valuation is between twenty-five thousand dollars (\$25,000.00) and five hundred thousand dollars (\$500,000.00), a second appraisal shall be required.
3. If either of the two (2) appraisals concludes that the property valuation exceeds five hundred thousand dollars (\$500,000.00), a third appraisal shall be required.

b. Appraisers selected pursuant to this section shall be state-certified real estate appraisers and, prior to contracting with the Town for appraisal services, shall submit an affidavit substantiating that the appraiser has no vested or fiduciary interest in the property that is the subject of the appraisal.

(3) The following procedures shall be employed whenever the Town seeks to sell or convey any real property belonging to the Town to a nongovernmental person or entity:

a. The disposition shall comply with the appraisal requirements set forth in subsection (2).

b. Public notice of the invitation to bid calling for bids for the purchase of the subject real property shall be published once a week for at least two (2) weeks in a newspaper of general circulation in the Town.

c. The contract for purchase shall be awarded to the highest responsive and responsible bidder whose bid meets the requirements and criteria set forth in the invitation to bid and instructions to bidders, unless the Town Council rejects all bids because they are too low or otherwise determines such rejection to be in the best interest of the Town.

d. Bid security shall be required for all bids for the purchase of Town-owned real property in an amount equal to ten percent (10%) of the highest appraisal value of the property.

(4) The following procedures shall be employed whenever the Town seeks to sell or convey any real property owned by the Town to a governmental agency, as defined in section 112.312(2), Florida Statutes, as amended from time to time, and in accordance with Section 4.10 of the Town Charter:

- a. The disposition shall comply with the appraisal requirements set forth in subsection (2).
- b. The Town may agree to the sale of its real property upon approval by a unanimous vote of all five (5) members of the Town Council at a regular or special public meeting following public notice and subject to any referendum approval required by Section 4.10 of the Town Charter. These provisions shall not apply to rights-of-way, property less than the minimum lot size requirement, property acquired through foreclosure, or property not located within or adjacent to a Town park that was specifically acquired for lease or resale purposes.
- c. If the sale of Town-owned real property is to another governmental agency, competitive bidding shall not be required.

Sec. 2-21~~10~~. Unsolicited Proposals.

- (a) The Town may receive and consider unsolicited proposals offering unique, innovative, or otherwise beneficial opportunities to the Town.
- (b) Receipt of an unsolicited proposal shall not obligate the Town to negotiate, procure, advertise, accept, or otherwise act upon such proposal.
- (c) The Town Administrator may establish administrative procedures governing the receipt, evaluation, consideration, and disposition of unsolicited proposals.
- (d) Nothing herein shall waive any applicable procurement, competition, approval, or public notice requirements otherwise required by law or this Article.

Sec. 2-21~~24~~. Procurement Appeals and Remedies.

- (a) Any actual or prospective bidder, proposer, or respondent aggrieved in connection with a recommended award may file a written protest with the Town Clerk's Office within five (5) business days following posting of the award recommendation.
- (b) A protest shall be deemed filed only upon receipt by the Town Clerk's Office. Delivery to any other Town employee, department, officer, or representative shall not constitute a valid filing.
- (c) All protests shall:
 1. Be submitted in writing;
 2. Identify the solicitation number and title;
 3. State the factual and legal basis for the protest;
 4. Include all supporting documentation; and
 5. Identify the relief requested.

- (d) A written protest may not challenge the relative weight of evaluation criteria, ranking methodology, scoring formula, or evaluation factors established in the solicitation.
- (e) All protests shall be accompanied by security in the form of a protest bond, an irrevocable letter of credit, or other security acceptable to the Town, in an amount equal to five thousand dollars (\$5,000) or five percent (5%) of the estimated value of the solicitation or contract, whichever is greater, not to exceed fifty thousand dollars (\$50,000).
- (f) A protest shall not be deemed properly filed until the required protest security has been received by the Town. Failure to provide the required security at the time of filing shall render the protest invalid.
- (g) Failure to timely file a protest, timely submit the required protest security, or otherwise comply with the requirements of this section shall constitute a waiver of all protest rights under this Article.
- (h) Upon receipt of a timely and properly filed protest, the Town may suspend the solicitation or award process pending resolution of the protest unless the Town Administrator determines that proceeding without delay is necessary to protect the public health, safety, welfare, or interests of the Town.
- (i) Within seven (7) business days following receipt of a timely and properly filed protest, the Town Procurement Officer, after consultation with the Town Attorney, shall attempt to resolve the protest. If the protest is not resolved by mutual agreement, the Town Procurement Officer shall issue a written decision setting forth the basis for the determination.
- (j) A copy of the written decision shall be furnished to the protestor by certified mail, electronic delivery, or other reasonable means.
- (k) The Town Procurement Officer's decision shall be final unless the protestor files a written appeal with the Town Administrator within three (3) business days following receipt of the decision.
- (l) The Town Administrator shall review the appeal and issue a final written determination. The Town Administrator's decision shall be final and conclusive.
- (m) The protest security shall be conditioned upon payment of all costs and expenses incurred by the Town in connection with the protest should the protest be denied.
- (n) Upon final resolution of the protest, any security posted shall be released in accordance with administrative procedures established by the Town.

Sec. 2-21~~32~~. State and Federal Procurement Requirements.

- (a) When a procurement is funded in whole or in part by federal or state funds, the Town shall comply with all applicable federal and state procurement requirements as a condition of receiving such funding.

(b) To the extent that federal or state procurement requirements conflict with this Article, the more restrictive or controlling requirement shall govern.

(c) The Town Administrator may establish administrative procedures necessary to implement and comply with federal or state procurement requirements.

Sec. 2-21~~43~~. Suspension and Debarment.

(a) The Town Administrator may suspend or debar any contractor, vendor, consultant, respondent, proposer, bidder, or other person or entity from participation in Town procurements for fraud, misrepresentation, criminal conduct, contract default, repeated poor performance, violation of procurement requirements, or other cause determined to be in the best interest of the Town.

(b) Suspensions may be imposed for a period not to exceed one (1) year. Debarments may be imposed for a period not to exceed five (5) years.

(c) The Town Administrator may impose a suspension immediately upon determining that such action is in the best interest of the Town.

(d) Prior to imposing a debarment, the Town Administrator shall provide written notice to the affected vendor stating the basis for the proposed debarment and afford the vendor a reasonable opportunity to submit a written response.

(e) Following consideration of any timely written response, the Town Administrator shall issue a written determination. The Town Administrator's determination shall be final.

(f) Administrative procedures may establish additional procedures regarding suspension, debarment, reinstatement, and related matters.

Sec. 2-21~~54~~. Administrative Procedures.

The Town Administrator is authorized to establish and revise procurement administrative procedures, manuals, standard forms, internal controls, and operational guidelines necessary to implement this Article.

This Article shall apply prospectively and shall not require retroactive reevaluation or reapproval of contracts or procurements lawfully awarded prior to its effective date.

[End of Article]

Municipality	Approx. Population 2026	Council Approval Threshold <i>(Dollar amount requiring governing body approval)</i>	Procurement Staff Size
Sea Ranch Lakes	700	\$25,000	-
Hillsboro Beach	2,000	\$15,000	-
Lauderdale-by-the-Sea	6,500	\$20,001	-
Southwest Ranches	7,600	\$25,000	1
Pembroke Park	7,800	\$50,000	1
Lighthouse Point	11,000	\$35,000	1
Wilton Manors	12,500	\$30,000	1
West Park	15,000	\$50,000	1
Cooper City	35,000	\$20,000	2
Dania Beach	33,000	\$50,000	2
Parkland	37,000	\$50,000	3
Lauderdale Lakes	36,000	\$35,000 (CIP Projects) \$25,000 (all other)	2
Hallandale Beach	42,000	\$75,000	4
North Lauderdale	45,000	\$25,000	2
Oakland Park	47,000	\$25,000	3
Margate	59,000	\$50,000	5
Coconut Creek	61,000	\$50,000	7
Weston	69,000	\$150,000	2
Tamarac	73,000	\$65,000	3
Lauderhill	75,000	\$60,000	2
Deerfield Beach	87,000	\$30,000	3

Municipality	Approx. Population 2026	Council Approval Threshold <i>(Dollar amount requiring governing body approval)</i>	Procurement Staff Size
Plantation	95,000	\$35,000 (*Ord. in process updating to 50k)	5
Sunrise	98,000	\$25,000	4
Davie	108,000	\$65,000	8 FT + 2 Interns
Pompano Beach	115,000	\$200,000 (Goods & Services) \$300,000 (Construction)	6
Coral Springs	135,000	\$75,000	11
Miramar	145,000	\$75,000 (Single Department) \$150,000 (Multiple Departments)	8
Hollywood	150,000	\$50,000	14
Pembroke Pines	175,000	\$100,000	9
Fort Lauderdale	186,000	\$100,000	10+

TOWN OF SOUTHWEST RANCHES

ADMINISTRATIVE PROCUREMENT PROCEDURES MANUAL – Draft 01

Illustrative Draft - *Prepared in support of the Procurement Code modernization initiative*

Issued Pursuant to Article IX – Procurement Code

DISCLAIMER

This Manual is intended to provide administrative guidance only. It does not create contractual rights, alter the authority established by the Procurement Code, or supersede applicable federal, state, or local law. In the event of a conflict, the Procurement Code, Town Charter, and applicable law shall govern.

This Manual may be revised from time to time by the Town Administrator to reflect changes in procurement practices, organizational structure, technology, software platforms, applicable law, and operational needs. Administrative revisions to this Manual do not require amendment of the Procurement Code.

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1. Purpose
 2. Roles and Responsibilities
 3. Procurement Planning
 4. Enterprise Resource Planning (ERP) Procedures (*Placeholder*)
 5. Electronic Procurement & Contract Management (BeaconBid)
 6. Procurement Methods
 7. Solicitation Administration
 8. Contract Administration
 9. Administrative Policies
 10. Standard Forms and Administrative Checklists
-

SECTION 1

PURPOSE

The purpose of this Manual is to establish administrative procurement procedures for the acquisition of commodities, contractual services, construction, professional services, and other purchases made by the Town.

Unlike the Procurement Code, which establishes procurement governance, authority, and policy, this Manual provides administrative guidance regarding the day-to-day implementation of procurement activities.

This Manual is intended to promote:

- Consistent procurement practices;
- Fair and open competition;
- Transparency and accountability;
- Efficient procurement operations;
- Sound stewardship of public funds;
- Compliance with applicable federal, state, and local requirements.

Administrative procedures contained herein are intended to provide flexibility as procurement practices, technology platforms, organizational needs, and applicable laws evolve.

Nothing contained within this Manual shall be construed to modify the authority established by the Procurement Code or the Town Charter.

SECTION 2

ROLES AND RESPONSIBILITIES

2.1 Town Administrator

The Town Administrator is responsible for administering the Procurement Code and providing executive oversight of the Town's procurement program. The Town Administrator exercises the authority established by the Procurement Code and may delegate procurement responsibilities as authorized therein.

Responsibilities include, but are not limited to:

- Establishing and revising administrative procurement procedures;

- Appointing evaluation committee members;
- Approving procurement methods when appropriate;
- Approving procurements within delegated authority;
- Negotiating contracts;
- Executing contracts, change orders, renewals, and amendments as authorized by the Procurement Code;
- Consulting with the Town Attorney regarding procurement matters when appropriate; and
- Delegating procurement responsibilities to the Town Procurement Officer (or equivalent) and other Town employees as authorized.

2.2 Town Procurement Officer

The Town Procurement Officer is responsible for the day-to-day administration of the Town's procurement program under the direction of the Town Administrator. The Town Procurement Officer serves as the Town's primary procurement resource and coordinates procurement activities in accordance with the Procurement Code and this Manual.

Responsibilities include, but are not limited to:

- Advising departments regarding procurement requirements and procurement planning;
- Determining and recommending appropriate procurement methods;
- Preparing and administering competitive solicitations;
- Coordinating cooperative purchasing opportunities and other authorized procurement strategies;
- Facilitating evaluation committee meetings and providing procedural guidance throughout the evaluation process;
- Conducting negotiations as authorized by the Town Administrator;
- Preparing procurement recommendations and maintaining procurement records;
- Providing procurement training and guidance to Town staff;
- Assisting departments with contract administration and procurement compliance; and

- Promoting competition, transparency, consistency, innovation, and continuous improvement throughout the Town's procurement program.

2.3 Town Financial Administrator

The Town Financial Administrator supports the Town's procurement program by providing financial oversight, budget administration, and internal financial controls. The Town Financial Administrator works collaboratively with the Town Procurement Officer to promote compliance with budgetary requirements, purchasing procedures, and sound financial management practices.

Responsibilities include, but are not limited to:

- Verifying the availability of budgeted funds for proposed procurements;
- Providing financial review and oversight of procurement activities, as appropriate;
- Coordinating accounts payable and payment processing for procurement-related expenditures;
- Administering Purchasing Card (P-Card) and other approved payment programs, where applicable;
- Supporting procurement-related financial functions within the Town's Enterprise Resource Planning (ERP) system;
- Assisting with procurement-related financial reporting and budget monitoring;
- Coordinating procurement-related financial matters with departments, the Town Procurement Officer, and Finance staff; and
- Performing other procurement-related financial responsibilities as assigned by the Town Administrator.

2.4 Department Directors and Requesting Departments

Departments are responsible for identifying operational needs and working collaboratively with the Town Procurement Officer throughout the procurement process.

Departments should:

- Plan procurements sufficiently in advance;
- Develop scopes of work and technical requirements;
- Participate in evaluations when requested;

- Monitor contractor performance;
- Verify satisfactory receipt of goods and services;
- Coordinate contract administration activities following award.

2.5 Town Attorney

The Town Attorney provides legal advice regarding procurement matters when requested by the Town Administrator.

Legal review may include:

- Solicitation documents;
- Contracts;
- Protest matters;
- Negotiations;
- Procurement disputes;
- Applicable federal and state law.

SECTION 3

PROCUREMENT PLANNING

Successful procurements begin with proper planning. Departments should initiate procurement planning sufficiently in advance to avoid unnecessary emergency purchases or service interruptions.

Procurement planning should consider:

- Budget availability;
- Procurement timelines;
- Council meeting schedules;
- Market conditions;
- Grant requirements;
- Estimated annual expenditures;
- Procurement method;

- Contract term;
- Renewal options;
- Insurance requirements;
- Bonding requirements, if applicable.

Departments are encouraged to consult with the Town Procurement Officer early in the planning process, particularly for complex procurements or projects anticipated to require formal competitive solicitation.

The Town Procurement Officer may assist departments in determining the most appropriate procurement strategy, anticipated procurement schedule, and required administrative documentation.

SECTION 4

ENTERPRISE RESOURCE PLANNING (ERP) PROCEDURES

(Placeholder)

The Town utilizes, or intends to utilize, an Enterprise Resource Planning (ERP) system to facilitate procurement, financial management, budgeting, purchasing, and contract administration.

Administrative procedures contained within this section may be revised following implementation or modification of the Town's ERP system.

Future ERP procedures may include, but are not limited to:

4.1 Requisition Entry

Departments shall initiate procurement requests within the Town's ERP system in accordance with established approval workflows.

Future procedures may address:

- Creation of purchase requisitions;
- Required supporting documentation;
- Budget coding;
- Account coding;
- Procurement method selection;
- Routing for approval.

4.2 Approval Workflow

The ERP system may incorporate electronic approval routing based upon procurement thresholds, organizational hierarchy, budget authority, and purchasing requirements established by the Town Administrator.

4.3 Purchase Order Processing

Except as otherwise authorized by the Town Administrator or designee, all procurements with an anticipated expenditure of One Thousand Dollars (\$1,000.00) or greater shall be initiated, approved, and processed through the Town's purchase order system.

Following approval, purchase orders may be generated through the Town's Enterprise Resource Planning (ERP) system and transmitted to vendors in accordance with established administrative procedures.

The Town's standard Purchase Order Terms and Conditions shall be reviewed annually by the Town Attorney and, unless otherwise modified or superseded by a written contract, linkage agreement, solicitation, or other written instrument approved by the Town, shall be incorporated into and govern each purchase order transaction.

Nothing in this section shall prohibit the Town from supplementing, modifying, or superseding the standard Purchase Order Terms and Conditions through a solicitation, contract, linkage agreement, or other written instrument approved by the Town.

4.4 Receiving

Departments shall verify receipt of commodities and satisfactory completion of services prior to authorizing payment.

Future procedures may establish:

- Partial receiving
- Final receiving
- Inspection requirements
- Documentation standards

4.5 Invoice Processing

Invoices shall be processed in accordance with Finance Department procedures and applicable prompt payment requirements.

Future ERP workflows may include:

- Electronic invoice routing
- Three-way matching
- Payment approvals
- Exception processing

4.6 Future System Enhancements

As additional ERP functionality becomes available, administrative procedures may be established regarding:

- Electronic approvals
- Budget monitoring
- Contract management
- Vendor performance
- Reporting dashboards
- Artificial intelligence tools
- Workflow automation

SECTION 5

ELECTRONIC PROCUREMENT & CONTRACT MANAGEMENT (BEACONBID)

The Town utilizes BeaconBid as its electronic procurement platform to improve transparency, competition, efficiency, vendor participation, and public access to procurement opportunities.

The BeaconBid e-procurement platform serves as the Town's official electronic procurement system unless otherwise authorized by the Town Administrator.

5.1 Vendor Registration

Vendors are encouraged to register within the Town's electronic procurement platform in order to receive notifications of procurement opportunities.

Vendor registration does not guarantee solicitation invitations or contract awards.

5.2 Solicitation Administration

Competitive solicitations may be issued electronically through BeaconBid.

Administrative procedures may include:

- Advertisement of solicitations;
- Distribution of solicitation documents;
- Issuance of addenda;
- Question-and-answer periods;
- Electronic submission of responses;
- Public opening of responses;
- Notice of intended awards.

5.3 Vendor Communications

Unless otherwise authorized, communications regarding active solicitations shall occur through the electronic procurement platform or other methods authorized by the Town Procurement Officer.

5.4 Electronic Records

BeaconBid serves as an official repository for procurement-related records issued on the public platform, including, where applicable:

- Solicitation documents;
- Addenda;
- Vendor questions;
- Responses;
- Evaluation materials;

- Award documentation.

Official procurement records shall also be maintained in accordance with applicable records retention requirements.

5.5 Contract Management

The Town may utilize BeaconBid's contract management functionality to assist departments in administering awarded contracts.

Future procedures may address:

- Contract execution;
- Renewal notifications;
- Insurance tracking;
- Performance monitoring;
- Contract amendments;
- Change orders;
- Contract closeout.

5.6 Department Responsibilities

Departments utilizing BeaconBid shall:

- Maintain accurate procurement information;
- Coordinate with the Town Procurement Officer;
- Review solicitation documents for accuracy;
- Monitor contract performance;
- Assist in maintaining complete procurement records.

SECTION 6

PROCUREMENT METHODS

The Town utilizes various procurement methods depending upon the nature, complexity, estimated value, and statutory requirements associated with each procurement.

Selection of the appropriate procurement method shall be determined by the Town Procurement Officer in consultation with the requesting department and subject to the Procurement Code.

6.1 Informal Quotations

Informal quotations may be utilized for procurements within the thresholds established by the Procurement Code.

Administrative procedures may address:

- Written quotations;
- Electronic quotations;
- Verbal quotations;
- Documentation requirements;
- Recommendation for award.

6.2 Invitation for Bid (IFB)

An Invitation for Bid is generally utilized when award is based primarily upon price and the Town is able to clearly define its requirements.

6.3 Request for Proposals (RFP)

A Request for Proposals is generally utilized when factors in addition to price are important to the successful performance of the contract.

Evaluation criteria may include:

- Experience;
- Qualifications;
- Technical approach;
- Project understanding;
- References;
- Price.

6.4 Request for Qualifications (RFQ)

Requests for Qualifications may be utilized when the Town seeks to evaluate qualifications, experience, technical expertise, or other professional capabilities prior to contract negotiations.

Professional services subject to the Consultants' Competitive Negotiation Act (CCNA) shall be procured in accordance with applicable Florida law.

6.5 Invitation to Negotiate (ITN)

When determined appropriate, the Town may utilize a negotiated procurement process in accordance with applicable law.

6.6 Cooperative and Piggyback Procurements

The Town may utilize competitively awarded contracts, cooperative purchasing agreements, or other contracts lawfully available for use by the Town when determined to be in the best interest of the Town and otherwise permitted by law.

Prior to utilizing a cooperative purchasing agreement, Procurement shall complete the Town's Cooperative Purchasing and Piggyback Checklist. The checklist may establish documentation and verification requirements, including, as applicable:

- verification that the originating contract was lawfully procured;
- confirmation that the originating contract remains valid and available for use by the Town;
- confirmation that the requested goods or services are within the scope of the originating contract;
- evaluation that use of the cooperative contract is in the Town's best interest;
- verification that pricing is fair and reasonable;
- review of the contractor's qualifications, licensing, insurance, and other applicable requirements, as appropriate; and
- documentation supporting the Town's use of the cooperative contract.

When determined to be in the Town's best interest, the Town reserves the right to require execution of a linking agreement with the contractor incorporating the Town's standard terms and conditions, applicable law, and project- or service-specific requirements, including scope of work, pricing, insurance, indemnification, performance

standards, warranties, and any other provisions necessary to protect the Town's interests.

6.7 Sole Source Procurement

When competition is unavailable or impracticable, procurements may be processed as sole source purchases in accordance with established administrative procedures.

Documentation shall include written justification supporting the determination.

6.8 Emergency Procurement

Emergency procurements shall be processed in accordance with established administrative procedures.

Departments shall coordinate with the Town Procurement Officer as soon as practicable following declaration of an emergency to ensure appropriate documentation and procurement records are maintained.

SECTION 7

COMPETITIVE SOLICITATION ADMINISTRATION

Competitive solicitations shall be administered by the Town Procurement Officer in accordance with established administrative procedures, applicable law, and the requirements established within each solicitation.

Administrative procedures may vary depending upon the procurement method, project complexity, funding source, and statutory requirements.

The Town Procurement Officer shall coordinate the solicitation process with the requesting department to promote fairness, competition, transparency, and consistency throughout the procurement process.

7.1 Solicitation Development

The Town Procurement Officer shall coordinate preparation of solicitation documents in conjunction with the requesting department.

Solicitation documents should clearly identify, where applicable:

- Scope of Work

- Technical Specifications
- Minimum Qualifications
- Evaluation Criteria
- Contract Term
- Insurance Requirements
- Bid Security
- Performance and Payment Bonds
- Licensing Requirements
- Required Forms and Certifications
- Submission Requirements
- Procurement Schedule
- Contract Documents

Departments are responsible for reviewing solicitation documents for technical accuracy prior to issuance.

7.2 Procurement-Specific Requirements

Individual solicitations may establish procurement-specific administrative and contractual requirements necessary to protect the interests of the Town.

Such requirements may include, but are not limited to:

- Bid Security
- Performance Bonds
- Payment Bonds
- Insurance
- Licenses
- Certifications
- Minimum Qualifications
- Financial Statements
- Experience Requirements

- Technical Submittals
- Required Affidavits
- Other documentation deemed necessary for the procurement

Failure to comply with solicitation requirements may result in rejection of a response, determination of non-responsiveness, disqualification, or other action authorized by the Procurement Code or solicitation documents.

7.3 Vendor Questions and Addenda

Questions regarding active solicitations shall be submitted in accordance with the solicitation schedule.

Interpretations, revisions, or clarifications affecting a solicitation shall generally be issued by written addendum.

Departments shall not independently interpret solicitation requirements or communicate substantive revisions directly to vendors outside of the procurement process.

7.4 Public Openings

Public openings shall be conducted in accordance with established administrative procedures.

Administrative procedures may address:

- Electronic bid openings
- Attendance
- Bid tabulations
- Reading of pricing
- Public records
- Withdrawal of responses
- Late submissions

7.5 Evaluation Committees

Evaluation Committees shall operate in accordance with established administrative procedures.

Administrative procedures may address:

- Committee orientation
- Conflict of Interest disclosures
- Evaluation scoring
- Presentations
- Interviews
- Reference checks
- Consensus meetings
- Negotiations
- Best and Final Offers
- Recommendation for award

The Town Procurement Officer shall facilitate committee meetings and provide procedural guidance throughout the evaluation process.

7.6 Procurement Files

The Town Procurement Officer shall maintain procurement files sufficient to document each procurement.

Procurement files may include:

- Procurement Planning Documents
- Quotes
- Solicitations
- Addenda
- Vendor Communications
- Evaluation Materials
- Recommendation Memoranda
- Contracts

- Amendments
- Change Orders
- Insurance
- Bonds
- Protest Documentation
- Closeout Documentation

Records shall be maintained in accordance with applicable public records and records retention requirements.

SECTION 8

CONTRACT ADMINISTRATION

Effective contract administration ensures the Town receives the goods and services procured while protecting the Town's legal, operational, and financial interests.

Contract administration is a shared responsibility between the requesting department, the Town Procurement Officer, Finance, and the contractor.

8.1 Contract Kickoff

For contracts determined appropriate by the Town Administrator or Town Procurement Officer, a contract kickoff meeting may be conducted following award.

Topics may include:

- Scope Review
- Schedule
- Deliverables
- Insurance Verification
- Communication Protocols
- Payment Procedures
- Reporting Requirements
- Change Order Procedures
- Closeout Expectations

8.2 Notice to Proceed

Where applicable, work shall not commence until all contractual requirements have been satisfied and the appropriate authorization has been issued by the Town.

8.3 Department Contract Administration

Requesting departments are responsible for the day-to-day administration of contracts assigned to their department and shall ensure that contractors perform in accordance with the contract, purchase order, or other procurement documents.

Department responsibilities include, but are not limited to:

- Verifying receipt and acceptance of goods and services;
- Confirming that work is performed in accordance with the contract, purchase order, plans, specifications, or scope of work;
- Monitoring contractor performance, schedule, quality, and compliance with contractual requirements;
- Reviewing invoices and verifying that invoiced pricing, quantities, labor rates, unit prices, allowances, deliverables, and mathematical calculations are accurate and consistent with the applicable contract, purchase order, amendment, or other authorized pricing;
- Promptly notifying the Town Procurement Officer of performance issues, disputes, potential claims, or circumstances requiring contract modification;
- Maintaining contract documentation supporting payments, renewals, amendments, and contract closeout; and
- Coordinating final acceptance of completed work and deliverables.

Departments shall not approve invoices for payment until they have verified satisfactory performance and confirmed that all charges are accurate, properly calculated, and consistent with the applicable contract or purchase order.

8.4 Contract Modifications

Contract amendments, renewals, extensions, and change orders shall be processed in accordance with the contract, purchase order, or other procurement documents.

Departments shall coordinate all proposed contract modifications through the Town Procurement Officer prior to execution.

8.5 Renewals

Prior to exercising a renewal option, departments should evaluate:

- Contractor Performance
- Pricing
- Funding Availability
- Operational Need
- Market Conditions
- Overall Value to the Town

8.6 Contract Closeout

Upon completion of a contract, departments should verify:

- Completion of Work
- Acceptance of Deliverables
- Resolution of Outstanding Issues
- Final Payment
- Return of Town Property
- Receipt of Required Documentation

The Town Procurement Officer may maintain administrative checklists to assist departments with contract closeout.

8.7 Vendor Debriefings

Upon request and when determined appropriate by the Town Procurement Officer, unsuccessful respondents may be provided an informal debriefing following award of a competitive solicitation.

Debriefings are intended to promote transparency and continuous improvement and are not intended to reopen evaluations or modify award recommendations.

The Town Procurement Officer may postpone or decline a debriefing when a protest, claim, litigation, or other legal proceeding is pending or anticipated.

SECTION 9

ADMINISTRATIVE POLICIES

The Town Administrator may establish additional administrative procurement policies consistent with the Procurement Code.

These policies are intended to promote efficiency, accountability, consistency, and sound stewardship of public resources.

9.1 Purchasing Cards (P-Cards)

The Town may utilize Purchasing Cards (P-Cards) and other approved electronic payment methods for authorized purchases.

Use of Purchasing Cards shall be governed by separate administrative procedures established by the Town Administrator and Finance Department.

9.2 Unauthorized Purchases

Town employees shall not procure commodities or services, authorize work, or otherwise commit the Town to any purchase except in accordance with the Procurement Code, this Manual, and other applicable Town policies.

Unauthorized purchases may include, but are not limited to:

- Procuring goods or services without appropriate approval;
- Directing a vendor to begin work prior to issuance of an authorized purchase order or fully executed agreement, when required;
- Circumventing established procurement procedures;
- Artificially dividing purchases to avoid procurement requirements or approval thresholds; or
- Otherwise committing the Town to an obligation without proper authority.

The Town shall not be obligated to pay for unauthorized purchases except as otherwise authorized by the Town Administrator or required by applicable law.

Questions regarding procurement requirements should be directed to the Town Procurement Officer prior to initiating a purchase or authorizing work.

9.3 Procurement Training

The Town Procurement Officer may provide procurement training and educational resources to Town employees regarding:

- Procurement Planning
- Ethics
- Competition
- Contract Administration
- Public Records
- Grant Requirements
- Procurement Software
- Administrative Procedures

9.4 Procurement Forms

The Town Procurement Officer may develop, revise, and maintain standard procurement forms to promote consistency throughout the procurement process.

Examples include:

- Procurement Planning Checklist
- Sole Source Justification
- Emergency Procurement Authorization
- Evaluation Committee Conflict of Interest Form
- Quote Tabulation
- Procurement Recommendation Memorandum
- Contract Renewal Checklist
- Change Order Form
- Contract Closeout Checklist

- Surplus Property Authorization
- Vendor Responsibility Questionnaire

9.5 Administrative Checklists

Administrative checklists may be developed to assist departments with procurement planning, solicitation administration, contract administration, and procurement file documentation.

Checklists are intended to promote consistency and shall not create additional legal requirements beyond those established by the Procurement Code.

9.6 Grant-Funded Procurements

Departments anticipating the use of federal, state, county, or other grant funding shall notify the Town Procurement Officer as early as practical. Grant-funded procurements may be subject to additional statutes, regulations, funding conditions, or reporting requirements beyond those contained in the Procurement Code.

The Town Procurement Officer shall coordinate with the requesting department, Finance, and the Town Attorney, as appropriate, to promote compliance with applicable grant requirements.

9.7 Ethics & Professional Conduct

Town employees participating in procurement activities shall conduct themselves in accordance with Town Code, Chapter 112, Florida Statutes, Town policies, and other applicable laws.

Questions regarding conflicts of interest, gifts, vendor communications, or other ethics matters should be directed to the Town Procurement Officer or the Town Attorney prior to taking action.

9.8 Continuous Improvement

The Town encourages continuous improvement of procurement practices through training, technology, process evaluation, collaboration, and professional development.

Recommendations for improving procurement procedures may be submitted to the Town Procurement Officer for consideration during future revisions to this Manual.

Section 10 – Administrative Forms, Templates & Resources

Forms

- Sole Source Justification
- Emergency Procurement Authorization
- Evaluation Committee Conflict Form
- Procurement Recommendation Memorandum
- Change Order Form
- Contract Renewal Checklist
- Contract Closeout Checklist
- Surplus Property Authorization
- Vendor Responsibility Questionnaire

Templates

- IFB Template
- RFP Template
- RFQ Template
- ITN Template
- CCNA Template
- Cooperative Procurement Request Template
- Notice of Award
- Notice to Proceed
- Cooperative Linking Agreement

Resources

- Cooperative Purchasing Directory
- Insurance Requirements Matrix
- Bond Requirements Matrix
- Procurement Calendar

- Records Retention Guidance
- BeaconBid User Guide
- ERP User Guide
- Procurement Flowcharts
- Department Procurement Quick Reference Guide

SAMPLE



Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL
33330-2628
(954) 434-0008 Town Hall
(954) 434-1490 Fax

Town Council
Steve Breitkreuz, Mayor
Gary Jablonski, Vice Mayor
Jim Allbritton, Council Member
Bob Hartmann, Council Member
David S. Kuczenski, Esq., Council Member

Russell C. Muniz, ICMA-CM, Town Administrator
Keith M. Poliakoff, JD, Town Attorney
Debra M. Ruesga, Town Clerk
Emil C. Lopez, CPM, Town Financial Administrator

COUNCIL MEMORANDUM

TO: Honorable Mayor Breitkreuz and Town Council
VIA: Russell C. Muñiz, Town Administrator
FROM: Kathryn Sims, Deputy Town Administrator
DATE: 8/13/2026
SUBJECT: First Amendment to Public Safety ILA

Recommendation

Recommend Town Council consideration and approval of the resolution.

Unanimous Vote of the Town Council Required?

No

Strategic Priorities

A. Sound Governance

C. Reliable Public Safety

Background

The First Amendment to the Interlocal Agreement with the Town of Davie allows for the following:

- a) Increasing the number of days for Ranches to rectify any building deficiencies from 30 to 90 days;
- b) Increasing the number of days for Davie to rectify any damage caused by Davie from 30 to 90 days;
- c) Providing procedures for addressing any deficiency that affects the health, safety, and welfare of Dave firefighters;
- d) Requiring the Southwest Ranches Volunteer Fire Department to fully vacate the current fire station by October 1, 2027, with a \$500 a day penalty if Ranches fails to do so;
- e) Requiring Ranches to construct a new fire station which shall be in operation no later than

April 1, 2029, with a \$500 a day penalty if Ranches fails to do so.

Fiscal Impact/Analysis

Costs are unknown at this time on a temporary facility for the Volunteer Fire Department beginning on October 1, 2027.

No other fiscal impacts are expected through this First Amendment.

Staff Contact:

Russell C. Muñiz, Town Administrator

ATTACHMENTS:

Description	Upload Date	Type
Resolution - TA Approved	8/7/2026	Resolution
Public Safety ILA	8/7/2026	Agreement

RESOLUTION NO. 2026 - XXX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN THE TOWN OF SOUTHWEST RANCHES AND THE TOWN OF DAVIE FOR THE DELIVERY OF PUBLIC SAFETY SERVICES, INCLUDING EMERGENCY MEDICAL, FIRE PROTECTION, FIRE & LIFE SAFETY, AND POLICE SERVICE; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR AND TOWN ATTORNEY TO EXECUTE SAID FIRST AMENDMENT; AND PROVIDING AN EFFECTIVE DATE THEREFORE.

WHEREAS, both the Town of Southwest Ranches ("Ranches") and the Town of Davie ("Davie") are contiguous municipalities located within Broward County, Florida; and

WHEREAS, on August 10, 2023, via Resolution 2023-066 the Town adopted an interlocal agreement, pursuant to 166.0495, Florida Statutes, whereby Davie would provide such public safety services to Ranches for a ten-year term commencing October 1, 2023; and

WHEREAS, Ranches and Davie are desirous of entering into the First Amendment to the Interlocal Agreement, to revise Section 14.1 of the Agreement in substantially the same form as that attached hereto as Exhibit "A", which includes the following:

- a) Increasing the number of days for Ranches to rectify any building deficiencies from 30 to 90 days;
- b) Increasing the number of days for Davie to rectify any damage cause by Davie from 30 to 90 days;
- c) Providing procedures for addressing any deficiency that affects the health, safety, and welfare of Dave firefighters;
- d) Requiring the Southwest Ranches Volunteer Fire Department to fully vacate the current fire station by October 1, 2027, with a \$500 a day penalty if Ranches fails to do so;
- e) Requiring Ranches to construct a new fire station which shall be in operation no later than April 1, 2029, with a \$500 a day penalty if Ranches fails to do so; and

WHEREAS, Ranches believes that the entering into this First Amendment to the Interlocal Agreement is in the best interest, of the health, safety, and welfare of its residents; and

WHEREAS, the Ranches and Davie believe that the First Amendment to the Interlocal Agreement, and terms and conditions stated therein, are mutually beneficial and that it is in the best interest of the public to enter into this Interlocal Agreement;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Southwest Ranches, Florida, as follows:

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The Town Council hereby approves the First Amendment to the Interlocal Agreement between the Town of Southwest Ranches and the Town of Davie for the delivery of public safety services, including emergency medical, fire protection, fire & life safety, and police services, in substantially the same form as that attached hereto as Exhibit "A".

Section 3. The Town Council hereby authorizes the Mayor, Town Administrator and Town Attorney to enter into the First Amendment to the Interlocal Agreement in substantially the same form as that attached hereto as Exhibit "A" and to make such modifications, additions and/or deletions which they deem necessary and proper to effectuate the intent of this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

{Signatures appear on the following page.}

PASSED AND ADOPTED by the Town Council of the Town of Southwest

Ranches, Florida, this 13th day of August, 2026 on a motion by

_____ and seconded by _____.

Breitkreuz _____
Jablonski _____
Allbritton _____
Hartmann _____
Kuczenski _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Steve Breitkreuz, Mayor

Attest:

Debra M. Ruesga, Town Clerk

Approved as to Form and Correctness:

Keith Poliakoff, Town Attorney
1001.2026.080

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**FIRST AMENDMENT TO THE PUBLIC SAFETY SERVICES AGREEMENT BETWEEN THE
TOWN OF DAVIE AND THE TOWN OF SOUTHWEST RANCHES**

This First Amendment to the Public Safety Services Agreement between the Town of Davie (“DAVIE”) and the Town of Southwest Ranches (“RANCHES”) is made and entered this ____ day of _____, 2026.

RECITALS

WHEREAS, on August 16, 2023 DAVIE and RANCHES entered into an Agreement for Public Safety Services (“Agreement”);

WHEREAS, certain timetables within the Agreement need to be extended;

WHEREAS, both parties are desirous of amending the Agreement as follows:

TERMS AND CONDITIONS

1. The above recitals are true and correct and are incorporated herein.
2. Section 14.1 is hereby amended as follows:

Any modular structure or building that is owned by RANCHES’ and utilized by DAVIE shall, at all times, be kept in accordance with industry standards for like kind structures. If any modular structure or building owned by RANCHES is deemed, upon consultation between the parties, to not be up to industry standards, RANCHES shall have ninety (90) days to rectify the deficiency. If at the end of the ninety (90) days, the deficiency is not rectified, DAVIE shall have the authority to rectify the deficiency and invoice RANCHES the cost for rectifying the deficiency. RANCHES shall have thirty (30) days upon receipt of said invoice to remit payment to DAVIE. DAVIE shall be responsible for all damages caused by DAVIE, and upon notice, shall be given ninety (90) days to rectify the deficiency. If at the end of the ninety (90) day period the deficiency is not rectified, RANCHES shall have the authority to rectify the deficiency and invoice DAVIE the cost for rectifying the deficiency. DAVIE shall have thirty (30) days upon receipt of said invoice to remit payment to RANCHES.

If the deficiency affects the health, safety, and welfare of DAVIE Firefighters, RANCHES Building Official shall meet with DAVIE Building Official within seven (7) days of notice, to inspect the deficiency. If both Building Officials determine the deficiency affects the health, safety, and welfare of DAVIE Firefighters, RANCHES shall rectify the deficiency within ninety (90) days if the cost is less than \$250,000. In the event the cost is greater than \$250,000

then RANCHES shall have one hundred and eighty (180) days to rectify the deficiency. In the event RANCHES Building Official and DAVIE Building Official disagrees on whether the deficiency affects the health, safety, and welfare of the DAVIE Firefighters, then the Parties shall retain a mutually agreed upon third party inspector, within fourteen (14) days. The third party inspector shall inspect the deficiency and submit a determination within fourteen (14) days of being retained. Both Parties agree the determination of the mutually agreed upon third party inspector shall be binding. The Parties shall split the costs of inspection evenly. RANCHES shall utilize its emergency procurement powers and rectify the deficiency if it is determined the deficiency affects the health, safety, and welfare of the DAVIE firefighters.

RANCHES Volunteers shall fully vacate the current modular structure owned by RANCHES but utilized by DAVIE, no later than October 1, 2027. For the purposes of this section, “fully vacate” shall mean the complete removal of all personnel, equipment, and personal property, and the relinquishment of any access or control, except for access reasonably necessary for service, inspection, repair, or maintenance of the modular structure. “Fully vacate” does not include the removal of fixtures, IT infrastructure, or the Fire Incident Alerting System.

In the event RANCHES Volunteers fail to fully vacate the current modular structure owned by RANCHES but utilized by DAVIE by October 1, 2027, RANCHES shall incur a \$500 per day penalty, which shall be remitted to the Town within thirty days upon incurrence of the penalty. Additionally, if RANCHES Volunteers fail to fully vacate the modular structure by October 1, 2027, DAVIE shall not be obligated to house, station, or assign such additional personnel at that location. In such event, DAVIE, may assign, station, deploy, house, or otherwise place the personnel that would have been placed in the modular structure at any location within DAVIE’s fire rescue system, as determined by DAVIE in its sole discretion. RANCHES acknowledges that in the event DAVIE personnel are moved out of the modular structure, due to RANCHES failure to timely vacate said structure, this may reduce or eliminate the call-response benefit of having personnel located at Fire Station 112 for RANCHES.

RANCHES shall construct a new fire station which, absent a Force Majeure event as defined in Section 31.23, shall be in operation no later than April 1, 2029. The new fire station shall be constructed with reasonable access to Griffin Road in a location reasonably accepted by DAVIE. The fire station design shall be created in consultation with DAVIE.

In the event the new fire station is not move in ready by April 1, 2029, RANCHES shall incur a \$500 per day penalty, which shall be remitted to the Town within thirty days upon incurrence of the penalty.

3. This First Amendment shall take effect upon execution by both parties.
4. Except as provided herein, the terms, conditions, and covenants of the Agreement shall remain in full force and effect.

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FIRST AMENDMENT TO THE PUBLIC SAFETY SERVICES AGREEMENT BETWEEN THE TOWN OF DAVIE AND THE TOWN OF SOUTHWEST RANCHES

IN WITNESS WHEREOF, the parties have made and executed this First Amendment on the respective dates under each signature: DAVIE signing by and through its Mayor, duly authorized to execute same by Council action on the ____ day of _____, 2026, and RANCHES signing by and through its Mayor, duly authorized to execute same by Council action on the _____ day of _____, 2026.

TOWN OF SOUTHWEST
RANCHES

By: _____
Steve Breitzkreuz, Mayor

Date: _____

ATTEST:

By: _____
_ Debra Ruesga, Town Clerk

APPROVED AS TO FORM

By: _____
Keith M. Poliakoff, Town Attorney
1001.2026.81

**FIRST AMENDMENT TO THE PUBLIC SAFETY SERVICES AGREEMENT BETWEEN THE
TOWN OF DAVIE AND THE TOWN OF SOUTHWEST RANCHES**

IN WITNESS WHEREOF, the parties have made and executed this First Amendment on the
respective dates under each signature: DAVIE signing by and through its Mayor, duly
authorized to execute same by Council action on the ____ day of _____, 2026,
and RANCHES signing by and through its Mayor, duly authorized to execute same by
Council action on the _____ day of _____, 2026.

TOWN OF DAVIE

By: _____
Judy Paul, Mayor

Date: _____

ATTEST:

By: _____
Evelyn Roig, Town Clerk

APPROVED AS TO FORM

By: _____
Allan Weinthal, Town Attorney

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HISTORIC PRESERVATION BOARD

1 North University Drive, Box 102
Plantation, FL 33324
Phone: 954.357.9731
Broward.org/History

*"Recognizing and Celebrating
Broward County Pioneers since 1973"*

July 30, 2026

Steve Breitkreuz
Mayor
Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, Florida 33330

Dear Mayor Breitkreuz:

The Broward County Historic Preservation Board is pleased to announce that its 2026 Pioneer Day event will be hosted by the Deerfield Beach Historical Society and City of Deerfield Beach on **Saturday, November 7, 2026** at 12 pm at the Johnny L. Tigner Community Center, 435 SW 2nd Street, Deerfield Beach.

We are certain your municipality or organization will want to be part of this special day, so please participate by selecting one community "Pioneer" to be honored. When reviewing your nominees, please consider first and foremost candidates who have made outstanding and/or unique contributions to the community, pioneer family descendants or those who have made your community a better or special place. If you are a historical society/organization associated with a municipality, we ask that you work with your municipality to select your Pioneer for 2026.

Nominating a Pioneer is simple, just complete the enclosed Pioneer Nomination and Biographical Data Form and please return by email to either HPB@broward.org or rferrer@broward.org no later than August 31, 2026.

Alternately, the form can be mailed to:

Broward County Historic Preservation Board
c/o Rick Ferrer, HPO
Housing and Urban Planning Division
1 North University Drive, Box 102
Plantation, FL 33324

Please provide two (2) high-resolution photographs of your nominee (one current photograph and one "historical") with the nomination form. The souvenir Program for the event will include brief biographical information for each nominee based on the information you provide. Please provide a maximum of one-page typewritten double-spaced biography. We reserve the right to edit the information as needed for the publication. If you submit more biographical information, we will be glad to include it in the Historic Preservation Board's biographical files.

This year the Board also requests your nomination, one in each category, for the following awards:

- **Judge Clayton Nance Memorial Award** – This award is presented to a person or group devoted to the study and/or promotion of local history.
- **Dr. Cooper C. Kirk Award** – This award is presented to a person or group that have published works highlighting our local history and/or historical research.
- **Stuart P. McIver Historian's Award** – This award is presented to a person, group, firm or company that has contributed to the mission of historic property preservation/conservation, restoration, rehabilitation or adaptive re-use.

We look forward to receiving your nominees and to working with you as Pioneer Day approaches. This will be an exceptional salute at an exceptional time, and we know that our beautiful and historically rich host City of Deerfield Beach (celebrating 101 years since its founding) will host us in exceptional fashion.

Thank you,



Derek Davis, Chair
Broward County Historic Preservation Board

Enclosure

cc: Russell C. Muñiz, Town Administrator
Danielle Caban, Executive Assistant to Town Administrator
Rick Ferrer, County Historic Preservation Officer

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RETURN FORM BY EMAIL OR MAIL TO: Broward County Historic Preservation Board c/o Rick Ferrer

Email: hpb@broward.org or rferrer@broward.org

Mailing Address: Broward County, Housing & Urban Planning Division - Historic Preservation Program
1 N. University Drive, Box 102, Plantation, FL 33324

2026 PIONEER DAY NOMINATION AND BIOGRAPHICAL INFORMATION FORM

In selecting a nominee for Broward County Pioneer, please include as a primary consideration the individual's contribution to his/her community. Length of residence in Broward County should not be the basis for selection. Please include sufficient biographical information and 2 photographs of the nominee (1 current; 1 'historical').

Nominating Entity (Including email, phone number):

Pioneer's Name:

Pioneer's Mailing Address (Including city, state, zip):

Pioneer's Telephone and Email:

Pioneer's Place and Date of Birth:

Date of arrival in Broward County; if born elsewhere:

Spouse/Domestic Partner Name (if applicable):

Child(rens) Name(s) (if applicable):

Mother's and Father's Names:

Education:

Memberships/Hobbies/Volunteerism:

Reminiscences of the Pioneer's Life in Broward County:

AWARDS NOMINATION FORM - PIONEER DAY 2026

Your input is requested for the following awards categories recognized on Pioneer Day:

- **Judge Clayton Nance Memorial Award** – This award is presented to a person or group devoted to the study and/or promotion of local history.

Nominee name and brief reason for nomination:

Nominee contact information (mailing address, email, phone number):

- **Dr. Cooper C. Kirk Award** – This award is presented to a person or group that have published works highlighting our local history and/or historical research.

Nominee name and brief reason for nomination:

Nominee contact information (mailing address, email, phone number):

- **Stuart P. McIver Historian's Award** – This award is presented to a person, group, firm or company that has contributed to the mission of historic property preservation/conservation, restoration, rehabilitation or adaptive re-use.

Nominee name and brief reason for nomination:

Nominee contact information (mailing address, email, phone number):

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SATURDAY, NOVEMBER 7, 2026 12 NOON
JOHNNY L. TIGNER COMMUNITY CENTER
Oveta McKeithen Recreational Complex
445 SW 2nd Street, Deerfield Beach, FL 33441

