

Resolution No. 2025-3424

A Resolution of the City Commission of the City of Sanford, Florida adopting overall general City of Sanford purchasing and procurement policies that are consistent with the requirements of the *City Charter*; providing for purposes and findings; providing for the adoption of an exhibit and incorporations thereof; providing for implementing administrative actions by the Charter Officers of the City; providing for conflicts; providing for a savings provision; providing for severability and providing for an effective date.

Whereas, Section 2.04 of the *City Charter of the City of Sanford* relates to the general powers and duties of the City Commission and provides that “[a]ll powers of the City shall be vested in the Commission, except as otherwise provided by law or this charter, and the Commission shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the City by law”; and

Whereas, Section 3.04 of the *City Charter of the City of Sanford* relates to the powers and duties of the City Manager and provides, in pertinent part that “[t]he City Manager shall be the chief administrative officer of the City. The City Manager shall be responsible to the Commission for the administration of all City affairs placed in his or her charge by or under this Charter” and the *City Charter* then provides that the City Manager is assigned specific administrative powers and duties, but is not assigned policy setting authority for general City government; and

Whereas, Article V of the *City Charter of the City of Sanford* relates to the fiscal matters of the City of Sanford’s municipal government with the budgetary and purchasing powers being vested in the City Commission and the City Manager having the duty and obligation to implement the fiscal and policy decisions of the City Commission; and

Whereas, the budgetary administration of the City is inherently intertwined with the procurement of goods and services and, thus, the purchasing and procurement policies

of the City; and

Whereas, basic purchasing policies of the City are conducted on the basis of full and open competition to the greatest extent possible, with award being made to:

- i. the lowest responsive responsible bidder under Invitations to Bid, or
- ii. the best value proposer under requests for proposals that involve pricing as a competitive selection factor, or
- iii. the highest ranked technical proposer(s) with which a fair and reasonable price may subsequently be negotiated under solicitations that do not involve pricing as an initial competitive selection factor; and

Whereas, basic purchasing policies of the City are intended to ensure:

- i. that all specifications or statements of work included in City purchasing actions accurately describe the essential needs of the City, and contain no artificial or arbitrary requirements that limit competition or increase cost,
- ii. that each purchasing action is conducted in accordance with the best interests of the City and with the highest level of integrity and fairness to all involved parties throughout the acquisition cycle,
- iii. that all City purchasing operations be conducted in compliance with Federal, State and local laws, as applicable, and ensure adherence to the highest degree of ethical standards, and
- iv. and that transparency and community inclusion be sustained throughout the entirety of the purchasing process; and

Whereas, it is the desire of the City Commission of the City of Sanford to adopt, based upon the recommendations of City staff, the attached overall and general

purchasing policies of the City in order to provide an organized and structured methodology to make procurement decisions; and

Whereas, the City Commission of the City of Sanford desires to establish a formal general and overall purchasing policies of the City as set forth herein said policy being, in every respect, consistent with the provisions of the *City Charter*,

Whereas, the City Commission of the City of Sanford hereby finds and determines that the adoption of the policies set forth herein are in the best interests of the citizens of the City of Sanford.

Now, Therefore, Be It Resolved by the City Commission of the City of Sanford, Florida, as follows:

Section 1. Legislative and Administrative Purposes and Findings.

(a). The foregoing recitals (whereas clauses) are incorporated herein by reference and adopted as legislative and administrative findings in support of the matters set forth in this Resolution and made a part hereof.

(b). The City of Sanford has complied with all requirements and procedures of Florida law in processing and adopting this Resolution.

Section 2. Basic Purchasing Policies of the City/Incorporation of Exhibit.

(a). The policies attached hereto as Exhibit "A" are hereby adopted by the City Commission, as recommended by City management staff, as the purchasing and procurement policies of the City of Sanford.

(b). The exhibit attached hereto as Exhibit "A" is incorporated into this Resolution as a material part thereof as if fully set forth herein verbatim.

Section 3. Implementing Administrative Actions.

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution in accordance with the policy directives of the City Commission and sound and generally accepted public management practices and principles. The City Attorney is hereby directed to review contracts and agreements of the City and the procurement of goods and services to ensure accordance with the provisions of the policies adopted by the City Commission and controlling law. The City Clerk is authorized and directed to attest to, and place the City Seal upon, the documents that are presented to her as approved in accordance with the policies set forth and adopted herein.

Section 4. Conflicts.

All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

Section 5. Savings.

The prior actions of the City of Sanford relating to the adoption and implementation of prior purchasing policies and related actions and activities, of every type of nature, are hereby ratified and affirmed.

Section 6. Severability.

If any section or portions of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

Section 7. Effective Date.

This Resolution shall become effective immediately upon its passage and adoption

Passed and Adopted this 13th day of October, 2025.

**City Commission of the City of
Sanford, Florida**

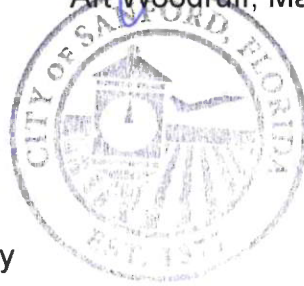


Art Woodruff, Mayor

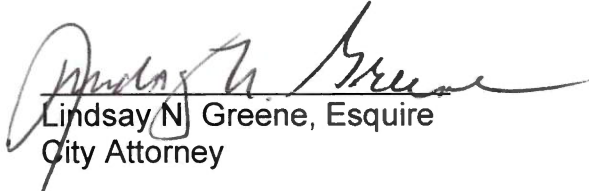
Attest:



Traci Houchin, City Clerk



Resolution approved as to form and legality
and policies approved as to legality:



Lindsay N. Greene, Esquire
City Attorney