



## Ordinances 2011-015 & 2012-008 Procurement code Ethics:

### Section 6: DEPARTMENT RESPONSIBILITY

#### 1. Purchasing

The Town Administrator shall adhere to a high standard of ethics; and promote the Town's reputation for courtesy, transparency, fairness, and impartiality. The responsibility for achieving this goal rests with each individual who participates in the purchasing process.

Staff which may be involved with the purchasing process are responsible for administering purchasing policies and shall be charged with the responsibility of ensuring that all purchases are made legally and responsibly in compliance with this Code and any adopted policies and applicable federal, state, and local laws.

#### 2. User Departments

Shall allow ample time for the Town Administrator to place the order and for the vendor to deliver; providing clear and accurate descriptions of goods and services to be purchased; providing technical specifications; not subdividing any purchase or contract solely to avoid competitive procurement / solicitation or approval requirements as prescribed in this Code; and verifying receipt of commodities or completion of services in accordance with initial purchase request.

### Section 21: CODE OF ETHICS AND CONDUCT

1. To the extent that violations of the ethical standards of conduct set forth in this Code constitute violations of the State Criminal Code they shall be punishable by law or disciplinary actions prescribed in the Town of Southwest Ranches Personnel Manual. The Town employees and officers shall refer to F.S., Section 112.313 and applicable Broward County Code for clear definition.

2. No Town Officer or employee shall bid for, enter into, or be in any manner interested in any contract for Town purchases, nor shall any officer or employee seek to influence the purchase of a product or service from any bidder/offeree; except this restriction shall not be construed to restrict persons from evaluating and appraising the quality and value of the product to be purchased or service to be rendered where the person's scope of employment contemplates advice and counsel with respect to the purchase. In order to avoid the possibility of any misunderstandings regarding compliance with the law and regarding any appearance of impropriety, Town employees or public officers are prohibited from accepting anything of value from vendors.

**Statement of Adoption:** Ordinance 2011-015 Procurement Policy of the Town of Southwest Ranches, revised in Ordinance 2012-008 including Section 6 and section 21 above has been adopted by:

*V. Redman*

Venessa Redman, Senior Procurement & Budget Officer

*10/6/2019*

Date

*Martin Sherwood*

Martin Sherwood, Town Financial Administrator

*10/6/2019*

Date