

## VENDOR HANDBOOK

**INFORMATION FOR VENDORS  
DOING BUSINESS WITH THE  
CITY OF CORAL SPRINGS, FLORIDA  
FINANCIAL SERVICES DEPT./PURCHASING DIVISION  
9551 W SAMPLE RD  
CORAL SPRINGS, FL 33065**

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## **PREFACE:**

Welcome vendors! The City of Coral Springs is constantly seeking new sources of supply as well as expansion of business into new areas with our current vendors. All purchases over \$1,000 in cost are made through the Financial Services Dept./Purchasing Division, 9551 W. Sample Road, Coral Springs, Florida 33065 including construction and capital improvement procurements.

VENDORS, PLEASE BE ADVISED THAT A PURCHASE ORDER OR CONTRACT ISSUED BY THE PURCHASING DIVISION IS REQUIRED PRIOR TO THE PROVISION OF GOODS AND/ OR SERVICES OVER \$1,000. IF YOU PROVIDE GOODS AND/OR SERVICES OVER \$1,000 IN VALUE FOR THE CITY WITHOUT A PURCHASE ORDER OR CONTRACT, YOU DO SO AT YOUR OWN RISK AND HAVE NO ASSURANCE OF PAYMENT.

The principal objective of the Purchasing Division is to produce the right quality, in the right quantity, at the right time, and for the right price in a manner that is fair and equitable to all vendors. All purchases are made through a competitive system of formal and informal bidding, which directs purchases to the most responsible and responsive bidder who meets the specifications, terms and conditions. If you require additional information, please call (954) 344-1100 or access the City of Coral Springs website at <http://www.coralsprings.org>.

Though not required, appointments to see the Purchasing Agents are preferred and will help you to complete your business with maximum efficiency. We suggest that initial visits be somewhat general, giving us an introduction to you and your product lines. Subsequent visits are ideal opportunities to explain in detail a single item or service that you provide. Line cards, catalogs and price lists are always helpful.

This guide is not intended, and should not be relied upon, to be a complete statement of all legal requirements applicable to City contracts. Both the City and bidders must at all times be guided by the applicable requirements of law notwithstanding anything contained in this guide.

## **HOW CAN I RECEIVE NOTICE OF BID OPENINGS?**

### **BIDDERS LIST:**

If you wish to receive notice of bid opportunities in your product or service area, simply fill out a Vendor Application in the Purchasing Section of the City of Coral Springs Website, <http://www.coralsprings.org>.

You can download the vendor application and mail it to the following address: 9551 West Sample Road, Coral Springs, Florida 33065. After we receive your completed vendor application, you will then be placed on the Bidders List and will automatically be forwarded formal bid solicitations for the

commodity area(s) you have indicated when there is a need by the City. However, this is not a guarantee. There are times when it may be unclear whether you can provide the specific goods or services required and times when you may not receive the bid notice. Therefore, vendors are encouraged to regularly check the means described below to ensure that you are aware of all solicitations in which you may be interested.

**PUBLIC NOTICE/ADVERTISEMENT:**

Public Notice of all formal bids issued by the Procurement Services Division are posted on the City of Coral Springs website at <http://www.coralsprings.org>. Vendors who have registered electronically will receive e-mail notification of all formal bids/RFP's as they become available.

Notices of all formal bids are posted on the bulletin board in the offices of the Purchasing Division. All bids and proposals are also available upon request by visiting, calling or writing the Purchasing Division.

**INTERNET:**

The City of Coral Springs maintains its own web page on the Internet. Request for Quotations, Invitations for Bid and Request for Proposals can be accessed and downloaded from the Purchasing Section <http://www.coralsprings.org>.

**WHAT ARE PROCUREMENT SERVICES METHODS FOR SECURING BIDS?**

**PROCUREMENT CARDS:**

Procurements of less than \$1,000 are made through Visa Procurement Cards issued to individual City employees from SunTrust Bank.

**SMALL PURCHASES - \$1,000 TO \$2,500:**

A single oral price quotation is acceptable for solicitations up to \$2,500. If the single quotation is not deemed fair and reasonable, multiple quotes will be obtained whenever practical.

**SMALL PURCHASES - \$2,500 - \$9,999:**

The preferred method for obtaining prices for purchases between \$2,500 and \$9,999 is by telephone or facsimile quotation as time permits. In the case of operational necessity, oral quotations are acceptable at the discretion of the buyer. The buyer shall make every effort to ensure the fair and open solicitation of competitive quotes, and award will be made to the most responsive and responsible bidder. Quotations submitted by facsimile are acceptable for purchases in this category.

**PURCHASES BETWEEN \$10,000 AND \$19,999:**

Purchases estimated to cost between \$10,000 and \$19,999 shall be made after obtaining written bids. Notices of Requests for Quotation will be e-mailed to all registered vendors who offer the applicable goods or service.

The date and time for bid opening will allow sufficient time to encourage competitive bidding. The buyer shall make every effort to obtain a minimum of three (3) bids for each item or group of items required. After the receipt of the bids, they will be tabulated and evaluated. Award will be made to the most responsive and responsible bidder.

#### **PURCHASES OVER \$20,000:**

For purchases over \$20,000 the competitive sealed bidding or competitive sealed proposals method is used. The procedure is as follows: (a) the buyer prepares the bid or proposal using the terms and conditions appropriate to the technical specifications; (b) the buyer, with the assistance of the using department, prepares a mailing list utilizing vendors on file, publications and catalogs and other sources, (c) the bid or proposal is posted on the City of Coral Springs website and all electronically registered vendors are notified not less than ten (10) calendar days prior to the date set forth in the notice for the opening of the bid or proposal; (d) bids or proposals are received and tabulated; (e) copies of the tab sheet and all bids are sent to the requesting department for their review and recommendation; (f) an evaluation committee is appointed to review all proposals for ranking and recommendation; (g) award of all bids or proposals over \$20,000 must be approved by the City Commission; and (h) a purchase order and/or contract is issued to the successful bidder or offeror. Under this formal bid process, sealed bids or proposals received by the facsimile machine will not be accepted.

#### **REQUESTS FOR PROPOSALS (RFP):**

Requests For Proposals are often used for purchases of professional services or equipment of a highly technical nature. In addition to price, award is made on the basis of evaluating several criteria, such as experience, qualifications, past performance and other factors. RFP's are designed to select the best proposal based on the criteria stipulated in the RFP. Rather than detailed specifications which are contained in Formal Sealed Bids, the RFP generally includes a series of objectives and a scope of work to be accomplished.

#### **HOW DO I BID ON CITY CONTRACTS?**

##### **BID FORMS:**

Upon learning of an upcoming contract, you may obtain a bid form by writing, visiting or calling the Purchasing Division or accessing the City of Coral Springs website at <http://www.coralsprings.org>. When you request your bid form, ask for it by Title and Bid Number — this information appears in all advertisements, solicitations and notices. The bid form contains the specifications and/or scope of work for the commodity or service being purchased and the terms and conditions governing the bid. It will generally become the actual contract if you are awarded the bid.

Once you have completed the bid form, check for errors, and make sure that all required signatures and attachments (i.e., bid security, product

information, etc.) are included. Then, seal the bid in an envelope with your company's name, Bid Number and Title and Bid Opening Date on the outside of the envelope. Be sure that your bid reaches the location specified in the bid before the time and date specified on the form. Late bids will not be accepted. All formal bids are opened in public, read aloud in the specified location and are available for public inspection. To arrange for an inspection of bid results, contact the Purchasing Division. Direct all questions regarding the bid form to the Purchasing Division.

#### **TELEPHONE QUOTES:**

In Informal Quotation situations, the Purchasing Division obtains quotes by telephone. Such telephone quotes have the same integrity as written quotes, and the most responsive and responsible bidder will receive the award.

#### **SPECIFICATIONS:**

Specifications are detailed descriptions of the intended purchase, establishing the minimum acceptable standards. They are included in the bid documents. If you have any questions, concerns, or objections regarding specifications, contact the person indicated in the bid or RFP proposal, the Purchasing Division, or make inquiries during the pre-bid conference being held for that procurement. The City reserves the right to request that questions concerning interpretation or modification to plans, specifications or contract documents be submitted in writing to the Purchasing Administrator. Responses shall be made in writing in the form of an addendum circulated to all potential bidders. The specifications for some items will ask for a Brand Name or Equal. If you cannot supply the indicated brand name, you may offer a product that is "equal to" or "better than" the brand name quality set forth in the bid proposal. You will be assured of fair competition with other vendors.

**IMPORTANT: Please contact us, before bid opening, if you feel our bid has any requirements which lessen open competition.**

#### **BID SECURITY AND BONDS:**

If bid security is required, it will be specifically stated in the Instructions to Bidders contained in the bid documents.

Bid security is held until the contract is awarded, at which time all bid securities other than the awarded vendor's are released. The awarded vendor's deposit is released when the contract is executed by the City — unless the bid documents stipulate that the deposit will be held throughout the term of the contract.

#### **ADDENDA AND CHANGES IN THE BID/RFP:**

During the course of a formal written bid procedure, changes may take place affecting the terms and conditions or the specifications of the bid. In these instances, a written addendum will be mailed to all vendors who have received bid documents, and notified the City of the receipt of the document.

These changes become an integral part of the bid and should be signed and returned with your bid proposal.

#### **ERRORS IN BIDDING:**

Your bid is your firm offer to enter into a contract with the City. However, if you discover that you have made an honest mistake in your bid, which you can substantiate with documentary evidence, you must notify the Purchasing Division, in writing, before an award is made. The Purchasing Division then has the discretion to release you from your bid, as outlined in the city's Procurement Code.

#### **BID WITHDRAWAL:**

All bids submitted must be firm for the minimum of time stipulated in the bid document. No bidder may withdraw a bid within this time, unless an error is discovered and handled per above. Bids may be withdrawn, by an authorized representative of your firm, prior to bid opening.

#### **HOW ARE AWARDS MADE?**

##### **MOST RESPONSIVE AND RESPONSIBLE BIDDER:**

After bids are read and tabulated, they are analyzed by the department requesting the goods or services to determine the most responsive and responsible bid. Although the time varies, analysis and award is generally completed within forty-five (45) days. An independent review of bid responses is made by the Purchasing Division to determine concurrence with the department recommendation.

##### **BID TABULATIONS:**

Bid tabulations showing bid results are posted on the City of Coral Springs website Purchasing Section, <http://www.coral Springs.org>.

##### **REJECTION OF BIDS:**

Whenever it is in the City's best interest, the Purchasing Administrator reserves the right to reject any and all bids. (Rejection of bids is not done frivolously).

##### **COMMISSION APPROVAL:**

City Commission approval is required for awards exceeding \$20,000.

##### **RIGHT TO PROTEST:**

Any actual or prospective bidder who is allegedly aggrieved in connection with a pending award may protest in writing to the Purchasing Administrator. The written protest will be reviewed by the Purchasing Administrator and the City Attorney's office and a written response rejecting or upholding the protest will be issued.

## **AFTER AWARD—WHAT THEN?**

### **NOTICE OF AWARD:**

If the City has determined that you are the most responsive and responsible bidder, a purchase order may be issued. In the alternative, you may be sent a letter notifying you of the City's intent to award you a contract. This letter will also advise you if there are any requirements necessary for you to complete in order to execute the contract.

### **DELIVERY:**

An official City purchase order or contract is your authorization to commence delivery. Acceptance of delivery is conditioned upon inspection and approval by the receiving department to verify that you have fully complied with the terms of the contract.

### **TAXES:**

The City of Coral Springs is exempt from all Federal Excise and State sales taxes. Exemption certificates will be executed by the Purchasing division upon written request by the vendor.

### **VENDOR DEFAULT:**

Vendors who fail to provide goods and/or services in accordance with the terms and conditions of their contract will be held in default. The City will hold such vendors liable for all extra costs incurred in the procurement of the goods and/or services from another vendor. Such default may also subject the vendor to suspension from doing business with the City.

### **CHANGE ORDERS AND MODIFICATIONS:**

Occasionally, after a contract has been awarded, changes occur in either price, time, or performance. If the contract provides for modifications, it is done by a written change order or contract amendment, which is sent to the vendor. Please note that the contract will specifically state the circumstances under which changes are allowed. Vendors must follow the guidelines in the contract to submit or respond to change requests.

### **VENDOR PAYMENT:**

Payments are approved by the department that orders the goods and/ or services. Invoices should be sent directly to the address specified on the purchase order. Questions regarding payments can best be answered by the Accounts Payable Department, (954) 344-5924 or (954) 344-1096. To ensure prompt payment of a purchase order, invoices containing the proper information must be submitted to the address indicated on the purchase order.

Invoices must contain proper quantities, units and total prices as stated on the purchase order. No payments will be issued prior to receipt and acceptance of commodities and services by authorized City representatives.

The City's computerized purchase system encumbers funds simultaneously as the order is input. The purchase order is faxed the same day and is ready to process for payment immediately upon receipt and acceptance of goods and services. The City processes most invoices for payment within thirty (30) days, and expedites payments where additional discounts for prompt payment are offered.

**GIFTS AND GRATUITIES:**

Pursuant to the Code of Ethics for Public Officers and Employees in the Florida Statutes Chapter 112: "No public officer, employee, or candidate may either solicit or accept anything of value – including a gift, loan, reward, promise of future employment, favor, or service – that is based on any understanding that the vote, official action, or judgment of the official would be influenced by such gift."

Purchasing Division

All information is true and accurate at time of printing.

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