



Doing Business with the City of Daytona Beach

Purchasing Department
Ph: 386-671-8080
<http://purchasing.codb.us>

PURCHASE THRESHOLDS: Purchases of all items between \$1,000 and \$25,000 require a minimum of three quotes, normally obtained by the using departments. Verbal quotes are required for purchases of \$1000-\$3000; written quotes are required for purchases of \$3000-\$25,000. The City's formal solicitation threshold is \$25,000, and all bids and proposals over this threshold are awarded by the City Commission. Purchases for Emergencies, Sole Sources, and Personal Services are exempt from competition.

FORMAL SOLICITATIONS: The City posts Invitations to Bid (ITB), Requests for Proposal (RFP), and selected Requests for Quotes on its webpage, <http://www.codb.us/index.aspx?nid=841> under the link, Public Solicitation. Interested Vendors may also request a copy of ITB's and RFP's by sending an email to purchasing@codb.us, by calling 386-671-8080, or by visiting the Purchasing Division Office in person at the address below. The City advertises all formal solicitations (ITB's and RFP's) in the *Daytona Beach News-Journal* and emails notices to vendors who have registered as vendors *and* have listed a commodity or service matching the requirement.

VENDOR REGISTRATION AND VENDOR DATABASE: Vendors interested in doing business with the City of Daytona Beach are encouraged to register as new vendors to ensure they are notified of all ITB's/RFP's pertaining to their respective goods and services they provide, and to be included in the Vendor Database available to departments when they are seeking quotes for small purchases. Vendors may self-register through the Vendor Registration link on the left toolbar of the webpage and should manage their records.

SUBMITTING A BID/PROPOSAL: Responses to formal solicitations (ITB's & RFP's) must be submitted using the forms provided in the solicitation document and must completely comply with the published bid or proposal requirements. In the event there is a discrepancy between unit price and extended price, the unit price will prevail. All bids/proposals must be submitted in a sealed envelope and identified as indicated in the solicitation. Bids may be delivered by mail, overnight carrier, or in person. Offers by phone, fax, or email will not be permitted. It is the responsibility of the Vendor to ensure their bid is in the Office of the Purchasing Agent by the date and time shown in the solicitation. All responses are due at 2:00 on the Opening Date. All late bids will be rejected and returned to the Vendor unopened.

BID OPENINGS: All ITB and RFP openings are open to the public. All interested parties are welcome to witness the opening at the stated date, place, and time. There is no determination of award made at that time. All submittals are subject to a 30-day evaluation period before becoming public record. Bids are reviewed by the Purchasing Division and the department requesting the solicitation. Proposals are evaluated by a Selection Committee at a public meeting. The Committee's recommendation is provided to the City Manager who makes the final determination of the Proposer(s) with whom the City will enter into contract negotiations. A recommendation of award is made to the City Commission, who shall make the award. All Submittals are subject to F.S. 119 "Florida Public Records Law".

APPROVED EQUALS: In some cases, bid specifications may list certain brand names. Unless otherwise noted, this is only for the purpose of establishing a grade or quality of material. The City seeks to maximize competition, so the phrase "or approved equal" is frequently used in conjunction with the brand name. It is the Vendor's responsibility to prove that the product being offered is equal to that which is specified.

PIGGYBACKING: The City occasionally acquires items through "piggybacking" contracts entered into by other government agencies, such as the State of Florida, Volusia County, or the Florida Sheriff's Association. It also utilizes **cooperative purchasing contracts** to procure goods and services through such organizations as US Communities, National IPA, and NJPA.

LOCAL PREFERENCE: The City has a local preference policy for formal solicitations. Some solicitations prohibit the application of local preference. For ITB's, if a "local vendor's" bid is within 10% of the lowest bid, then the local vendor and lowest (non-local) vendor will have the opportunity to submit, within 5 working days of the bid opening, a best and final offer that is equal to or lower than the amount of the original bid. In the event of identical bids submitted as best and final offers, the bid will be awarded to the local vendor. Local preference provisions are also in place for RFP's.

TAXES: The City is exempt from sales tax imposed by State or Federal Government. Exemption numbers and tax exempt certificates shall be furnished upon request.

REJECTION OF QUOTES OR BIDS: The City reserves the right to waive minor irregularities to any bids, proposals, or quotes and to accept or reject any and all bids/proposals/quotes in whole or in part with or without cause if deemed to be in the best interest of the City,

PURCHASE ORDERS: To ensure payment for commodities/services, the Vendor should make certain that they have a valid purchase order in their possession prior to performing any work or delivering any commodities. Purchase Orders are issued after all submittals are checked for compliance with solicitation requirements and purchasing policy and procedures, upon award by Commission (if required), and any required bonds are recorded. Delivery of goods and services shall not be made without first receiving a purchase order (except for P-Card, "Field Purchase Order", or purchases under \$100). Vendor will receive a copy of the purchase order from the requesting department.

DELIVERY: All deliveries shall specify FOB: Destination except when otherwise stated in the Bid/Quote. City reserves the right to cancel an order, or any part thereof, without obligation if delivery is not made in the specified time. Any deliveries made after cancellation of order may be returned at Vendor's expense.

PURCHASING CARDS: Authorized City staff may purchase items with a VISA purchasing card. The City utilizes this methods of payment for small dollar purchases (under \$1000).

SURPLUS LIQUIDATIONS: City uses online auction sites such as GOVDEALS.com to liquidate unwanted items after they are officially declared surplus. Advertising of such auctions is listed in the Legal Ads section of the Daytona Beach News-Journal, and/or on the City's website www.codb.us.

VENDOR APPLICATION: When a Vendor is awarded a purchase for the first time, the "Vendor Application" needs to be submitted unless the Vendor agrees to accept E-Payment through Master Card or if the purchase is made by Purchasing Card. Vendor application can be obtained by emailing the Purchasing Division at purchasing.codb.us. Vendors must also submit their W-9 form. These items can be emailed, faxed, mailed, or delivered in person to the address below. The Vendor must keep the City informed of any and all address changes.

PAYMENT: The City normally pays net 30 days after receipt of a valid invoice or receipt of goods or services, or in accordance with the Florida Prompt Payment Act. In order for an invoice to be considered to be valid, it must include the Purchase Order or Contract number, all information that the City needs to verify the accuracy of the invoice, and the amount of payment due based on the specific requirements, i.e., where partial payments are due upon completion of specific tasks, or where payments are based on hourly rates. In addition, where payment of reimbursable expenses is specifically provided for, an invoice for such expenses will not be valid unless sufficient documentation is provided to verify that such expenses were incurred and that other conditions have been met.

The City also has the ability to make Vendor payments via E-Payables through SunTrust. By registering for this program with SunTrust, Vendors can be paid faster than the 30 days listed above.

WE LOOK FORWARD TO DOING BUSINESS WITH YOU!

City of Daytona Beach Purchasing Department
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