



Doing Business with the City of Daytona Beach

Purchasing Department

Phone: 386-671-8080

[Purchasing Homepage](#)

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 at the ["Public Solicitation"](#) link on the Purchasing web page, through [Vendorregistry.com](#) (a free on-line service). Interested Vendors may also request a copy of ITB's and RFP's by sending an email to [Purchasing](#), dialing 386-671-8080, or by visiting the Purchasing Division Office in person at the address below. The City advertises weekly 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 business, and to be included in the Vendor Database available to departments when they are seeking quotes for small purchases. Vendors may self-register and manage their account through the [Vendor Registration link](#) on the Purchasing web page.

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"**.

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 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 on the City's website at the ["Surplus/Online Auction"](#) link on the Purchasing web page.

VENDOR APPLICATION: When a Vendor is awarded a purchase for the first time, a 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 sending an email to [Purchasing](#). 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 45 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 45 days listed above.

PURCHASING CONTACTS: The City is decentralized for purchases under \$25,000. Each department seeks their own quotes between \$1000 and \$25,000. A vendor must contact each department which pertains to their product or service for future quote opportunities.



Department Contacts

Department	For Quotes	Email	Phone
City Attorney	Veronica Cruz	Email Veronica Cruz	386.-671.8043
City Clerk	Nahed Iskander	Email Nahed Iskander	386.671.8028
City Manager	Shirley Stickney	Email Shirley Stickney	386.671.8011
Code Enforcement	Jennifer Bennet	Email Jennifer Bennet	386.671.8146
Cultural/Leisure Services	Marie Stephens	Email Marie Stephens	386.671.8256
Development Services	Kimberly Flaherty	Email Kimberly Flaherty	386.671.8264
Engineering	Angela Percy	Email Angela Percy	386.671.8611
Facilities Mgt.	Joe Paul	Email Joe Paul	386.671.8722
Finance	Patricia Snowden	Email Patricia Snowden	386.671.8061
Fire	Robin Robinson	Email Robin Robinson	386.671.4009
Fleet Operations	Toni Hollis	Email Toni Hollis	386.671.8682
Florida Tennis Center	Tom Kelly	Email Tom Kelly	386.671.8904
Golf Course	Brian Jaquet	Email Brian Jaquet	386.671.3502
Grounds Maintenance	Sandy Stinson	Email Sandra Stinson	386.671.8554
Halifax Harbor Marina	Barbara Pucci	Email Barbara Pucci	386.671.3604
Human Resources	Ronette Williams	Email Ronette Williams	386.671.8201
Information Technology	Mary McKinnon	Email Mary McKinnon	386.671.7900
Permits & Licensing	Kimberly Flaherty	Email Kimberly Flaherty	386.671.8264
Planning	Jennifer Lynch	Email Jennifer Lynch	386.671.8124
Police	Arlene Armstrong	Email Arlene Armstrong	386.671.5119
Public Works	Anne Blom	Email Anne Blom	386.671.8601
Purchasing	Joanne Flick	Email Joanne Flick	386.671.8080
Redevelopment	Jennifer Lynch	Email Jennifer Lynch	386.671.8124
Risk Management	Athena Phillips	Email Athena Phillips	386.671.8222
Streets Maintenance	Pam Kedenburg	Email Pam Kedenburg	386.671.8711
Utility Billing	Patricia Snowden	Email Patricia Snowden	386.671.8061
Water Utilities	Sonji Hadley	Email Sonji Hadley	386.671.8883
Waste Water	Deborah Foster	Email Deborah Foster	386.671.8823
Water Distribution	Deborah Foster	Email Deborah Foster	386.671.8823
Water Stores	Deborah Foster	Email Deborah Foster	386.671.8823

WE LOOK FORWARD TO DOING BUSINESS WITH YOU!

Joanne Flick, CPPO, CPPB- Purchasing Agent
 Kirk Zimmer, CPPB- Buyer
 Julie Murdock, Office Specialist II
 City of Daytona Beach Purchasing Department
 301 S. Ridgewood Avenue, Room 146
 PO Box 2451
 Daytona Beach, FL 32115-2451
 Phone: 386-671-8080 Fax: 386-671-8085