

Some Bidding Suggestions From Us

DON'T FORGET TO:

- Carefully review and submit all necessary documents requested in the Required Submittals packet (Including signed and dated addenda)
- Bid only those alternates equal to the item specified
- Feel free to review your competitors' submittals online; all submittals become public records
- Advise us if you are experiencing any problems in the process so that a mutually agreeable solution can be worked out
- Be timely with both your bid submittals and with your eventual invoices
- Make sure a purchase order is issued before delivery of any material or service

PLEASE DO NOT:

- Contact the City Council, City Manager or staff members, other than the noted contact person in the Purchasing Division prior to the Council's vote on the solicitation response
- Provide goods/services without a bona fide Purchase Order from the City
- Respond to solicitations for which your company cannot provide the required goods, services, insurance or bonds
- Provide substitute products, services and/or terms and conditions in a manner contrary to the instructions in the original solicitation
- Supply misleading delivery information
- Submit a late response or omit required information
- Ask to change your prices after the City opens your submittal
- Use correction fluid or price items using units of measure contrary to those stipulated in the solicitation

Obtaining a Business Tax Receipt

A City of Palm Coast Business Tax Receipt is required of most persons/companies who transact or carry on business with the City. Please contact our Business Tax Receipt Division at 386-986-3774 to determine the requirements for your business.

CITY OF PALM COAST PURCHASING & CONTRACTS DIVISION

160 Cypress Point Parkway • Suite B106
Palm Coast, Florida 32164

386-986-3730

Fax: 386-986-3724

www.palmcoastgov.com/government/departments/purchasing

Business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Plan to stop in for a visit so that we can learn more about your products and services and possibly direct you to the appropriate department who may be interested in working with you.

Thank you for considering the City of Palm Coast as a partner in the success of your business. We look forward to working with you.



www.palmcoastgov.com

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We'd Like To Do Business



With You!

A Guide to Selling Your Goods & Services to the City of Palm Coast

Getting to Know Us



Greetings from the staff of the City of Palm Coast Purchasing and Contracts Management Division! It is our job to purchase supplies, equipment and materials and to arrange service and contract agreements for the City. Providing quality materials and services for our community, both promptly and economically, is our main objective.

This pamphlet explains our procurement processes and policies to you. We hope it will help you to become more familiar with how we do business and how you can present your product or service more effectively to us.

Local Businesses are Important to Us

The Palm Coast City Council has enacted a Local Bid Preference Policy in order to stimulate business for our local vendors. The ordinance allows businesses in Palm Coast (1st preference)/Flagler County (2nd preference) a 3% bid preference (up to \$900) on solicitations from \$3,000 to \$30,000 and within 5% up to \$10,000 of the actual lowest cost to the City for solicitations over \$30,000.

How To Register as a Vendor

It is essential that business owners wishing to transact with the City of Palm Coast register as a vendor. Registration can be completed online at the City's website: www.palmcoastgov.com/government/departments/purchasing and submitted to the Purchasing & Contracts Management Division (PCMD) for approval. PCMD will review your vendor application and pending this review, you will be entered into the city's financial system. Please note that you may be required to register with the State of Florida through www.sunbiz.org.

Our Bidding Process

City staff obtains quotes to ensure competitive bidding according to the following policy:

\$750-\$2,999 One verbal or email quote
\$3,000-\$14,999 Three verbal or email quotes
\$15,000-\$24,999 Three written quotes
\$25,000 Formal Bidding

How Formal Bidding Works

Here's a brief idea of the formal bidding process:

- Scope of work for a specific project is sent to the Purchasing Office by a City Department
- The project is advertised in the newspaper and posted on the City's website
- A pre-bid conference is held if necessary
- Vendors' bid submittals are due to the Purchasing Office in accordance with the specific bid documents
- Bids are publicly opened and read by the Purchasing staff
- The user department or evaluation committee reviews submittals and makes a recommendation to the Purchasing Office
- Recommended award of the project is submitted to the City Council for approval, based on the lowest responsive and responsible bidder
- The vendor signs the contract, provides bonding and insurance information (if applicable) and the City Clerk officially executes the contract
- A Notice to Proceed (NTP) is issued to begin work

Types of Bidding Processes

ITB (Invitation to Bid) is used when price is the determining factor

RFP (Requests for Proposals) are used when the City has limited specifications and solicits vendors for a particular requirement

RFQ (Requests for Qualifications) are used to determine a company's professional qualifications. RFQs are used when the Consultant's Competitive Negotiations Act (CCNA) applies; i.e. architects, landscape architects, engineers and land surveyors

RFI (Requests for Information) are used for information purposes only and do not lead directly to a Contract with the City

The City of Palm Coast conducts Evaluation/Review Committee meetings for the purpose of ranking and/or short-listing responses to Requests for Proposals and Requests for Qualifications. Meetings are held at City Offices, 160 Cypress Point Pkwy, Suite B-106, Palm Coast, Florida 32164. Dates and times for meetings are noted in the Purchasing section of the City's website under the specific project solicitation.

