



# Vendor Information

## About Palm Coast

The City of Palm Coast is a local government in Flagler County on the northeast coast of Florida. The City has approximately 85,000 residents and is a full-service City government offering a comprehensive list of services. City departments include Utility, Public Works, Administrative Services and Economic Development, Finance, Information Technology, Parks & Recreation, Fire and

Human Resources. The City of Palm Coast contracts with the Flagler County Sheriff's Office for law enforcement services.

Palm Coast was originally developed by ITT Community Development Corp. beginning in the 1970s, and it incorporated as a City on Dec. 31, 1999. It was originally marketed as a retirement community, but now has many families and people of all ages. Palm Coast was one of the fastest-growing cities in the United States in the early 2000s.

Facilities owned and operated by the City of Palm Coast include City Hall, the Utility Office, three water treatment plants, two wastewater treatment plants, a Public Works facility, the Palm Coast Community Center, five fire stations, a dozen City parks, a tennis center, a golf course, a swimming pool, and more than 125 miles of multiuse pathways for walking, running and bicycling.

City Hall and the Utility Office are the two main facilities where citizens do business with the City, and they are open 8 a.m. to 5 p.m. weekdays.

### 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.

Additional information can also be found online at: [Local Business Tax Receipt page on City Website](#)

View the City's full *Purchasing Procedures and Guidelines* at [purchasing page on City Website](#)

## Contact Us

Budget & Procurement Office

160 Lake Ave, Palm Coast FL 32164

Phone: 386-986-3730

Email: [purchasing@palmcoastgov.com](mailto:purchasing@palmcoastgov.com)

[Purchasing page on City Website](#)

## Important Links

City Website:

[www.palmcoastgov.com](http://www.palmcoastgov.com)

[Purchasing Procedures and Guidelines](#)

[Purchasing page on City Website](#)

Financial Forms:

[Finance page on City Website](#)

Procurement Portal:

[Bonfire Portal](#)

GovQuote Portal:

[GovQuote Website](#)

## Invoices

Invoices should be submitted to:

[ap@palmcoastgov.com](mailto:ap@palmcoastgov.com)

## How Formal Bidding Works

- Scope of work for a specific project is sent to the Purchasing Office by a City Department
- The project is advertised in the News-Journal Tribune newspaper (Wednesday edition) and posted on the City's website
- A pre-bid conference is held if necessary
- Vendors' bid submittal is uploaded to the City's procurement portal (Bonfire) in accordance with the specific bid documents
- Bids are publicly opened and read by staff
- Evaluation committee reviews the submittals and scores the submissions based on the project criteria
- Once the project has been evaluated and decision has been made the Notice of Intent to Award (NOIA) is posted on the City's procurement portal (Bonfire).
- Contract is executed
- Notice to Proceed will be issued to begin work

## Procurement Portal

Vendors wishing to solicit business from the City of Palm Coast should register on the City's procurement portal. The procurement portal enables the City to accept and evaluate bids/proposals electronically. You must be registered on the procurement portal in order to download any solicitation documentation. Register & view public bid opportunities: Bonfire Portal



The City of Palm Coast, Florida uses the **GovQuote** web tool to secure **QUOTES** for goods and services. This site is **NOT** used for bids, only for the collection of quotes for goods and services. Please register to ensure you receive notification for all requests for quotes at: **Govquote**

## Local Bid Preference Policy

The City has a Local Bid Preference Policy designed to aid local vendors. The Policy allows Local Vendors to be awarded a solicitation if their cost to is within 3%-5% (depending on amount) up to total of \$20,000. Preference is given first to a vendor/contractor with a business address located within the City of Palm Coast. If no vendors/contractors with a local business address respond to a solicitation, preference is then given to vendors/contractors with a business address located within Flagler County. **Purchases that are funded in whole or part by assistance from any federal, state, or local agency that disallows local preference are exempt.**

## Bidding Information

### DON'T FORGET TO:

- Carefully review and submit all necessary documents requested in the required submittals packet (Including signed and dated addenda) through the procurement portal. Any emailed, mailed, or hand delivered submittals will not be considered
- Advise us if you are experiencing any problems with the submission 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
- Submit all questions regarding the project via the procurement portal

### PLEASE DO NOT:

- Contact the City Council, City Manager or staff members, other than the noted contact person in the Central Services Division prior to the Council's vote on the solicitation response
- Provide goods/services without a 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 submittal
- Offer Gifts—NO GIFTS ACCEPTED

## Registering as a Vendor

Vendors wishing to solicit business from the City of Palm Coast should register on the City's procurement portal. **Once a vendor is selected through the procurement process, the vendor will be required to complete the vendor registration process.** Please note that you may also be required to register with the State of Florida through Sunbiz. Sunbiz Website