



Doing Business with The City of Greenacres

Thank you for your interest in doing business with the City of Greenacres. Our Purchasing Staff has compiled this guide to serve as an important resource for new vendors who wish to participate in the City's procurement process. The intent of this guide is to educate our vendors on the procurement policies and procedures for working with the City. This guide will provide the necessary information to successfully do business with the City.

This information is a general guide and, in no way, replaces the City's Procurement Code. Vendors must follow the instructions, specifications, terms and conditions set forth for each individual solicitation. The City's Procurement Code is located on the Municipal Code Corporation (MCC) website <http://www.municode.com>. After accessing the website, click on the following links to locate the Policies; OnlineLibrary/Florida/Greenacres/Code of Ordinances/Part 1 Charter/Article VII contracts.

Vendor Registration

Vendors may request a vendor registration packet via mail by contacting the City of Greenacres Purchasing Division at: (561)642-2030. Please mail or fax applications to: (561)642-2037 or use the vendor registration module located at: http://www.ci.greenacres.fl.us/dept_finance/bids.htm





The Purchasing Division reviews, approves, and issues Purchase Orders for all City departments. Individual City departments and divisions obtain quotes for budgeted items and services up to \$10,000. The Purchasing division coordinates procurements over \$10,000. Current solicitations may be viewed online: http://www.ci.greenacres.fl.us/dept_finance/bids.htm

Solicitations

Invitation to Bid (ITB) this is the standard method of solicitation for bids over \$10,000. Terms and conditions, detailed specifications, bid forms, survey forms, and other documents accompany the Invitation to Bid. All bids are received sealed and are opened in public. Once bids are opened, no changes in scope or price are allowed.

Request for Proposal (RFP) this is similar to an Invitation to Bid. It is generally used for services, when soliciting vendors' ideas or when the award is based on criteria other than price. A RFP requires the vendor to submit a detailed proposal to solve the problem described in the RFP. This method allows for negotiation with the best-evaluated proposal in the scope of services, price and delivery.

Request for Qualifications (RFQ) this method is utilized primarily for the acquisition of professional services. A RFQ requires vendors to submit a written statement of qualifications for the proposed project, which typically include: capabilities, adequacy of personnel, past record, experience, or other factors required by the City. Pricing may or may not be included. This method allows for the negotiation on scope, price, delivery and terms.





Procurement Policies

- ❖ Prior to commencing work please contact the City's Building Department to confirm licensing requirements, apply for a City Business Tax Receipt, and any applicable permits. The Building Department can be reached at (561) 642-2052.
- ❖ All vendors/suppliers must meet the insurance requirements for the City.
- ❖ For all non-construction, commodity type procurements, the City's standard payment terms are Net 30, meaning we pay an approved invoice within 30 calendar days of receipt by the City.
- ❖ The City has Standard Purchase Order Terms and Conditions which apply to all orders, unless other terms and conditions are specifically referenced on or attached to the purchase order. Please contact the Purchasing Division for a copy of the Standard Purchase Order Terms and Conditions.
- ❖ Only the Purchasing Division can issue Purchase Orders and/or obligate the use of City funds.
- ❖ City purchases are exempt from sales/use tax. A copy of the City's current Sales and Use Tax Exemption Certificate can be obtained by contacting the Purchasing Division at (561)642-2030.





Thresholds

- ◆ Purchases under \$250 require only one (1) written quote. Though competitive bidding is not required, it is suggested that departments shop for the best price or services for an item.
- ◆ Purchases between \$250 to \$2,499 require three (3) quotes. Quotes can be verbal or written. Departments may solicit vendors by sending a Request for Quotation form.
- ◆ Purchases between \$2,500 to \$9,999 will require three (3) written quotes. Departments may solicit vendors by sending a Request for Quotation form.
- ◆ Purchases and services \$10,000 and over require competitive bidding and approval by the City Council prior to vendor award.

Purchasing Mission and Goals

To provide excellent professional procurement services while maintaining fair and equitable treatment of all persons, maximizing the purchasing value of public funds, and providing safeguards to maintain a procurement system of quality and integrity.

Goals Include:

- ◆ To enhance efficiency of the procurement process for City Departments.
- ◆ To procure the highest quality goods and services at the least cost.
- ◆ To provide value added services to the City through the procurement process.

NON-BINDING NATURE OF THIS PUBLICATION: This publication is designed solely to provide general summary information to those vendors desiring to do procurement business with the City of Greenacres. As such, it is not binding in either a legal or regulatory sense. The procurement activity of the City of Greenacres is performed in accordance with applicable laws, the City of Greenacres Procurement Code and other rules and regulations, which govern the information in this publication. **This publication does not have the force or effect of any law, rule or regulation, and should not be relied upon by bidders in determining their actions.**

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Florida Association of Public Purchasing Officers



SE FL Co-op Group