



DOING BUSINESS WITH THE CITY OF PENSACOLA

VENDOR GUIDE

PREFACE

The City of Pensacola welcomes the opportunity to do business with interested merchants in the community.

The City's Purchasing Office is interested in fostering participation by all qualified business persons offering commodities and services that may be used by the City.

The Purchasing Office has the responsibility to make the most economical acquisition of quality materials and services that will assure efficient operation of City Government.

To that end, it is essential that interested business persons become familiar with the City's purchasing policies and procedures.

The following information will serve as a general guide.

PURCHASING OFFICE

City of Pensacola Purchasing
6th Floor City Hall Building
222 West Main Street
Pensacola, Florida 32502

Telephone: 850/435-1835
Facsimile: 850/435-1700
E-Mail Address:

gmaiberger@cityofpensacola.com
hgoodwyn@cityofpensacola.com
rdonahue@cityofpensacola.com

Business Hours: 8:00 A.M. to 5:00 P.M.

VENDOR APPLICATION / BIDDERS LIST

Purchasing maintains a Bidders List categorized by specific commodities/services. Selected businesses on the bidders list are notified by e-mail when bids are being requested for a commodity in which they may be interested. To have your firm's name placed on the appropriate list of prospective bidders, you can request the vendor application or download and print it from <http://www.cityofpensacola.com/bids>. The completed application should be returned to the Purchasing Office at the above address.

METHODS OF PURCHASE

The following purchasing methods are used by the City to acquire products, services, and equipment:

Informal Quotes (Up to \$500) - the using Department usually solicits verbal quotes from selected vendors. Vendors should take particular care when quoting prices to assure accuracy. Quotes should be provided by the required date and time. The Department selects the lowest and best responsible bidder meeting specifications.

Written Quotes (\$501 to \$25,000) - the Purchasing Office or requesting Department solicits written quotes for purchases from \$501 to \$25,000 by issuance of a written "Request for Quote" to a minimum of three vendors. Usually these Requests for Quote are sent via facsimile (fax). The "Request for Quote" details the quantity of items being purchased and the City's specifications. Vendors must return the completed "Request for Quote" within the designated time period. Buyers review quotes and seek Department concurrence as to which vendor is the lowest and best responsible bidder meeting specifications.

Formal Sealed Bids (\$25,001 or more) - purchases of \$25,001 or more whether a ONE TIME PURCHASE or a CONTRACT, may be acquired through this process.

Legal notices are published in the classified section of two (2) newspapers of general circulation, informing the public of the products or services being bid.

The Invitation To Bid page or complete bid specifications (if available) are posted to the City's website, (<http://www.cityofpensacola.com/bids>), and two bid reporting services, Demandstar by Onvia (www.demandstar.com) and Florida Purchasing Group (<http://www.floridabidsystem.com>).

Bid packages are prepared with appropriate terms and conditions, and detailed specifications including items bid, units, and total (or estimated) quantity desired, instructions for bidding, delivery information, and any special requirements for bidding. Assigned

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dates for a Pre-Bid Conference (if any) and for the Public Bid Opening are also included.

Copies of the bid packages are sent to requesting vendors and are made available at the Purchasing Office.

Sealed bids or proposals are publicly opened and read at the time designated in the bid documents. Public bid openings are held in a selected Conference Room.

Bid tabulations showing bid results are maintained in the Purchasing Office. A copy of the bid tabulation will be posted to the City's website or may be obtained upon request.

Bids are evaluated and recommendations are forwarded to the appropriate level of authority for review, approval, and award.

Purchase orders and/or contracts are awarded to the lowest and best responsible bidder(s) meeting City specifications.

When bidding, please ensure that your bid is fully responsive. Common errors include (but are not limited to):

- Not properly signed by appropriate official
- Bid Security not included (when required)
- Incorrect price extensions
- Incorrect total bid price
- Addenda not acknowledged (when issued)
- Federal Debarment form not included (when required)

Use of Other Government Contracts - the City may purchase commodities and/or services under state purchasing contracts pursuant to F.S. Section 287.042 (2), from vendors at federal contract prices, and from any vendor so long as purchases are at or below listed state/federal contract price and from contracts of other municipal governments or other governmental agencies or political subdivisions providing the vendor extends the same terms and conditions of the contract to the City.

VENDOR RESPONSIBILITIES

- < Assure that a current Vendor Application is on file with the Purchasing Office - even if you have been awarded a bid in the past. Only by filling out the form in its entirety can you be assured of being notified of the City's needs regarding all the Commodities you handle.
- < Notify the City of any changes, i.e.; name, address, products/services offered, or contact information.
- < Read and understand each page of any Request for Quote, Invitation to Bid, or Request for Proposal or Request for Qualifications which you receive.

- < Attend the Pre-Bid Conference (when applicable).
- < Double check your offer prior to submittal.
- < Ensure that your offer is made within the prescribed time limits, and to the proper address.
- < Provide reasonable and competitive prices.
- < Provide all information as required in a Request for Proposal, Request for Qualification, Invitation to Bid or Request for Quote.
- < If awarded, make delivery as specified.
- < Contact Purchasing should you have any questions.

HOW TO SUBMIT A FORMAL SEALED BID

Contents of Solicitations. The Invitation to Bid contains the specifications for the commodity or service being purchased, and the terms and conditions governing the bid.

Adherence to Specifications. Manufacturer's names, trade names, brand information and/or catalog numbers listed in a specification are for information and establishment of quality level desired unless the bid so stipulates and are not intended to limit competition. When the bid allows equal or equivalent products that conform to the required specifications, indicate on the bid form the manufacturer's name, model or catalog number as may be required. You should submit with your bid complete descriptive literature and/or specifications if requested. You should also explain in detail the reason(s) why and how the proposed items will meet the specifications and not be considered an exception and submit adequate information to document this claim. The City of Pensacola reserves the right to be the sole judge of what is equal or equivalent. Bids which do not comply with these requirements are subject to rejection. If you fail to name another item(s) it will be assumed that you are bidding on, and will be required to furnish, goods identical to the bid standard.

DELIVERY

A definite number of days for delivery after receipt of order should be stated by the bidder. The time required for delivery is important and may be a significant factor in determining who shall be awarded the bid.

Delivery instructions are provided on each purchase order. The purchase order number should appear on the shipping or delivery ticket and on each package or container delivered to the City. Failure to meet the specified delivery dates may result in the cancellation of the order.

All formal bids and informal price quotations are to be F.O.B. City of Pensacola, Florida and will be

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considered firm until the order is placed, unless otherwise indicated by the bidder.

INVOICING AND PAYMENT

The City of Pensacola issues checks for payment of invoices on the 10th of each month. The signed receiving copy of the purchase order and a correct invoice must have been received by Accounts Payable Activity prior to the 2nd of the month. Items received on or after the 2nd will be processed in the following month.

To ensure prompt payment of a purchase order, invoices containing the proper information must be submitted to the address indicated on the purchase order. Invoices must reference the Purchase Order Number and must contain proper quantities, unit, and total prices as stated on the purchase order. No payments will be issued prior to receipt of goods and/or services.

All purchases are subject to availability of funds in the City's budget.

The City of Pensacola is exempt from paying taxes imposed by the State and/or Federal governments.

MINORITY/WOMEN BUSINESS ENTERPRISE PROGRAM

The City of Pensacola has implemented a Minority/Women Business Enterprise (M/WBE) program designed to create additional opportunities for certified M/WBE firms. The purpose of this program is to stimulate and encourage M/WBE firms to compete for goods and services purchased by the City.

A Minority or Women Business is defined as a business that is owned and controlled by a minority or women, meaning that minority or woman own at least 51% of the business and control the management and daily operation of the business. Operated business must be located in Escambia, Santa Rosa, Okaloosa, Walton or Mobile, Alabama.

To apply for certification as a M/WBE firm or for further information, please contact the Purchasing Office.

GIFTS AND GRATUITIES

City policy prohibits acceptance of gifts at any time, other than advertising novelties by any employee. Employees must not become obligated to any supplier and shall not participate in any City transaction from which they will benefit directly or indirectly.

HELPFUL HINTS

Selling to the City of Pensacola is not as difficult as you may envision. Some helpful hints to a business interested in selling include:

- < The Bid Proposal Form in the Invitation for Bid must be signed by an authorized person with the authority to legally bind the bidding firm.
- < Written Quotation Requests must be signed by an authorized member of the firm, when required.
- < Bid Security must accompany your bid when required by the Invitation to Bid.
- < Supporting literature (if required) must accompany bid documents.
- < Addenda (when issued) must be acknowledged.
- < Items must be delivered exactly as bid by awarded bidder.
- < Respond to every Invitation to Bid which you may receive - a response of "No Bid" is acceptable; it tells Purchasing that you do not care to bid at this time. State the reason for the "No Bid", and that you would like to continue to receive Invitations to Bid. Failure to respond with a No Bid may result in your firm's name being removed from the Vendor List.
- < Immediately contact Purchasing for clarification of any questions you may have.

IN CONCLUSION

Doing business with a government can be complicated and even inconvenient if there is confusion regarding basic rules and procedures which are necessary to protect the taxpayer.

This publication is an attempt to ensure that doing business with the City of Pensacola is a positive experience.

Proper communication between buyer and seller will avoid confusion and inconvenience.

No single publication can answer all questions or solve all problems occurring in even the most simple business transaction. It is hoped, however, that this effort will provide all parties with sufficient information to avoid the more common pitfalls.

NON-BINDING NATURE OF THIS PUBLICATION

This publication is designed solely to provide general summary information to those wishing to do business with the City of Pensacola. As such, it is not binding in either a legal or regulatory sense. The procurement activity of the City of Pensacola is performed in accordance with applicable law, the City of Pensacola Procurement Code, and other applicable rules and regulations which govern. The information in this publication is intended to summarize various areas of purchasing.