



# **Doing Business With The City of Tallahassee**

City of Tallahassee  
Procurement Services

Revised May 2008

# Our Mission

⇒ *To provide for the purchase and payment of materials, supplies, and services, with the objective that they will be available at the right time and place, in the right quantity and of a quality and price that is consistent with the needs of the City.*



# Our Goals

- ➔ To leverage the City's purchasing power through a centralized purchasing system and the promotion of cooperative partnerships
- ➔ Reduce the cost of government through vendor competition, strategic relationships and alliances
- ➔ To ensure the uninterrupted flow of the City's services to its citizens by obtaining and ensuring the acquisition and delivery of acceptable, quality supplies and services, at the right time in the right quantity and at the price
- ➔ Utilize technology to improve the effectiveness and efficiency of the services provided to both internal and external partners
- ➔ Provide fair and equitable treatment of all vendors who participate in City procurement activities



# General Information

## Procurement Services

Main Office is located at:

300 S Adams St  
Tallahassee, FL 32301

Phone: (850) 891-8280

Fax: (850) 891-8280

Hours of Operation:

8:00 AM to 5:00 PM

Monday through Friday

## Municipal Supply Center

is located at:

Municipal Way  
Tallahassee, FL

Phone: (850) 891-5270

Fax: (850) 891-

Hours of Operation:

7:30 AM to 4:30 PM

Monday through Friday

# General Information

## ➔ Office Visits

Vendor representatives are considered a valuable part of our procurement team as we would not be effective without you. We value your visits, however, we recommend you call for appointments in order to productively utilize our time and yours.

## ➔ Procurement Web Site


For up to the minute bid/contract information, please visit our web site at [www.talgov.com](http://www.talgov.com) . We are listed in the section designated for businesses. This web site includes: 1) links to the City of Tallahassee Procurement bid/contracting information, 2) information on how to get paid 3) links to the City of Tallahassee's surplus auction activities. For questions regarding the Procurement Services website, please contact the Procurement Services Office at (850) 891-8280

## ➔ Vendor Registration

The Purchasing Division of the City of Tallahassee has instituted the DemandStar System to provide current information to potential contractors, consultants, and other types of vendors, as well as the general public. The system allows you to receive the information quickly, at your convenience, whenever and wherever you choose, 24 hours a day, seven days a week. All you need is a fax machine or computer with fax capability. Although the Purchasing Division office hours are 8:00 AM to 5:00 PM Monday through Friday, the DemandStar system is never closed. You can contact our DemandStar System at 407-975-0040 or at 1-800-711-1712.

### Who should use this system?

- Individuals and businesses wanting to become a vendor or supplier for the City of Tallahassee
- Established vendors who need to update their information to remain competitive
- Vendors who want to obtain copies of Bids and Request For Proposals (RFPs)
- Vendors who want to know the status of Bids and RFPs

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- Vendors who want to find current City of Tallahassee Purchasing Division agenda items for the Board of County Commissioners
  - Vendors who need detailed information about the City of Tallahassee's Purchasing Code and Procedures

### What type of information is available on the system?

Legal advertisements, mail order request forms, bid/RFP addendum, bid tabulation sheets and vendor pick up lists are available along with the following:

- Current Procurement Listings
- Formal Contracts and Construction Bids
- Straight Bids
- Annual Bids
- Requests for Proposals (RFPs)
- Professional Service Requests for Proposals (RFPs)
- Current Award Recommendations and Current Board Agenda Items



➔ Local Charitable Contribution Preference

The Local Charitable Contribution Preference in Purchasing and Contracting was established under City Ordinance No. 06-0-47-AA and serves to encourage existing and potential vendors doing business with the City of Tallahassee, to donate funds and/or services to eligible local non-profit agencies that provide beneficial human services to local residents. The initiative allows the City to show appreciation to those vendors who already donate to eligible agencies, by providing them with a preference in the City's procurement activities.

In general, the Local Charitable Contribution Preference in Purchasing and Contracting gives businesses a preference of up to 5% on bids, or 5 bonus points for proposals submitted for City purchases and contracts when they make a certain level of in-kind or cash donation to qualified Tallahassee health and human services organizations. Additional information about this program may be obtained by visiting our website at [Talgov.com](http://Talgov.com) or the United Partners for Human Services website at [UPHS.org](http://UPHS.org)




## ➤ Local Preferences

The City's Local Preference in procurement is established under City Ordinance No.99-O-0059. It provides for up to a 5% preference to those businesses located in Leon, Gadsden, Jefferson and Wakulla counties. In other words, if the low bidder is not "local", and the second bidder is and is within the appropriate percent prescribed by ordinance, then the City may award the bid to the second "local" bidder.

## ➤ Minority Business Enterprise

It is the policy of the City of Tallahassee that minority, women and small business enterprises shall have the maximum opportunity to participate in the performance of work related to the City's activities. Questions related to how to become a certified MBE vendor with the City of Tallahassee please contact the City's MBE Office at (850) 891-6500 or visit our website at [talgov.com](http://talgov.com) for more information.



To obtain vendor participation policies and information about the City of Tallahassee's Minority Business Enterprise Program visit the [Minority Business Enterprise's information page](#) on Talgov.com or contact the City's Economic and Community Development Office, Minority Business Enterprise Division at (850) 891-6500.

## ➔ **Methods of Purchasing**

It is the policy of the City of Tallahassee to secure goods and services under one of the methods of source selection identified below:

- Competitive Sealed bidding
- Competitive Sealed proposals
- Small purchases
- Source Source / Non-competitive Negotiations
- Competitive Negotiations
- Emergency Purchases



## ⇒ Construction Contracts

Construction contracts for City Projects are competitively bid through the Invitation for Bid (IFB) process. IFB's are awarded to the lowest responsive, responsible bidder.

## ⇒ Architectural /Engineering Services

Architectural and engineering services are contracted through Procurement Services. Consultant are selected on the basis of qualification. The acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services shall be made in accordance with the Consultant's Competitive Negotiation Act (CCNA), Section 287.055 of the Florida Statutes.

## ➤ Public Announcement of Bids (Advertising)

Bids shall be publicly advertised by Procurement only on the City of Tallahassee's Web Site and in the Tallahassee Democrat newspaper. Announcements in the newspaper should appear twice, on consecutive Sundays, however, Procurement reserves the right to place notices on other days if necessary.

Advertisements may appear in other circulations, depending on the solicitation, and shall be paid for and coordinated by the department.





## ➔ Bid Openings

Bids shall be opened publicly by Procurement Services in the presence of two or more people at the time, date and place designated in the invitation for bids. The amount of each bid and such other relevant information as deemed appropriate, together shall be open for public inspection in accordance with the City's Public Records Policy and the Florida Sunshine Law.

No decisions of award or rejection are made during the bid opening. No discussions relating to the bids are entered into during the opening.

## ➔ Errors/Withdrawals

The City of Tallahassee will allow for the correction or withdrawal of a bid prior to bid opening. After bid opening, only clarifications and bid withdrawals may be considered.



➤ **Late Bids**

Any bid received in the office designated in the IFB after the exact time specified for receipt will not be accepted and considered unless it is received before award is made and it is determined by Procurement Services that the late receipt was due primarily to City mishandling after receipt.


➤ **Right of Rejection**

The City of Tallahassee reserves the right to reject any one or all bids/proposals, or any part of any bid/proposal, to waive any informality in any bid/proposal, and to award the purchase in the best interest of the City of Tallahassee.

## ➔ Posting of Recommended Award

The Official Bid Tabulation Sheet referencing the recommended bidder(s) to receive award(s) will be posted for review and will remain posted for seventy-two hours (72), excluding weekends and holidays. Bidders wishing to review or request copies of bids or tabulation sheets may do so by making an appointment with the appropriate Purchasing Agent. Bidders desiring a mailed copy of the Tabulation Sheet must submit a self-addressed postal stamped envelope to Procurement Services.





## ➔ Vendor Payment

Payment of invoices shall be made within thirty (30) days after the City of Tallahassee has received, inspected and accepted supplies or services, and a proper invoice has been submitted to the City of Tallahassee's Accounts Payables Section. Payment terms and conditions may be found on the back of each purchase order.

## ➔ Payment Terms

Vendors must insure that payment terms are specifically stated in their bid. Discounts for prompt payments shall be considered in the evaluation of bids.

# FAQ's

## Frequently Asked Questions

- ⇒ **How can I get a copy of a solicitation package?**  
Contact Procurement Services at 850-891-8280. Bids for Construction projects are generally only released through the City's Engineering Department or Procurement Services and almost always require payment in advance. If you are a subscriber to DemandStar System, packages may be obtained through them.
  
- ⇒ **How do I obtain information about City of Tallahassee solicitations or about awarded solicitations?**  
Visit Procurement Services [Bid/RFP information page](#).
  
- ⇒ **What are the procedures for conducting a demonstration of our company's products & services? Whom do we contact?**  
We would prefer that you contact Procurement Services at 850-891-8280. Procurement Services can then direct you to the individual(s) who would be best suited for you to contact.