

opened publicly in the Procurement Department on the date and time specified in the bid. Usually, within hours the bid tabulation is posted on the City's website. Bid tabulations are posted to the Procurement website. Copies may be provided upon request.

- **ITB responses** received by the Procurement Department are forwarded to the using department for acceptance of the lowest responsive and responsible bidder or rejection. A purchase order is sent to the awarded Vendor.
- **RFP responses** are evaluated and scored by a committee, with a recommendation to the City Commission for award. Cost is not the primary factor in sealed proposals. The highest ranked proposal based on criteria usually will include a narrative addressing all of the technical requirements, as well as the facilities, resources, experience, qualifications and past performance.
- Any award over \$25,000 in value requires City Commission approval.

Doing Business on City Property Re-

Contact Information

City of Fort Lauderdale
Procurement Services Department

Hours of Operation:
8 a.m. to 4:30 p.m.

Telephone: (954) 828-5140
Fax: (954) 828-5576
Website: www.fortlauderdale.gov/purchasing
E-mail: purchase@fortlauderdale.gov

ADDITIONAL INFORMATION

quires Insurance

Entering City property to provide services requires General Liability, Automobile Liability and Worker's Compensation Insurance. Proof of coverage is provided in the form of an original Certificate of Insurance, which names the City of Fort Lauderdale as an additional insured. Insurance must be reviewed and approved by the Risk Manager before any work can commence.

- Contracted vendors must submit this insurance to the Procurement Department.
- Non-contracted vendors must submit this insurance to the using department prior to service commencement.

Major Construction Projects

While the Procurement Department does issue bids for some construction projects, they are also issued through the Engineering Department, which maintains its own bidders list and administers all architect and engineering contracts. All interested bidders should visit their website at www.fortlauderdale.gov/engineering or call the Engineering Department at (954) 828-5772.

Minority and Women-Owned Businesses (M/WBE's)

To increase minority vendor participation in the bidding process, all departments are required to contact at least one minority or woman-owned business. A list of minority vendors is provided to each department for this purpose. Please denote your minority or woman-owned business status when completing your vendor registration.

Only formal bids require submission of M/WBE certification. The City of Fort Lauderdale does not certify businesses with an M/WBE status. We accept State of Florida, Broward County or other Florida government/quasi-government M/WBE certification.

CITY OF FORT LAUDERDALE

Vendor Information Guide:

How to do Business with the City of Fort Lauderdale

City of Fort Lauderdale
Procurement Services Department
100 N Andrews Avenue, Room 619
Fort Lauderdale, FL 33301
954-828-5140

www.fortlauderdale.gov

Revised 9/29/08

How to Do Business with the City of Fort Lauderdale

This pamphlet has been prepared to acquaint you with information you will need to participate in bids solicited by the City of Fort Lauderdale. We utilize an e-procurement system, BidSync, to maintain vendor lists, distribute and receive bids and addenda, answer questions concerning bids, and post bid results and awards electronically. A link is provided via our website, or you may access their site directly at www.BidSync.com.

Our Mission: To achieve excellent procurement services through technological advancements, improved procedures and outreach programs, performed with professionalism and teamwork.

Internet Website

A valuable tool for vendors is our internet website: www.fortlauderdale.gov/purchasing. Our site is continually updated and includes:

- Vendor Registration, Class Codes and general information
- Current Solicitations
- Bid Results and Notices of Intent to Award
- Current City Contracts, with links to bid proposals and award letters
- Staff Directory, and
- Public Meeting Notices.

Vendor Registration

Registration is FREE. A direct link to BidSync is provided via our website. There is NO FEE to submit a bid and NO FEE to pay as a winning bidder for City of Fort Lauderdale bids on BidSync. Benefits of registration include:

- Online bid submission
- Online posting of questions and responses
- Automatic e-mail notification of bids that meet your selected criteria, including class codes, region, etc.
- Automatic notification of changes/addenda to a bid via e-mail, fax or telephone
- Robust help system for any questions, and
- Easy tools to help you update and maintain your company information, including mailing address, e-mail address and business name changes.

We Purchase

The City obtains products and services through:

- **Procurement Cards.** Using departments may make small dollar purchases under \$1,000;
- **Informal bids.** Under \$10,000, these bids require at least three quotes and are solicited by the using department via telephone, fax, or online through BidSync;
- **Formal competitive sealed bids and proposals.** Invitations to Bid (ITB's) and Requests for Proposal (RFP's) valued at \$10,000 or more are prepared by the Procurement Department and posted on our website as well as on our office bulletin board.

How to Receive Bids

Formal bids and many informal bids are available on our website.

- Registered vendors receive automatic e-mail notification of available bids that meet criteria selected, such as classification codes, region, etc.
- Registered vendors also receive automatic notification via e-mail, fax or telephone of any changes/addenda to a bid request.
- Bids are available at the Procurement Office as well. Request bids by Bid Number, Title and Opening Date.
- Addenda to bids are noted on our website and on BidSync's website. Registered vendors are automatically notified.

How to Submit Bids

Bids are normally submitted online through BidSync; however, hard copies are also accepted at the Procurement Department office.

- All bids, online and hard copy, are due by 2:00 pm on the opening date unless otherwise noted
- Late bids are not accepted without City Commission approval

How Bids are Awarded

- **Informal bids** are submitted by the using department to the Procurement Department for approval. Upon approval, a purchase order will be sent to the vendor. After acceptable delivery of the product or service, the vendor will submit an invoice for payment. Payment questions are handled by the using department and/or the Accounts Payable office.
- **Formal bids and proposals** are