



Doing Business with the City of Daytona Beach

Purchasing Department

Phone:386-671-8080

<http://purchasing.codb.us/841/Purchasing>

PURCHASE THRESHOLDS: Purchases of all items between \$3,000 and \$25,000 require a minimum of three quotes, normally obtained by the using departments. Verbal quotes are required for purchases of \$3,000-\$10,000; written quotes are required for purchases of \$10,000-\$25,000. The City's formal solicitation threshold is \$25,000, and all Bids and Proposals over this threshold are awarded by the City Commission. Purchases for Emergencies, Sole Sources, and Personal Services are exempt from competition.

FORMAL SOLICITATIONS: The City posts Invitations to Bid (ITB), Requests for Proposal (RFP), and selected Invitations for Quotes (IFQ) on its webpage, <http://purchasing.codb.us/841/Purchasing> under the link, [Public Solicitation-Negometrix](#) (a free online service). The City advertises each ITB and RFP in the Daytona Beach News-Journal, and emails notices to registered Vendors who have included the commodity or service that matches the specific solicitation requirement on their list of goods and services offered.

VENDOR REGISTRATION AND VENDOR DATABASE: Vendors interested in doing business with the City of Daytona Beach are encouraged to register as a vendor to ensure they are notified of all ITB's/RFP's pertaining to their business, and to be included in the Vendor Database. Vendors may self-register through the Vendor Registration link on the webpage by clicking "Vendor Registration" and may manage their records through Negometrix.

SUBMITTING A BID/PROPOSAL: Offers to formal solicitations (ITB's & RFP's) must be submitted online through Negometrix. **PAPER BIDS ARE NO LONGER ACCEPTED.** Offers delivered in-person, by phone, fax, or email will be rejected. It is the Vendors' responsibility to ensure their Bid is submitted prior to the advertised deadline. All late Bids will be rejected by the platform.

SOLICITATION OPENINGS AND EVALUATION: All construction bid openings are open to the public and held online at <https://www.gotomeet.me/DaytonaBeachPurchasing>. There is no determination of award made at that time. All submittals are subject to a 30-day evaluation period before becoming public record. The Purchasing Division and the user department review all Bids to ensure compliance with the solicitation requirements, and to verify the Bidders have the experience, integrity, and resources to perform the work. Preliminary bid tabulation sheets are posted on Negometrix after all Bids/RFPs are opened.

Proposals are evaluated by a Selection Committee at a public meeting. The Committee's provides the City Manager with its recommended short list of Proposers; the City Manager makes the final determination of the Proposer(s) with whom the City will enter into contract negotiations. A recommendation of award is made to the City Commission, who shall make the award. **All Submittals are subject to F.S. 119 "Florida Public Records Law".**

PIGGYBACKING & COOPERATIVE PURCHASES: The City occasionally acquires items through "piggybacking" contracts entered into by other government agencies, such as the State of Florida, Volusia County, or the Florida Sheriff's Association. It also utilizes **cooperative purchasing contracts** to procure goods and services through such organizations as US Communities, National IPA, and NJPA. Accepting the other agency's competitive process and contract terms and conditions saves significant staff resources by eliminating the need to duplicate that competition.

LOCAL PREFERENCE: The City has a local preference policy for formal solicitations. For ITB's, if a "local Vendor's" Bid is within 10% of the lowest Bid, then the local Vendor and lowest (non-local) Vendor will have the opportunity to submit, within 5 working days of the Bid opening, a best and final offer that is equal to or lower than the amount of the original Bid. In the event of identical Bids submitted as best and final offers, the Bid will be awarded to the local Vendor. Local preference provisions are also in place for RFP's. Due to funding sources, some solicitations prohibit the application of local preference.

TAXES: The City is exempt from sales tax imposed by State or Federal Government. Exemption numbers and tax exempt certificates are furnished upon request.

REJECTION OF QUOTES OR BIDS: The City reserves the right to waive minor irregularities to any Bids, Proposals, or quotes and to accept or reject any and all Bids/Proposals/quotes in whole or in part with or without cause if deemed to be in the best interest of the City.

PURCHASE ORDERS: To ensure payment for commodities/services, the Vendor should make certain that they have a valid Purchase Order in their possession prior to performing any work or delivering any commodities. Purchase Orders are issued after all submittals are checked for compliance with solicitation requirements and purchasing policy and procedures, including required approvals. Delivery of goods and services must not be made without first receiving a Purchase Order (except for P-Card, "Field Purchase Order", or purchases under \$100). Vendor will receive a copy of the Purchase Order from the requesting department.

DELIVERY: All deliveries shall specify FOB: Destination. The City reserves the right to cancel an order, or any part thereof, without obligation if delivery is not made in the specified time. Any deliveries made after cancellation of order may be returned at Vendor's expense.

PURCHASING CARDS: Authorized City staff may purchase items with a VISA purchasing card. The City utilizes this methods of payment for small dollar purchases (under \$3,000).

SURPLUS LIQUIDATIONS: City uses Manheim Daytona Beach auction services to liquidate surplus items and equipment, after being officially declared surplus. Auctions are held quarterly. link to Manheim's website is located on our website <http://purchasing.codb.us/841/Purchasing>.

VENDOR APPLICATION: When a Vendor is awarded a purchase for the first time, contact information must be entered into the financial system unless the Vendor agrees to accept E-Payment through Master Card or if the purchase is made by Purchasing Card. Vendors are added to the system through information provided on the Vendor's W-9 form. The form may be emailed, faxed, mailed, or delivered in person to the address below. The Vendor must keep the City informed of any and all address, phone, or email changes.

PAYMENT: The City normally pays net 45 days after receipt of a valid invoice or receipt of goods or services, or in accordance with the Florida Prompt Payment Act. In order for an invoice to be considered to be valid, it must include the Purchase Order or Contract number, all information that the City needs to verify the accuracy of the invoice, and the amount of payment due based on the specific requirements, i.e., where partial payments are due upon completion of specific tasks, or where payments are based on hourly rates. In addition, where payment of reimbursable expenses is specifically provided for, an invoice for such expenses will not be valid unless sufficient documentation is provided to verify that such expenses were incurred and that other conditions have been met. The City also has the ability to make Vendor payments via E-Payables through SunTrust. By registering for this program with SunTrust, Vendors can be paid faster than the 45 days listed above.

DEPARTMENT CONTACTS:

Below are the department phone numbers for each department in the City. Individual departments seek quotes for purchases ranging from \$3000-\$25,000.

Department	Phone	Department	Phone
Business Enterprise Management	386.671.8093	Human Resources	386.671.8200
City Attorney	386.671.8040	Information Technology	386.671.7910
City Clerk	386.671.8023	Leisure Services	386.671.3400
City Manager	386.671.8010	Neighborhood Services	386.671.8190
Code Enforcement	386.671.8146	Permits & Licensing	386.671.8178
Cultural Services	386.671.8250	Planning	386.671.8120
Development Services	386.671.8121	Police	386.671.5110
Employment Services	386.671.8210	Public Works	386.671.8600
Engineering	386.671.8610	Purchasing	386.671.8080
Facilities Mgt.	386.671.8720	Redevelopment	386.671.8180
Finance	386.671.8060	Risk Management	386.671.8220
Fire	386.671.4000	Streets Maintenance	386.671.8710
Fleet Operation	386.671.8680	Traffic Engineering	386.671.8650
Florida Tennis Center	386.671.8900	Utility Billing	386.671.8100
Golf Course	386.671.3500	Utilities Admin	386.671.8823
Grounds Maintenance	386.671.8550	Water Distribution	386.671.8530
Halifax Harbor Marina	386.671.3600	Water Stores	386.671.8530

WE LOOK FORWARD TO DOING BUSINESS WITH YOU!

Joanne Flick, CPPO, CPPB- Purchasing Agent
Kirk Zimmerman, CPPB- Buyer
Julie Murdock, Office Specialist II
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