



How to Do Business with the City of Port Orange

Let's Work Together!

If you produce or sell goods or perform a service and would like to do business with the City of Port Orange, the Purchasing Division should be your first point of contact. Our role is to bring together users and suppliers to ensure that the City receives the best value for all goods and services it uses. The City of Port Orange uses public funds, such as property taxes, to make purchases. As a result, there are certain requirements that both the City and suppliers/contractors must adhere to. Our goal is to help you understand how best to meet these requirements and how to effectively do business with the City of Port Orange.

One of the unique things about working with the City is that we are a local government; therefore, we are accountable to various elected officials, auditors and most importantly, taxpayers. Everything we do is considered “public information” and may be subject to public inspection. We believe that the best way to protect the interest of the citizens we serve is to deal ethically, fairly, and objectively with all suppliers and contractors.

How do I get started?

1. The first step in doing business with the City is to make your business, capabilities, and products known to the Purchasing Division by registering with the electronic bidding website we use, DemandStar at www.demandstar.com.
2. After registering with DemandStar, you will automatically be notified via email when relevant solicitations are available for bidding. All City requests for formal solicitations are published on the DemandStar website, as well as on the Purchasing Division's web page @ <https://www.port-orange.org/bids.aspx>.
3. Also, check the local newspaper. The City advertises solicitation requests in the Daytona Beach News Journal.
4. Be sure to follow up with the Purchasing Division on a periodic basis to keep us informed about any changes in your company or product line. Purchasing needs can be intermittent and periodic contact is important to keep the Purchasing Division aware of your interest.

What are my requirements as a supplier/contractor?

- ❖ Proper Professional Licenses
- ❖ City and Local Business Tax Receipts
- ❖ Registered as a vendor in the State of Florida through Sunbiz (www.sunbiz.org)
- ❖ E-Verify registration
- ❖ Insurance and Bonding may be required based on the nature of the purchase. The exact requirements will be conveyed in the solicitation document.

How Does the City Make Purchases?

Depending on the dollar amount of the purchase, we may ask you to provide a simple quote or to complete a more formal bid package. Below are a few of the main differences between a quote and formal solicitation:

➤ *Request for Quotes*

- ❖ Used for purchases less than \$100,000
- ❖ Quotes may be verbal or written depending on the dollar amount and the nature of the purchase.
- ❖ Awarded to the lowest responsive and responsible supplier/contractor

- ***Invitation to Bid (ITB), Request for Proposals (RFP) and Request for Statements of Qualifications (RFSQ)***
 - ❖ Used for purchases \$100,000 and over
 - ❖ This is a very formal process that requires you to submit a solicitation package in a sealed envelope by a specific date and time.
 - ❖ The City tabulates and evaluates the submissions and must obtain City Council's approval to award the contract to the recommended supplier/contractor.
 - ❖ You can attend the solicitation opening! Pricing is disclosed at the solicitation opening for ITBs only.

- ***Piggybacking***
 - ❖ Piggybacking allows the City to use another governmental entity's competitive solicitation if the prices, terms, and conditions fit the City's needs.
 - ❖ We are very interested in hearing about any active contracts or agreements that you currently have with other government agencies, such as cities, counties, school boards, colleges, universities, or the State of Florida.
 - ❖ We also utilize cooperative purchasing contracts to procure goods and services, such as N.J.P.A., T.I.P.S., BuyBoard, Omnia, and Sourcewell. Cooperative contracts are competed through solicitations that are developed by a group of public entities that combine resources and needs to garner the best products and services at the best available prices.

What happens after I submit a quote, bid submittal, or proposal?

After the quotes, bids, or proposals are received, we will tabulate and evaluate the submissions. The results will be distributed to you in the same manner as the original request (via DemandStar and the Purchasing web page).

If you receive a notification of award from Purchasing and you're not yet in our system, submit a Vendor Application and Agreement to our Purchasing Division as soon as possible. You will be added to our financial system as a vendor and a purchase order will be issued to you based on the timeline and needs of the using department. You will need to supply your company's W-9 along with the application.

You should not accept an order for goods or services without first receiving a purchase order!

How do I get paid?

Getting paid is easy! Simply submit an invoice to accounts payable that references the purchase order number. Depending on the amount of the purchase, the City may elect to pay via purchasing card, check or ACH. If your company accepts ACH payments, you'll be asked to complete and submit an ACH Payment form with your bank information that will be setup in our accounting system.

To avoid delays, it's a good idea to make sure that your invoice includes:

- ✓ The purchase order number
- ✓ A reference to the department or person who placed the order or received the service
- ✓ An adequate description of the goods or services
- ✓ The quantity, unit price, and total price
- ✓ Be sure to include all delivery charges and discounts that may apply
- ✓ The City is tax exempt so please make sure tax is not included

Submit invoices to Accounts Payable:

apbilling@port-orange.org

City of Port Orange
 Accounts Payable
 P.O. Box 291759
 Port Orange, FL 32129

The City makes payments in accordance with the Florida Prompt Payment Act, Florida Statutes, Chapter 218. Payment will be made within 45 days after receipt of merchandise/services and a proper invoice.

Does the City make purchases with credit cards?

The City has a Visa Purchasing Card Program for small or non-recurring purchases. If your invoice is a small dollar amount and you accept Visa, we may choose to pay the invoice with a Visa card. Please let us know if you accept Visa.

How can we help you?

The City of Port Orange would like to thank you for your interest in our City. We look forward to your participation in our procurement process and doing business with you. We are here to help! Please contact us with any questions so that we may help facilitate the process.

Purchasing Division

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