



How to Do Business with the City of Port Orange

Let's Work Together!

The Purchasing Division should be your first point of contact with the City. Our role is to bring together users and suppliers to ensure that the City receives the best value for goods and services. 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 vendors must adhere to. Our goal is to help you understand how best to meet those 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 vendors, contractors and suppliers.

How do I get started?

1. The first step to doing business with the City is to make your business, capabilities, and products known to the Purchasing Division by registering with our procurement website, DemandStar; www.demandstar.com.
2. After registering with DemandStar, you will automatically be notified when relevant solicitations are available. All requests for formal solicitations are published on the DemandStar website.
3. Check the local newspaper. The City also 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 vendor?

- Proper Professional Licenses
- City and Local Business Tax Receipts (if local preference applies).
- Registered as a vendor in the State of Florida through Sunbiz (www.sunbiz.org).
- Insurance and Bonding may be required based on the nature of the purchase.

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 \$25,000.
- Quotes may be verbal or written depending on the dollar amount and the nature of the purchase.
- Awarded to the lowest responsive and responsible bidder (including local preference).

Formal Invitation to Bid and Request for Proposals

- Used for purchases \$25,000 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 vendor.
- You can attend the solicitation opening! Pricing will not be disclosed at time of the opening, except for construction projects.

Piggybacking

- Piggybacking allows the City to use another governmental entity's competitive bids if the prices, terms and conditions are the same.
- 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. and U.S. Communities.

Does the City prefer local businesses?

The City spends significant amounts of money on goods and services, and the dollars used in making those purchases are derived, in large part, from taxes, fees, and utility revenues paid by businesses located within the City of Port Orange. The City has determined that funds generated in the community should, to the extent possible, be placed back into the local economy. Therefore, the City Council has determined that it is in the best interest of the City to give a preference to local businesses.

What happens after I submit pricing and proposals?

After the quotes, bids, and 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.

If you receive a notification of award, 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 accordingly.

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.

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 to 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

City of Port Orange
1000 City Center Circle
Port Orange, FL 32129

Office: 386-506-5718

Fax: 386-506-5711

E-mail: PurchDiv@port-orange.org

City website: www.port-orange.org

