



CITY OF ORLANDO

Welcome to the City of Orlando!

The City of Orlando's Office of Purchasing and Materials Management is responsible for the procurement of materials, supplies, equipment and services at the lowest possible cost consistent with the quality needed to provide the very best service to the public. The primary objectives of the Office are to obtain maximum quality, value, and service; and our goal is the promotion of fair dealings which will result in obtaining the best value for each dollar of expenditure.

We recognize the important service rendered by our suppliers in helping to provide economical, quality supplies, equipment, and service. Procedures for the procurement of the City's needs do change from time to time; however, fundamentals do not. In order to assist our suppliers in serving the City of Orlando, this brochure has been prepared and distributed to you so you may know your part in the purchasing process.

Information concerning major construction and engineering projects which are handled by the Public Works Department, may be obtained from the Engineering Bureau at (407) 246-2261.

Please become familiar with the contents of this flyer and, if you have any questions, please call the Director of Purchasing at (407) 246-2291.

Rhonda Scott, C.P.M., CPPO, FCCN,
Purchasing and Materials Management Division Manager

HOW TO DO BUSINESS WITH THE CITY OF ORLANDO

"The City Beautiful"



A Complete Vendors Guide

**Office of Purchasing
and Materials Management
City Hall
One City Commons
400 South Orange Avenue, 4th Floor
P.O. Box 4990
Orlando, Florida 32802-4990
Telephone (407) 246-2291
Fax (407) 246-2869**

Website: <http://www.CityofOrlando.net>

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City of Orlando Office of Purchasing
400 South Orange Avenue
P.O. Box 4990
Orlando, FL 32802-4990

We hope you

business experience with the

City of Orlando

is a pleasant one...

Please feel free

*to let us assist you in any
way possible!*

Steps for Doing Business with the City of Orlando

STEP 1 - GETTING ON THE BID LIST

The Office of Purchasing has contracted with DemandStar by Onvia for the maintenance of an automated bid notification system. This system is categorized by specific commodities and services. Businesses who have subscribed to the service are notified by fax or e-mail when an Invitation to Bid, Request for Proposal or Request for Quote has been issued for the commodity or service offered by the business. You will receive by fax or e-mail, depending on your particular Demand Star by Onvia subscription, information regarding availability of the bid package.

The bid package will consist of bid forms and specifications of the items or services to be purchased, and the terms and conditions governing the bid.

Read all instructions carefully. Failure to properly complete bid forms and comply with all instructions may result in disqualification of your bid.

If you have any questions or need assistance, call the purchasing agent identified on the form.

To have your firm placed on the automated vendor list, contact DemandStar by Onvia at 1-800-711-1712 for details on the subscription services and fees, or you may register by any one of these two ways:

ON-LINE

Access to DemandStar's user friendly web site at www.demandstar.com will take you directly to DemandStar by Onvia's vendor registration site. You can register your company, select commodity codes that represent your firm's goods or services and select participating agencies from which you wish to automatically receive Invitations to Bid and Request for Proposal notifications.

Office Visit

Visit the Office of Purchasing and obtain the

vendor registration materials. Our office is located at:

**City Hall
One City Commons
Fourth Floor
400 South Orange Avenue
Orlando, Florida 32801**

Or, you may call us at (407) 246-2291 and we can always e-mail you bid documents/addendums, or the DemandStar by Onvia registration form.

Participation in the DemandStar by Onvia system is not a necessary requirement for doing business with the City of Orlando. However, if you choose not to register with DemandStar by Onvia, you will not receive automatic notification of bid opportunities. If you are not a subscriber, you must periodically review the City of Orlando's web site at www.CityofOrlando.net for bid opportunities. You may also check the [Orlando Sentinel](#) and the [Orlando Times](#) Legal Ad Sections, or visit the Office of Purchasing and review the Bulletin Board. After you determine that you are interested in responding to a bid solicitation, you must request the bid package by number by either 1) faxing or calling the Office of Purchasing, or 2) downloading the bid package from the Internet, which is the easiest and fastest method.

STEP 2 - RESPONDING TO BID SOLICITATIONS

Written Quotations

Hand delivered written quotations must have a date and time stamped on them by a Purchasing Office representative located on the 4th floor of the City Hall Building. Only written quotations properly received and date stamped, by scheduled time of opening, will be accepted. All others will be retained in the "Bid File" unopened, and not considered in the award.

No bid may be withdrawn or modified after the bid opening.

Telephone Quotations

You may receive a call from the buyer who will provide you with all the information needed to bid. You have the option to state your quote during the conversation or to call back by the deadline; otherwise, your opportunity to bid is forfeited.

Telephone quotations have the same integrity as written bids, and the most responsive and responsible bidder will

receive the award. You may call the buyer the next working day to find out who has been awarded the bid.

STEP 3 - OBTAINING BID AWARD RESULTS

Bids are awarded to the lowest responsive and responsible bidder. Bids must be read and tabulated; then analyzed by the buyer and requesting department to determine the lowest responsive and responsible bid. A Bid Tabulation can be received at the bid opening and will also be posted on-line after the bid opens. You may also call the Office of Purchasing and we would be happy to fax you a copy. The City reserves the right to waive any informalities, or to reject any and all bids or any part thereof, or to readvertise for all or any part of bids as it deems necessary in the best interest of the City. You may attend the bid opening to hear the bid quotations. Analysis and award are generally completed within 10 days.

STEP 4 - RESPONSIBILITIES WHEN AWARDED BID/CONTRACT

A purchase order issued by the City to your company will be the contract or a written contract will be entered into with your company. In the event of a written contract, it is the responsibility of the successful bidder to promptly sign and return all contract documents including any required insurance certificates and performance bonds.

Construction contracts will specifically state the conditions under which change orders will be allowed.

Delivery of Goods/Services

An official City purchase order is your authorization to begin deliveries.

Deliveries of goods/services must be in accordance with the City's written and/or verbal instructions.

Acceptance of delivery is based upon inspection and approval by the receiving department.

STEP 5 - PROCUREMENT CARDS

The City of Orlando has implemented a procurement card program to streamline our procurement

process. In order to expedite payments to our suppliers, we are using the Bank One Mastercard Purchasing Card rather than the traditional field purchase order.

By making purchases with the procurement card, we will be able to more effectively control our purchasing activities and achieve a significant cost savings. Payments made to successful bidders or proposers will quite possibly be by use of a procurement card. Therefore, it is imperative that vendors doing business with the City accept procurement cards.

STEP 6 - RECEIVING PAYMENT

In order to obtain payment for goods/services provided (excluding items purchased by use of a procurement card), submit an original and copy of each invoice to the City of Orlando, Accounts Payable Section, 400 South Orange Avenue, Orlando, Florida 32801-3302

Reference Purchase Order or Contract Number on invoice. No payment will be sent without the purchase order or contract number.

You may expect to receive payment within 30 days of receipt of invoice depending upon terms of your agreement with the City. ***Please note: The City is tax exempt and does not pay sales tax. The City's tax exempt number is 58-12-094438-54C.***

Questions regarding payment should be directed to the Accounts Payable Section at (407) 246-2345.

Women and Minority Business Enterprise

The City of Orlando is committed to helping qualified Minority Business Enterprises (MBE) and Women-Owned Business Enterprises (WBE) gain a fair position in the City's economic mainstream through our purchasing programs. To learn more about this program and whether your company qualifies for certification as a Minority Business Enterprise or Women-Owned Business Enterprise, please contact the City's Minority Business Office at (407) 246-2623 or visit them on the web at: <http://www.cityoforlando.net/admin/mbe/index.html>.