

DOING BUSINESS WITH THE CITY OF TAMARAC

The *Vision* of The City of Tamarac is to lead the nation in quality of life through safe neighborhoods, a vibrant economy, exceptional customer service and recognized excellence.

Our *Mission* is to foster and create an environment that responds to customers, creates and innovates, works as a team, achieves results and makes a difference while subscribing to the values of vision, integrity, efficiency and quality service.

Our vendors are truly partners in meeting these commitments to the community, and in support of that vision and mission, we are committed to ensuring that qualified, competitive vendors are continuously recruited and utilized for all purchases made by the City. Our vendors are expected to deliver high quality products and efficient service provided on time and as ordered; in a manner that improves the overall value of the services that the City provides to its residents. In addition, we expect our vendors to work with the City as a team, and exhibit the highest level of integrity when dealing with any office or department of the City.

In support of these initiatives, the Purchasing and Contracts Division strives to foster a competitive and ethical environment that allows vendors to offer their products to the City on a fair and equitable basis. The Purchasing and Contracts Division is charged with the responsibility to arrange for purchases of all supplies, materials and equipment required by any City office or department (Tamarac Code Sec. 6-145). The ordering department is responsible for providing a complete description of goods or services

required. The Purchasing and Contracts Division and all ordering departments are responsible for communicating feedback to our vendors regarding the quality of services delivered, and we expect our vendors to communicate concerns and recommendations that may help the City achieve a higher level of quality service delivery to our residents.

As quality partners, the City and its vendors can make a real difference to residents and visitors to the City of Tamarac. If you share our quality minded approach to doing business, we invite you to apply as a vendor with the City.

We've made it easy for you by allowing you to register on-line at our website: <http://www.tamarac.org/city-departments/financial-services/purchasing/how-to-do-business.aspx>. While you're visiting our web-site you may also subscribe to receive updates on upcoming bids

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of interest to you! Our subscription program allows you to sign-up to receive bid notices via e-mail or by RSS notification. Of course, you can still request a vendor application form by filling-out the attached application,

and returning it to the Purchasing and Contracts Division.

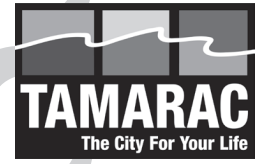
Either way, we hope that you will join us as we search for quality-minded vendor partners who, like all of us at the City of Tamarac are... *Committed to excellence. . . always!*

BUSINESS

Get to know your City...

DOING BUSINESS WITH THE CITY OF TAMARAC

This brochure provides information you need to know in order to do business with the City of Tamarac.



VENDOR REGISTRATION

Register online, or fill out the this form, detach and return to the address below.

Company Name: _____

Individual Name/Title: _____

Address: _____

City/State/Zip: _____

Phone Numbers: (Office) _____ (Fax) _____

Email Address: _____

Please provide a brief list of the goods and/or services your company provides:

Return to: Purchasing & Contracts Division | 7525 NW 88 Ave. | Tamarac, FL 33321
Contact us: (954) 597-3570 | Fax: (954) 597-3565
Online: www.tamarac.org/city-departments/financial-services/purchasing/how-to-do-business.aspx

Register electronically for the City of Tamarac vendor list by visiting the Purchasing & Contracts Division webpage at <http://www.tamarac.org/city-departments/financial-services/purchasing/how-to-do-business.aspx>. Here you can register, update your contact information, subscribe to receive bid notifications, download solicitations or download a printed vendor application form.

If you still wish to receive a printed vendor application, please fill out the information to the right and send this form to our office. We will fax, mail or e-mail the vendor application form directly to you. Allow 5 business days to receive the vendor application by mail.

(Cut or tear along dashed line.)

FAQ : Frequently Asked Questions

Q. What methods does the City use for making purchases?

A. The City uses a number of methods to make purchases. Purchases under \$1000 are often made by employees using a City-issued procurement card. City Departments and the Purchasing and Contracts Division may also issue informal quotations for purchases under \$30,000. For requirements over \$30,000 for goods and services, or over \$25,000 for capital equipment and construction, the Purchasing and Contracts Division will normally issue a formal Invitation for Bid or Request for Proposal.

Q. Where can I find current City of Tamarac bids and proposals?

A. Formal bids and proposals are advertised on the City's web-site, and are normally available for download by clicking the "Current Solicitations" tab on the City's web-site home page at www.tamarac.org. In addition, advertisements for formal solicitations may also be found in the classified section of the South Florida Sun Sentinel newspaper.

Q. What are the guidelines for the use of informal quotes and formal solicitations?

A. Procedures regarding verbal and written quotes are as follows:

- Purchases \$ 2,500 - \$ 4,999: Two (2) verbal quotes.
- Purchases \$ 5,000 - \$14,999: Three (3) written quotes.
- Purchases \$15,000 - \$29,999 or up to \$24,999 for Capital Equipment & Construction: Formal requests for quotes solicited by Purchasing.
- Purchases \$30,000 - over: Commodities and services or \$25,000 – over for Capital Equipment & Construction: over these limits require a formal competitive solicitation and approval by the City Commission prior to vendor award.

Q. What is the City's policy on splitting orders?

A. Splitting orders to avoid City policy requirements is strictly prohibited.

Q. What is the difference between a bid and a proposal, and a bidder and a proposer or offeror?

A. Here are some definitions for common terms used:

- **Bid:** An offer submitted by a prospective vendor in response to an Invitation for Bid. The City awards contracts to the most responsive and responsible bidder.
- **Proposal:** An offer submitted by a prospective vendor

FAQ : Continued

in response to a Request for Proposal. Price is normally only one factor in the award for a proposal. In addition to price, the City may consider quality of service provided, past vendor experience, qualifications of vendor personnel and other applicable criteria. Proposals are normally evaluated by an Evaluation Committee, and each criterion is normally assigned a weighted point value, that is used in scoring the proposals. The proposal is awarded to the vendor that provides the proposal that is most advantageous to the City.

- **Bidder:** One who submits a response to an Invitation for Bid.
- **Proposer, Proponent or Offeror:** One who submits a proposal in response to a Request for Proposal.

Q. How does the Procurement Card Program work?

A. The Procurement Card Program is designed to improve efficiency in processing small dollar purchases from any vendor that accepts a Visa credit card. Each card is issued to an individual employee, and the City of Tamarac is clearly identified on the face of the card. Purchases under the card are normally restricted to \$1000 and under for each transaction. The commodities or services that are available for purchase may be limited on an individual card basis, depending on the employee's job duties. The card automatically validates or declines a transaction at the point of sale based on these criteria. Procurement cards may ONLY be used by the employee whose name is shown on the face for the card.

Q. What are my responsibilities as a VENDOR when accepting a procurement card?

A. As a vendor, you have the following responsibilities related to the acceptance of a City procurement card:

- Do not charge Florida Sales Tax — the City is a tax-exempt entity.
- Provide a receipt for the purchase at the time of purchase.
- All items purchased must be in stock — no back orders are allowed.
- All items purchased by telephone or over the Internet must be delivered at one time, and within the 30 day card billing cycle which ends on the 4th of each month. Do not accept the order if you can't meet these criteria.
- Shipping charges must be included in the quoted price — if the price exceeds \$1000.00 with shipping, the transaction cannot take place.

FAQ : Continued

Q. Are there any special requirements for construction bids?

A. Yes, besides the differing bid thresholds, bidders on construction projects may be required to provide additional information with their bids. Some of the requirements may include the following:

- **Bid Bond:** An insurance agreement along with a monetary commitment wherein a Surety company accepts liability and guarantees the bidder won't withdraw the bid; will furnish performance and payment bonds as required, and if awarded, will accept the contract as bid.
- **Performance and Payment Bonds:** These bonds are executed after contract award. The Performance Bond protects the City against any loss due to a vendor's or contractor's inability to complete the contract as agreed. A Payment Bond is utilized to ensure the payment of sub-contractors and suppliers in the event that the vendor or contractor is unable to pay them.
- **Contractor License:** Vendors and contractors must show proof that they have been licensed by the State of Florida, or by Broward County Florida to perform required construction services. License requirements are usually identified in the Invitation to Bid document.

Note: All repairs, additions, renovations and alterations to City facilities must be approved by the appropriate Department or Public Works representative.

Q. May I ask for a clarification from the user department while a bid is being solicited?

A. No, while a bid is being solicited, and until an award recommendation is made, bidders are requested to only contact the Purchasing and Contracts Division representative handling the solicitation, who will seek clarification from the department. In some instances, questions may be required to be provided in writing. Clarifications will be issued in writing by the Purchasing & Contracts Division by use of a formal Bid Addendum. In addition, there may be an opportunity to receive a clarification during a Pre-bid Conference, which is a meeting held with prospective bidders prior to the receipt of bids to clarify bid information, answer bidder questions and ensure all bidders have a common understanding of the requirements of the bid. Some pre-bid conferences may be mandatory, and under those circumstances, bids will only be accepted from those vendors who attended the pre-bid conference.

Q. When does my bid/proposal have to be submitted?

A. Each bid and proposal will include a specified date,

FAQ : Continued

time and place for submittal. Bids must be returned to the attention of the Purchasing & Contracts at the address shown in the solicitation document by the date and time specified. Bids or proposals received late will not be considered by the City and will be returned to the vendor, unopened. The City will normally hold a bid opening ceremony for Invitations for Bid, however Requests for Proposal will normally be opened in a closed session. A Bid Opening is a formal ceremony in which sealed bids are publicly opened, usually in the presence of one or more witnesses at the time and place specified in the Invitation for Bids. The pricing will be read aloud, and a formal bid tabulation will be created shortly thereafter. The bid tabulation will then be posted for public inspection on the Purchasing & Contracts Division's web-page on the City's web-site at www.tamarac.org (See the tab titled "Current Solicitations").

Q. Am I required to provide insurance when I'm awarded a contract by the City?

A. If you will be performing work on City Property, you must provide proof of insurance. Vendors must have an approved copy of their current Certificate of insurance on file with the Purchasing & Contracts Division prior to starting work. The insurance certificate must comply with the City's insurance requirements, and shall name the City of Tamarac as an "additional insured". A purchase order or agreement will not be issued if the insurance certificate does not meet established criteria. The required insurance certificate must be issued by an insurance company that is properly licensed, duly authorized business in the State of Florida, and meets minimum qualifications based on the most current edition of A.M. Best's Insurance Guide.

Q. How do I handle billing?

A. The City of Tamarac has a reputation for paying its bills in an expedient fashion, often within a week of receiving an acceptable invoice, depending on the specific timing. All invoices submitted for payment must be sent directly to the City of Tamarac Accounts Payable Division, 7525 NW 88th Ave., Tamarac, FL 33321. This includes invoices for purchases that are picked up by City employees. If an employee picks up an order, the original invoice must still be sent to Accounts Payable for payment. Invoices not properly submitted may not be paid on time. It is the vendor's responsibility to submit a properly prepared invoice for payment. All payments shall be governed by the Local Government Prompt Payment Act, F.S., Part VII, Chapter 218.