

Vendor Ethics

- No bidder may disclose their bid or proposal, outside the evaluation/selection process, to members of the evaluation or selection committee, or members of the City of Punta Gorda City Council, City Manager or City of Punta Gorda staff members prior to the issuance of the Notice of Intent to Award. The City contact person shall be identified in each solicitation and shall be the sole authorized contact of the City throughout the solicitation process.
- Any bidder whose bid or proposal is not selected shall not discuss the matter with the evaluation or selection committee or with any City of Punta Gorda City Council member or City Manager, but may file a protest under the requirements stated in the City of Punta Gorda Procurement policy.
- Notwithstanding any other provision, an interested person is free at any time to contact the authorized City contact person for the purpose of clarifying the evaluation and selection process.
- If a violation is discovered, the bid or proposal offered by the violator shall be disqualified from further consideration and/or evaluation and rejected.
- No vendor shall solicit or offer money, loans, credits, or prejudicial discounts, gifts, entertainment, favors or services, to any City employee, which might influence or appear to influence purchasing decisions.
- Promotional items or samples valued at more than \$10.00, given by Vendors for public relations purposes or distributed at professional and/or business organizational functions, are prohibited.
- Vendors cannot purchase business meals for any City Employee, with exception of meals donated through professional and/or business organization meetings or Vendor conducted seminars.

Vendor Registration, Electronic Bidding and Contracts

The City's eProcurement system allows:

- The general public to view current general solicitation information, awarded solicitations, current and inactive contracts without a user ID.
- The City of Punta Gorda publishes all formal solicitations on the eProcurement system for vendors to access. In order to download the complete solicitation package, you must first register as a vendor with www.pgorda.com (It is free). Once the City approves your registration you will log into the system with your user ID and password.
- All contracts managed by Procurement are published on this website for public viewing

Sale of Public Surplus Equipment and Materials

The City sells obsolete and surplus equipment on-line at www.publicsurplus.com. Interested parties must register for an account with Public Surplus to bid on the auction property. Registration is free.

As a courtesy, the Procurement Office will make all attempts to notice on-line auctions on the eProcurement system. You will also need to register as a vendor on www.pgorda.com if you are interested in receiving notices of auctions and will need to select the commodity "Surplus and Auction" to receive notifications of auction events.



Procurement.
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CITY OF PUNTA GORDA FLORIDA Procurement Division

A Vendor's Guide to Doing Business with the City

City Hall Annex
126 Harvey St. – 2nd Floor
Punta Gorda, FL 33950
8:00 a.m. - 4:30 p.m.
Phone: (941) 575-3366
Fax: (941) 575-3340
pgpurch@pgorda.us

Procurement Mission Statement

Promote and maintain high ethical values and purchasing practices that are in accordance with the State Statutes and City ordinances, which include:

- Acquisition of goods and services in an efficient and effective manner
- Expending public dollars in a way that instills public trust in the City's Procurement System.

What is a Vendor?

A City of Punta Gorda vendor is any business entity, individual, not-for-profit, or municipality/local government that provides goods or services to, has an ongoing relationship with, or receives payment from the City of Punta Gorda.

The Procurement Division

If you sell supplies or services you can probably sell it to the City of Punta Gorda. The City, through the Procurement Division, contracts for almost 20 million dollars in supplies and services each year.

The primary objective of the Procurement Division is to acquire quality supplies and services at the lowest cost. We are constantly seeking new sources of supply and welcome your participation.

You will find doing business with the City is easy. Most purchases are made through a comprehensive system of specifications and competitive bidding. The process ensures that contracts go to the lowest bidder who complies with the is responsive to the solicitation, specifications, terms and conditions, and who also has the capacity to deliver the service or product.

Business Relations

We realize it is essential to develop good relationships with our vendors. Therefore it is our policy to promote fair, open and equal treatment of all vendors. The Procurement Division is your first point of contact. We will arrange, if necessary, contacts with our departments.

Taxes

By statute, the City of Punta Gorda is exempt from paying sales tax.

Informal Quote (under \$25,000)

Small purchases of commodities, contractual and professional services within the above threshold may be made with informal quotations.

Formal Quote (\$25,000 - under \$50,000)

Small purchases of commodities, contractual and professional services with the above threshold may be made after attempts have been made to solicit quotations from a minimum of 3 different sources of supply by a formal written request for quotations.

Sealed Solicitations (\$50,000+)

Large purchases of commodities, contractual and professional services of \$25,000 or more shall be made through a formal sealed solicitation process.

Cone of Silence (aka Contact Prohibition)

Vendors or persons acting on their behalf shall not contact any member of the City Council, City Manager, or any other non-authorized City personnel. The ONLY contact shall be the Authorized City Contact Person identified in the solicitation package. The cone of silence expires when the solicitation is formally awarded. The only exemption is during a publicly held pre-solicitation meeting. Any unauthorized contact shall be cause for rejection of the Vendor's submittal package.

Purchase Orders

A Purchase Order is the City's document to formalize a purchase Agreement and transaction with a contractor, conveying acceptance of a contractor's proposal, bid or quotation. The purchase order shall contain statements as to quantity, description, and price of the commodities, services or construction ordered and applicable terms and conditions.

Emergency Operations

Upon the City's declaration of emergency the standard Procurement Policy will be suspended and the City's Emergency Operations shall govern procurement activities and will operate under acceptable FEMA guidelines.

Local Vendor Preference

Whenever two or more bids are equal with respect to total price, quality, and service are received by the City, by a local and non-local vendor, the bid shall be awarded to the local vendor only if the local vendor is deemed a qualified local vendor.

Insurance

Contracts for all services, inclusive of construction services, performed on City property or right-of-ways shall contain requirements for the protection of the City through sufficient insurance as specified by the City's Risk Manager.

Payment

Full payment is initiated after receipt of goods/services, which have been inspected and accepted by the City as meeting the correct quantity, size, or other itemized specifications in accordance with prices, terms and conditions, as agreed upon by both parties.

Payment by check shall be made based on State of Florida Prompt Payment Statute.

Vendors that accept credit cards may expect expedited payments by the City.