

How to do Business with the City of Boca Raton Guide

INTRODUCTION

This guide is an information resource to help Suppliers doing business with the City of Boca Raton. It does not replace or supersede the terms and conditions set forth in any City solicitation. Suppliers must follow the instructions, specifications, terms and conditions set forth in each individual solicitation.

NON-BINDING NATURE OF THIS PUBLICATION.

This publication is designed solely to provide general summary information to those Suppliers desiring to do procurement business with the City of Boca Raton. As such, it is not binding in either a legal or regulatory sense. The procurement activity of the City of Boca Raton is performed in accordance with applicable laws, the City of Boca Raton Procurement Code, and other rules and regulations which govern the information in this publication. This publication does not have the force or effect of any law, rule, or regulation, and should not be relied upon by Suppliers in determining their actions.

PURCHASING GOALS:

The principle objective of the Purchasing Division is to acquire quality goods and services from the lowest responsive and responsible Suppliers and/or the most responsible, advantageous proposers who comply with specifications, terms and conditions requested and have the capacity to fulfill such obligations. In an effort to stimulate competition, we are providing all interested Suppliers an opportunity to offer their products and services to the City of Boca Raton. We are constantly looking for new sources of supply and encourage Suppliers to register with the Purchasing Division.

PURCHASING REGULATIONS:

The City of Boca Raton Procurement Code describes the rules and regulations used in the operation of the Purchasing Division and details the duties, function and authority of the Purchasing Manager. The City of Boca Raton Procurement Code is available for inspection on the Purchasing Division's website.

HOW TO REGISTER

SUPPLIER REGISTRATION:

To register, Suppliers will use the Supplier Registration, and Management Module provided via the Purchasing Division website: www.myboca.us/230/Purchasing-Division. This module provides functionality for Suppliers to register online and receive e-mail notifications for solicitation opportunities. At the time of registration, Suppliers will be required to assign a login and password to a Primary User as an authorized representative of the company. Please keep this information in a secure place. The primary user will be prompted to enter the login and password each time they log on to the system. There is no fee to register.

During the registration, Suppliers are to classify themselves by selecting the commodity codes that best describe the products or services they provide. The City intends to utilize the list of Suppliers linked to a commodity list of products and services when soliciting. Notifications will be sent via e-mail.

Upon completion of the registration, the Primary User may set up multiple user accounts (e-mail addresses) under a single user account. Suppliers are encouraged to utilize or set up a general mailbox in addition to any employee specific e-mail addresses, in the event the employee specific e-mail address is deactivated or no longer monitored. This practice will allow multiple e-mail addresses within your organization to receive solicitation notices or addenda. The Primary User can update and manage the company's account profile at any time by logging into the system. Although multiple e-mails can be set up within your organization, the City will accept only one solicitation response to a solicitation.

Only registered Suppliers can participate in the electronic bidding process. Upon approval of your registration, an email will be sent to the primary user regarding your registration status.

BID OPPORTUNITIES

The City of Boca Raton Purchasing Division website is available to the public and registered Suppliers to view current solicitation opportunities. Registered Suppliers will receive an email notice of these solicitation opportunities based on the commodity codes selected by the Supplier during registration. To obtain the ITB or RFP document electronically, registration is required.

METHODS OF PUBLIC NOTICE FOR FORMAL SOLICITATIONS

ADVERTISEMENTS:

Construction projects of \$200,000 or more are routinely advertised in the Palm Beach Post and are posted on the Purchasing Division Public Notice Board at City Hall and the Purchasing Division website.

PURCHASING DIVISION NOTICE BOARD:

The Purchasing Division Notice Board offers up to date information on: Current solicitation opportunities, Public Procurement Meetings in accordance with the Sunshine Law, Solicitation award recommendations under \$200,000 and Council award recommendations for each City Council Meeting. The Purchasing Division Electronic Notice Board is located at City Hall across from Customer Service, 201 West Palmetto Park Road, Room 105, Boca Raton, FL 33432.

E-MAIL NOTIFICATION:

Registered Suppliers that have preselected one of the commodity codes being solicited will receive system-generated email notification of the formal sealed solicitation opportunity.

WEB SITE:

By visiting the Purchasing Division website at <https://www.myboca.us/757/Bid-Opportunities>, solicitation notices are accessible for all current City's solicitation.

PURCHASING METHODS FOR SECURING QUOTATIONS & BIDS

City of Boca Raton Departments is required to purchase goods and/or services with a City Purchase Order issued by the Purchasing Division or a City Procurement Card for transactions approved within the City's Purchasing Card Policy. Suppliers must not accept verbal or written orders for goods or services unless they receive a City Purchase Order or other evidence that the Purchasing Division has authorized the purchase. Failure to have valid purchase authorization can result in non-payment of an invoice. The City accepts no liability for purchases made by its employees without a valid Purchase Order or other procurement authorization issued by the Purchasing Division.

PURCHASES \$100,000 and greater (non-construction):

Under Formal Solicitation procedures, the City's Supplier Registration Module is utilized for e-mailing notices based on applicable commodity code(s), and the procurement award requires City Manager or Council approval based on the award amount.

PURCHASES \$150,000 and greater (construction):

Under Formal Solicitation procedures, the City's Supplier Registration Module is utilized for e-mailing notices based on applicable commodity code(s), and the procurement award requires City Manager or City Council approval based on the award amount.

Purchases less than \$100,000 (non-construction) and \$150,000 (construction) are purchased in accordance with the Purchasing Operating Procedures Manual for Small Purchases.

City Council meetings are tentatively scheduled for the second and fourth Tuesday of each month, and each meeting agenda is posted on the City of Boca Raton website.

PURCHASING CARDS

The City of Boca Raton utilizes a Purchasing Card Program to streamline our procurement process for small dollar purchases. Most cardholders have a transaction threshold limit of \$999 and any on-site services performed by use of the Purchasing Card will require the Supplier to complete an Indemnification Hold Harmless agreement.

RESPONDING TO A SOLICITATION

Suppliers are strongly encouraged to read all instructions carefully. Failure to properly complete all solicitation forms and comply with all instructions may result in the disqualification of your submittal.

If you have general questions or need assistance, you may call the Buyer identified in the Solicitation package. For technical clarification questions, written submission of your questions is required as further detailed in the solicitation document.

If a written response is submitted, the submittal must have a date and time stamped on them by a Purchasing Division representative located on the 1st floor of the City Hall building, room 105, prior to the solicitation closing date and time as indicated in the solicitation documents and or the City's eSourcing Portal.

INSURANCE REQUIREMENTS

The City of Boca Raton is self-insured and will require proper insurance/indemnification based on job/project cost and risk assessment. The solicitation document detailed the type of insurance and required coverage limits.

The City requires the awarded Supplier to maintain valid insurance coverage in accordance to the solicitation specifications for the duration of the awarded contract term.

HOW AWARDS ARE MADE

ACCEPTABLE BIDS:

After bids are received and tabulated, they are analyzed by the Purchasing Division's staff and the using Department to determine the lowest responsive and responsible solicitation that meets the specifications. In determining the responsiveness of the offer and the responsibility of the Supplier, the following may be considered when applicable:

- 1) The ability, capacity, and skill of the Supplier to perform as required.
- 2) Whether the Supplier can perform promptly or within the time specified, without delay or interference.
- 3) The character, integrity, reputation, judgment, experience and efficiency of the Supplier
- 4) The quality of past performance by the Supplier.
- 5) The previous and existing compliance by the Supplier with related laws and ordinances.
- 6) The sufficiency of the Supplier's financial resources.
- 7) The availability, quality, and adaptability of the Supplier's supplies or services to the required use.
- 8) The ability of the Supplier to provide future maintenance, service, or parts.

The City reserves the right to inspect all Supplier's facilities in order to make a determination as to the foregoing. Failure of the Supplier to comply with the conditions set forth in the invitation to solicitation may result in the solicitation being considered non-responsive by the City.

REQUEST FOR PROPOSALS:

Based on the specified evaluation criteria identified in each RFP, a selection committee will evaluate and rank the proposals. The Proposer is responsible for ensuring all required submittal data is provided with the response for complete evaluation by the selection committee.

POSTING OF AWARDS FOR SEALED BIDS AND RFP'S:

All awards for solicitations are posted on the Purchasing Division Electronic Notice Board for a minimum of a three day posting period.

RIGHT TO PROTEST:

Any actual or prospective Supplier allegedly aggrieved in connection with a pending award may protest to the Purchasing Manager after posting the recommended award. As outlined in the City's Procurement Code, a due process procedure will be followed to resolve any protest.

RECEIVING PAYMENT

PAYMENT TERMS, CASH DISCOUNTS AND INVOICES:

Unless otherwise stated in the ITB or RFP, payment terms will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of the correct invoice at the office specified, whichever occurs last. Suppliers may offer cash discounts for prompt payment, but they will not be considered in the determination of award. If a Supplier offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery at the place of acceptance and receipt of a correct invoice at the office specified, whichever occurs last.

Invoices must be submitted against each individual purchase order. Only invoices with a correct and valid purchase order number may be processed for payment.

ORIGINAL INVOICES SHALL BE SUBMITTED TO:

- Via E-mail: INVOICES@MYBOCA.US
- Via Mail: The City of Boca Raton, Financial Services Department, 201 West Palmetto Rd, Boca Raton, FL 33432.
- Accounts Payable Telephone Number: 561-393-7733 (Suppliers A-I), 561-393-7747 (Suppliers J-Z).

The invoice shall contain the Supplier's Federal Employer Identification Number and clearly reference the Contractor's Business name and address for payment.

RESPONSIBILITIES WHEN AWARDED A BID/CONTRACT

The awardee will receive a Purchase Order, a duly executed contract document, and/or both representing the official contract award. In the event of a written contract, the awarded Supplier must sign and return all contract documents, including any required insurance certificates and performance bonds.

Delivery of goods/services must be in accordance with the City's written instructions.

Change Orders and Modifications. If the Contract provides for modifications and is deemed approved by the City, it is done by a written Change Order. Only after the Purchase Order has been modified with reference to the change order shall the City accept the change order.

PURCHASING DIVISION WEBSITE

The Purchasing Division Website at www.myboca.us/230/Purchasing-Division is a valuable tool for Suppliers. Our site is continually updated and includes various forms, help guides, and an online Supplier registration and bidding portal.

Suppliers who would like to receive solicitation notifications for the City's solicitation opportunities must be registered on the system via the Internet. Registered Suppliers will be automatically notified based on the commodity codes selected during registration.

HELPFUL TIPS ON DOING BUSINESS WITH THE CITY OF BOCA RATON

1. Once registered, ensure your email address, contact information, and phone numbers are kept up to date. Please have an accurate email address to ensure your firm receives notice of bids.
2. Upon completion of the registration, the Primary User may set up multiple user accounts (email addresses) under a single user account. Suppliers are encouraged to utilize or set up a general mailbox in addition to any employee specific email addresses in the event the employee specific email address is deactivated or no longer monitored. This practice will allow multiple email addresses within your organization to receive solicitation notices or addenda. The Primary User can update and manage the company's account profile anytime by logging into the system. Although multiple emails can be set up within your organization, the City will accept only one solicitation response per solicitation.
3. Be sure that an authorized member of the firm submits the solicitation documents and responses to City's solicitation opportunities.

4. Read all solicitation documents thoroughly and follow all instructions and submittal requirements. Please do so to avoid the rejection of your bid.
5. Submit the solicitation response before the specified closing date and time.
6. When submitting a hardcopy bid, initial in ink all erasures and corrections in solicitation document prior to solicitation opening. If the intent or legibility of the correction is not clear, the solicitation may be rejected.
7. If applicable include Solicitation Deposit with your solicitation response.
8. If applicable, Include supporting literature, samples and any other required information with the solicitation response or quote.
9. Monitor the website regularly to see if there have been any addendums issued for the solicitation you are responding to and download, as needed.
10. Deliver items as specified in the solicitation opportunity. No substitutions will be accepted without prior approval unless stated otherwise in the solicitation document
11. Ask questions prior to bidding to clear up any ambiguity.
12. Submit invoice with reference to the correct City Purchase Order number.

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