

# How to do Business with the City 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 specific Request for Quote, Invitation to Bid or Request for Proposal. 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](http://www.myboca.us/230/Purchasing-Division). This module provides functionality for suppliers to register online and receive e-mail notifications for bid opportunities. At 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 describes 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 an Invitation to Bid or a Request For Proposal. 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 bid 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 bid 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 the status of your registration.

## BID OPPORTUNITIES

The City of Boca Raton Purchasing Division website is available to the public and registered suppliers to view current solicitations for an Invitation to Bid and for a Request for Proposal. Registered suppliers will receive an email notice of these bid opportunities based on the commodity codes the supplier has registered for. 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: Formal Invitation to Bid notices, Formal Request for Proposal notices, Selection Committee meetings in accordance with the Sunshine Law, Sealed Bid and RFP award recommendations under \$100,000 and Council award recommendations for each City Council Meeting. The Purchasing Division Notice Board is located outside the Purchasing Division Office, City Hall, 201 West Palmetto Park Road, Room 105, Boca Raton, FL 33432.

## **E-MAIL NOTIFICATION:**

Suppliers that are registered and have selected one of the commodity codes being bid, will receive a system generated email notification of the formal sealed Invitation to Bid (ITB) or Request for Proposal (RFP).

## **WEB SITE:**

By visiting the Purchasing Division website at <https://www.myboca.us/757/Bid-Opportunities>, solicitation notices are accessible for sealed Invitation to Bids and Request for Proposals.

# **PURCHASING METHODS FOR SECURING QUOTATIONS & BIDS**

City of Boca Raton Departments are required to purchase goods and/or services with a City Purchase Order issued by the Purchasing Division or a City Procurement Card for transactions that are approved within the City's Purchasing Card Policy. Suppliers must not accept any 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 \$50,000 and greater (non-construction):**

Under Formal Bid 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 \$100,000 and greater (construction):**

Under Formal Bid 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 \$50,000 (non-construction) and \$100,000 (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 BID SOLICITATION**

Suppliers are directed to read all instructions carefully. Failure to properly complete all bid forms and comply with all instructions may result in disqualification of your bid.

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

Sealed bids/proposals 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.

## **INSURANCE REQUIREMENTS**

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

The City requires the awarded supplier to maintain their insurance 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 bid 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 facilities of suppliers in order to make a determination as to the foregoing. Failure of Supplier to comply with the conditions set forth in the invitation to bid may result in the bid 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. Proposer is responsible for making sure that 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 sealed Bids and RFP's are posted on the Purchasing Division Notice Board for a three day posting period.

#### **RIGHT TO PROTEST:**

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

## **RECEIVING PAYMENT**

#### **PAYMENT TERMS, CASH DISCOUNTS AND INVOICES:**

Payment terms, unless otherwise stated in the ITB or RFP, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Supplier may offer cash discounts for prompt payment, but they will not be considered in 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. Invoices without a correct and valid purchase order number may not be processed for payment.

#### **ORIGINAL INVOICES SHALL BE SUBMITTED TO:**

- Via E-mail: [INVOICES@MYBOCA.US](mailto: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 or a duly executed contract document and/or both, representing the official contract award. In the event of a written contract, it is the responsibility of the awarded supplier to 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 change order be accepted by the City.

## **PURCHASING DIVISION WEBSITE**

The Purchasing Division Website at [www.myboca.us/230/Purchasing-Division](http://www.myboca.us/230/Purchasing-Division) is a valuable tool for suppliers. Our site is continually updated and includes various forms, help guides and the on-line supplier registration and bidding portal.

Suppliers who would like to receive bid notifications for sealed bids and request for proposals will be required to register on the system via the Internet. The system will email you the Notice of Bid, based on the commodity codes you register for.

## **HELPFUL TIPS ON DOING BUSINESS WITH THE CITY OF BOCA RATON**

1. Once registered, be sure that your email address, phone and fax data is kept up to date. Failure to have an accurate email address will result in your firm not receiving notice of bids.
2. 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 bid 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 bid response to a solicitation.

3. Be sure that written quotation requests and bid documents are submitted by an authorized member of the firm.
4. Read bid documents thoroughly and follow all instructions and submittal requirements. Failure to do so could result in rejection of your bid.
5. Submit your bid before the specified closing date and time.
6. When submitting a hardcopy bid, initial in ink all erasures and corrections in bid document prior to bid opening. If the intent or legibility of the correction is not clear, the bid may be rejected.
7. Include Bid Deposit with bid response, if required.
8. Include supporting literature, samples and any other required information with bid response or quote, if required.
9. Check the website regularly to see if there have been any addendums issued for the bid that you are responding to and download as needed.
10. Deliver items as bid or quoted. No substitutions will be accepted without prior approval unless stated otherwise in the bid document
11. Ask questions prior to bidding to clear up any doubt.
12. Submit invoice with reference to correct City Purchase Order number.