

# **SUPPLIER GUIDE**



**Issued by:**

**Louis Moore, Director  
Purchasing and Materials Management**

**Revised April 2008**

## Table of Contents

Purpose .....	1
Mission Statement .....	1
How to Reach Us .....	1
Sales Visits .....	1
Office Hours .....	1
Location .....	1
Supplier Registration.....	2
How the Procurement Process Works.....	2
Purchasing Methods.....	2
Quotations.....	2
Bids .....	3
Request for Proposals .....	3
Mistakes in Bids .....	3
Award.....	3
Posting Bid Notices .....	3
Bid Results.....	4
Terms and Conditions .....	4
Taxes .....	4
Deliveries .....	4
Delivery Dates.....	4
Partial Deliveries .....	4
Invoices.....	5
Acceptance for the Purpose of Payment .....	5
Payment Process .....	5
Payment Terms.....	5
Prompt Payment .....	6
Insurance .....	6
Bonding and Surety .....	6
Bid Bond .....	6
Performance and Payment Bond.....	6
Public Construction Bond .....	6
Fidelity Bond .....	7
Public Records Request.....	7
Disputes and Complaints .....	7
Socioeconomic Policies .....	7
Ethics .....	7
Small Business Enterprise (SBE) .....	7
Americans with Disabilities Act (ADA) .....	8
Hazard Communication Act Requirements.....	8
Environmentally Preferable Purchasing (Green Purchasing) .....	8
Qualified Products List (QPL).....	8
Glossary.....	9

# Supplier Guide

## Purpose

The purpose of this guide is to help you, the supplier, understand the procurement policies and procedures of the City of St. Petersburg. It is a general guide; and as such, it may not answer all your questions. For additional information, you may contact us.

## Mission Statement

Our mission is to procure supplies and services for our customers at the best value utilizing innovative supply-chain practices and technology.

Our vision is to be recognized by our customers as a value-added resource for obtaining supplies and services.

Our values:

- Customer Focused
- Professional & Ethical
- Honesty & Integrity
- Accountable & Socially Responsible
- Effective

## How to Reach Us

### Sales Visits

The Purchasing Department is the liaison between suppliers and city departments. Sales representatives are a valuable resource for obtaining information on supplies and services. The City values your visits; and staff is available to discuss ideas and concerns. Please make an appointment to ensure the buyer assigned to your product category is available.

**Website:** <http://www.stpete.org/purchasing/index.htm>

### Office Hours

8:00 a.m. to 5:00 p.m., Monday through Friday, excluding City holidays.

### Location

City of St. Petersburg  
Purchasing and Materials Management  
Municipal Services Center, 5th Floor  
One 4th Street North  
St Petersburg, Florida 33701  
Telephone: (727) 893-7220  
Fax: (727) 892-5325

## Supplier Registration

The City of St. Petersburg is committed to being an effective channel for diverse suppliers. All suppliers, large and small, minority or women are asked to register with the City to be considered for future sourcing opportunities.

To register with the City for potential bid opportunities please create a profile in the St. Petersburg iSupplier Portal. (Click Supplier Registration)

If you are a sole proprietor, you must complete the W-9 form and email to [registration@stpete.org](mailto:registration@stpete.org) or fax to 727-892-5325 before your registration request can be approved.

Steps in the St. Petersburg Supplier Registration Process:

1. Login to the St. Petersburg iSupplier Portal – Supplier Registration and enter the details about your company. After submitting your company details into the iSupplier Portal you will receive a confirmation that your registration has been submitted for approval and you will be notified of the status by e-mail within 24 hours.
2. Once your registration has been approved you will be sent by e-mail a User ID and Password and will be required to enter your NIGP Commodity/Service Codes in the iSupplier Portal database. When a bid opportunity arises, a Procurement Analyst will query the database to identify companies that match the commodity or service being sourced.

To remain actively available for sourcing opportunities it is your responsibility to provide accurate and up-to-date profile information as well as updates to your commodity/service codes.

## How the Procurement Process Works

### Purchasing Methods

Depending on the dollar amount of the purchase, we either solicit informal telephone or written quotes or issue formal Invitation for Bids (IFB) or Request for Proposals (RFP). Solicitations are carried out in the following manner:

<b>Amount</b>	<b>Method</b>	<b>Who</b>
Up to \$ 3,000	Purchasing Card	Card Holder
\$3,001 to \$4,999	Best Quote	Departments
\$5,000 to \$9,999	3-telephone quotes	Departments
\$10,000 to \$49,999	5-written quotes	Purchasing
\$50,000 or more	Sealed Bids/Proposals	Purchasing

### Quotations

An informal Request for Quotation (RFQ) may be in writing, e-mail, fax or telephone solicitation.

## Bids

Formal IFBs require written specifications or scope of work, terms and conditions, posting of a Public Notice, and the timely submission of sealed bids at the date and time shown in the Public Notice. All bids are opened and read publicly in Conference Room 500, Fifth Floor, Municipal Services Center. IFBs are posted on line and may be downloaded by interested bidders.

## Request for Proposals

Competitive Sealed Proposals are used for the procurement of goods or services that are highly technical and complex. RFPs are posted and advertised in same manner as an IFB. The names of offerors submitting proposals are read aloud at the date, time and place stated on the RFP document.

### **Mistakes in Bids**

- a. Bids may be modified or withdrawn by written notice prior to the time and date set for bid opening.
- b. Correction or withdrawal of bids because of an inadvertent non-judgmental mistake in the bid requires careful consideration to protect the integrity of the competitive bidding system, and to assure fairness. If the mistake is attributable to an error in judgment, the bid may not be corrected. Bid corrections or withdrawals by reason of a non-judgmental mistake are permissible but only to the extent it is not contrary to the interest of the City or the fair treatment of other bidders.

### **Award**

- a. Contracts are awarded to the lowest responsible and responsive bidder whose bid meets the specification requirements and criteria set forth in the IFB. A responsible bidder is a bidder who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance. A responsive bidder is a bidder who has submitted a bid which conforms in all material aspects to the requirements set forth in the IFB. (City Code, Section 2-228).
- b. The City reserves the right to award a contract based on the overall low total bid or the split low total bid, whichever is in the best interest of the City.
- c. In the event of an error in the vendor's extended price(s), the unit price governs, unless stated otherwise in the solicitation document.

### **Posting Bid Notices**

The Purchasing Department seeks maximum competition. In achieving this goal, the City publicizes bids and proposal opportunities. Bids and proposals are posted on the bid board in the Purchasing Department; advertised in newspapers of general circulation or the City's web site [www.stpete.org/purchase/solbidn.htm](http://www.stpete.org/purchase/solbidn.htm).

## **Bid Results**

Tabulation of quotes and bids are posted on the City's website ([www.stpete.org/purchase/bidresults.htm](http://www.stpete.org/purchase/bidresults.htm)). Bids are evaluated by the Purchasing Director or designee or a representative of the requesting department. The award is made to the lowest responsive and responsible bidder.

## **Terms and Conditions**

In conducting business with the City the following terms and conditions govern:

### Taxes

The City is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request. Vendor shall not include state, local and federal taxes in any prices quoted to the City. The federal employer ID number is 59-6000424. The City's state sales tax exemption number is 85-8012740154C-1. A tax exemption certificate will be furnished upon request.

### Deliveries

All purchases are normally made F.O.B. destination. Unless otherwise specifically stated, title to the supplies occurs upon satisfactory delivery at the location shown on the purchase order. All shipments must be made to the locations designated on the purchase order. The purchase order number must appear on the shipping or delivery ticket. Failure to meet specified delivery schedules may result in cancellation of order. At a minimum such delinquency will be documented in the supplier's file.

### Delivery Dates

Suppliers should always state the number of days required before delivery of a product can be made. The time required for delivery may be one of the most important considerations in determining who shall be awarded the bid. In this connection, successful bidders will be expected to deliver the supply or service they are providing within the specified time. If delivery dates cannot be met, the purchasing department must be notified immediately. The purchasing department will decide after notification of late delivery what action should be taken.

### Partial Deliveries

A delivery must be made in the exact quantity requested on the purchase order. Partial deliveries, however, are required and accepted in some instances. The City will make payment on partial deliveries when a contract for the supply of goods, commodities, contractual services extends over a period of time, or authorized for payment by the requesting department. In the case of any partial delivery the shipping ticket and invoices must indicate the quantity being delivered and not the quantity ordered by the City.

### Invoices

In order to receive payment for goods or services furnished to the City, submit a proper invoice to the requesting department at the bill to address shown on the purchase order. The supplier's original invoice must be in compliance with the terms of the purchase order, agreement, or contract governing the purchase of the particular supplies and services; and shall contain the following information:

- name of the supplier;
- invoice date;
- invoice number to facilitate identification;
- purchase order (PO) number or blanket purchase agreement (BPA) number shall correlate to the City PO or BPA with which the purchase was made, and respective receiving entry;
- federal identification number (if not already on file);
- description of the supplies or services;
- quantity, unit price, and total cost of supplies or services delivered;
- applicable discounts;
- ship to location and date of delivery of the supplies or services to the City (if applicable); and
- address to which the payment should be sent.

### Acceptance for the Purpose of Payment

Delivery of supplies or services to the City does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be given only after delivery and a thorough inspection indicates that the supply or service meets contract specifications and conditions. Should the delivered supply or service differ in any respect from the specifications, payment will be withheld until such time as the supplier takes necessary corrective action.

### Payment Process

The supplier receives payment from the City after delivery and acceptance of the goods, commodities, or services. After the supplier has submitted an invoice for supplies or services, the invoice is matched with the receipt and the purchase order. The City's Finance Department then issues payment for the amount due the supplier.

### Payment Terms

Bidders must insure that payment terms are specifically stated in their offer. In a competitive market the offering of a discount for prompt payment is often a decisive factor as to whether a particular supplier is the low bidder. Cash discounts are always deducted from the base bid in determining the low bidder. The City interprets a percentage discount for payment "within 10 days" to mean that a discount will be allowed if the supply or service is accepted and paid within 10 days after receipt of both the supply or service and the supplier's invoice. When the terms are not specifically stated, the City will assume a net 30 days payment.

### Prompt Payment

Payment of supplier invoices are made in accordance with the Local Government Prompt Payment Act, Chapter 218, Florida State Statutes which requires payment of proper invoices be made within 45 days for non-construction services and 25 business days for construction services of the payment due date as calculated by the “bill to” department according to the Local Government Prompt Payment Act.

### **Insurance**

Suppliers who provide a service to the City of St. Petersburg are required to submit proof of insurance coverage. A service is any activity performed by the supplier that could cause injury to persons or property, or where persons or property could be injured because of the supplier’s operations during the performance of the work. This includes such services as construction, remodeling, repairs and maintenance, teaching, training, consulting, delivery and installation services. The amount of insurance coverage required is a function of the extent of the risk inherent in the contract and is not related to the value of the contract. Insurance is intended to assure the financial responsibility of a supplier to protect the public from injuries or damages arising out of the negligence or nonperformance of the supplier, and to protect the assets of the City and the interest of its employees, resulting from such negligence or nonperformance.

### **Bonding and Surety**

To reduce the City’s financial risk a performance bond may be required in the event a contractor fails to perform or defaults on a contract. The City utilizes several types of bonds to procure goods and services:

#### Bid Bond

A bid bond provides the financial assurance that the bid has been submitted in good faith and that the supplier intends to enter into a contract at the price bid. If a bidder does not accept the award, the bid bond is forfeited.

#### Performance and Payment Bond

A performance bond protects against financial loss should the supplier default or fail to complete job according to the terms and conditions of the contract. These bonds are used for technical and complex service contracts such as computer services, management services and consulting services.

#### Public Construction Bond

Florida Statutes, Section 255.05 requires a payment and performance bond in the sum of the contract amount for all public construction contracts exceeding \$200,000. This bond guarantees that a contractor on public works or public construction contracts will perform the contract in accordance with the contract terms and guarantees the contractor will pay all suppliers and subcontractors who assist in the performance of the work. The surety who issued the bond may either complete the contract or pay damages up to the bond limit.



### Fidelity Bond

This is similar to an insurance policy and protects against losses that may result from proven acts of dishonesty on the part of the supplier's employees. Fidelity bonds are often required in service contracts involving cash transactions or access to City facilities.

### **Public Records Request**

All public records, except those exempt under Florida Statutes, Chapter 119, shall be made available upon request to the public. Paper copies are 15 cents per page. CD-ROMs are \$10 per disk plus a 7 percent sales tax. A special service charge will be assessed for providing information when the nature or volume of the records requested requires extensive use of technology resources, clerical, and supervisory assistance. Payment is due at the time the copies are made and may be paid via cash or check. The Purchasing Department will issue a receipt upon request.

### **Disputes and Complaints**

All complaints or grievances should be first submitted orally or in writing to the Director of Purchasing and Materials Management, who will take prompt remedial action. The Director of Purchasing and Materials Management shall investigate the validity of the complaint and present the findings in writing to the vendor. If the vendor is dissatisfied with the Director of Purchasing and Materials Management's remedies, he may then make an appeal to the Mayor.

### **Socioeconomic Policies**

#### **Ethics**

The ethical responsibilities of City employees and agents of the City having official responsibility for a procurement transaction are set out in the Florida Statutes, Section 112.313. Furthermore, employees of the Purchasing Department are held to ethical standards of the National Institute of Governmental Purchasing, Inc. (NIGP) Code of Ethics and to the Universal Public Purchasing Certification Council (UPPCC).

#### **Small Business Enterprise (SBE)**

The Small Business Enterprise (SBE) Program is a race/gender neutral initiative intended to enhance procurement and construction contracting opportunities for certified SBEs in Pinellas, Pasco, Hillsborough, Manatee and Polk counties. To be eligible, a firm must meet the following criteria: (a) be certified by the City's Business Assistance Center; (b) have been in business for at least one year; (c) employ less than 25 people with annual sales of less than \$3 million dollars, exception for construction, where annual sales must be less than \$5 million dollars (Small Business Enterprise Ordinance, City Code, Section 2-239). Certification is the starting point for participation in the City's SBE program. The Business Assistance Center (BAC) processes applications for certification based on company size and annual sales receipts. To apply as a certified SBE, a company must complete a City of St. Petersburg [SBE Certification Application](#) and sign an [Affidavit](#) and submit it to the Business Assistance Division. All certifications are effective for a period of two years from the date of notification of certification.

### **Americans with Disabilities Act (ADA)**

The City affirms its intent to fully comply with the mandates of the Americans with Disabilities Act and commits itself to aggressively removing any barriers to process services and activities that may impede full participation by disabled persons in the procurement of services and activities.

### **Hazard Communication Act Requirements**

Suppliers are advised that the City of St. Petersburg requires proper labeling and Material Safety Data Sheets (MSDS) on all products covered by the Hazard Communication Act--29 CFR 1910.1200. It is the suppliers' responsibility to determine which products are covered by the act and to provide MSDS with the initial shipment as per the solicitation requirements. It is also the suppliers' responsibility to provide any updates or revisions of MSDS as they become available for products sold and delivered to the City.

### **Environmentally Preferable Purchasing (Green Purchasing)**

It is the policy of the City to purchase recycled and environmentally preferable goods. Environmentally preferable goods are defined as "products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose." This includes products that contain recycled material, reduce toxicity and pollution, conserve energy, conserve water and prevent waste.

### **Qualified Products List (QPL)**

To have your product evaluated for approval on one of our QPLs please complete a "Qualified Product Evaluation Form." You may download this form at:

<http://www.stpete.org/purchase/index.htm>.

The City purchases products only on their merit and without favoritism. It is our objective to compare relevant environmental impacts when selecting products and services and to make purchasing decisions based on accurate and meaningful information and environmental performance. To get your product on a QPL observe the following:

1. Submit your product information along with a completely filled out "Qualified Product Evaluation Form" to Purchasing for distribution to the appropriate departmental staff or commodity evaluation team.
2. The City may prequalify, disapprove, require additional information, or recommend a trial or limited use of the product and the company representative that completed the form will be notified of the status of the product.

Acceptance of a product for evaluation by the City or prequalification of a product after evaluation shall in no way represent a commitment to purchase or specify the product investigated.

## **Glossary**

**Bid** An offer submitted by a prospective supplier in response for an invitation for bid (IFB) issued by the City.

**Certified** The process whereby a business has been determined eligible and qualified by the City as a Small Business Enterprise in accordance with criteria established by the City.

**Proposal** The document submitted by the offeror in response to the RFP to be used as the basis for negotiations for entering into a contract.

**Qualified Products List (QPL)** An approved list of supplies or services, described by model or catalogue numbers, which, prior to competitive solicitation, the City has determined will meet the applicable specification requirements.

**Quotation** A statement of price, terms of sale, and description of supplies or service offered by a vendor to the City.

**Small Business Enterprise (SBE)** An independently owned, operated and controlled business which is not dominant in its field of operation and is a provider of supplies, services or construction. The business must have been in operation for at least one year and must serve a commercially useful function. The business must meet criteria established by the City and be certified pursuant to the SBE certification program.

**Services** The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports that are merely incidental to the required performance.

**Supplier** The person or business unit actually performing services, or manufacturing, producing, or shipping supplies required by the contract (contractor or vendor).

**Supplies** All property, including but not limited to equipment, materials, printing, insurance, and leases of real property, excluding land or a permanent interest in land.