

PURCHASING DIVISION

Vendors are encouraged to meet with Purchasing Division staff and become better acquainted with City procurement procedures. If you would like to meet with someone from the Division of Purchasing (*reference back page*), we ask that you call first and make an appointment. We discourage drop in calls, as it is difficult for us to insure that we will always be available to meet with you. The Purchasing Division is located on the second floor of the City Hall Building, 900 E Strawbridge Avenue, in Downtown Melbourne.

DOING BUSINESS WITH THE CITY

It is the intent of the City of Melbourne to procure necessary equipment and services at the lowest possible cost, consistent with the quality needed to meet the requirements of the City. Every purchase should be made in the public's interest and provide all vendors a fair and equal opportunity to compete. The City accomplishes this through informal quotes and formal bids and proposals.

ETHICS

City of Melbourne personnel subscribe to and support a high level of ethical and moral conduct. City policy prohibits the acceptance of gifts or gratuities of any kind.

PROFESSIONAL MEMBERSHIPS

The City of Melbourne Purchasing Division maintains memberships in the National Institute of Governmental Purchasing (NIGP) and the Florida Association of Public Procurement Officials (FAPPO).

INSURANCE

In cases where a vendor is providing a service on City property, it may be necessary to provide a *Certificate of Insurance* (COI) naming the City as the additional insured. The COI must be approved and on file before commencing any work for the City.

PURCHASING DIVISION STAFF

David N. McCue, C.P.M., A.P.P.
Purchasing Manager 321-608-7065
dmccue@melbourneflorida.org

City Hall – 900 E Strawbridge Avenue
Hours: Monday thru Friday 8:30 am ~ 5:00 pm

Gary Barber 321-608-7066
Sr. Contract Administrator
gbarber@melbourneflorida.org

Karen L. Smith 321-608-7064
Utilities Buyer FX: 608-7070
ksmith@melbourneflorida.org
Water/Sewer goods & services

Brigitte Bache 321-608-7063
General Buyer FX: 608-7070
bbache@melbourneflorida.org
Fire/Police/Facilities/Leisure Services goods & services

Suzi Edwards 321-608-7062
Sr Purchasing Clerk FX: 608-7070
sedwards@melbourneflorida.org
Purchase order inquiries

Central Warehouse – 2893 Harper Road
Hours: Monday thru Friday 7:30 am ~ 3:30 pm
Deliveries accepted: 7:30 am ~ 11:30 am
1:00 pm ~ 3:15 pm

Jeri Keefe 321-674-5731
Acting Warehouse Storekeeper FX: 674-5896
jkeefe@melbourneflorida.org
Non-contract water/sewer, electrical, safety, tools, janitorial and paper goods, and inventory stock reorders

City of Melbourne

PURCHASING DIVISION Financial Services Department



VENDOR'S GUIDE TO PURCHASING

900 East Strawbridge Avenue
Melbourne, Florida 32901

www.melbourneflorida.org

PROCUREMENT REGULATIONS

All purchases of equipment, materials, supplies, and services must be made in accordance with the rules and regulations as specified in the City of Melbourne Code of Ordinances and the Purchasing Manual. These procurement requirements are as follows:

Small Purchase (up to \$1,000)

Price data is obtained by department or division staff from previous purchases, from Onvia™ (see *Bid Information below*), or by telephone or fax from vendors.

Open Market Purchase (\$1,000 ~ \$7,500)

Informal written quotations are solicited by department or division staff from at least three vendors.

Formal Quotes (7,500.01 ~ \$25,000)

Formal quotations are solicited by Purchasing Division staff.

Formal Bids/Proposals (\$25,000+)

Formal sealed bids (ITBs)/proposals (RFPs) are solicited by Purchasing Division staff requiring public notice, public opening, and formal award.

Bid Waiver – Formal bidding may be waived for: (1) Purchase from *governmental entity*; (2) *Sole source procurement*; and (3) *Emergency purchase*, when there exists a threat to public health, safety, or welfare.

BID INFORMATION

Vendors who want to determine which goods and services are being sought by the City may view information in several ways:

- (1) Bids/quotes are posted on a *bulletin board* in the Purchasing Division at City Hall.
- (2) Bids/proposals are *published* in the Florida Today newspaper (legal ad section).
- (3) Bids/quotes are *posted* on the City's website www.melbourneflorida.org. Click on City Services and follow the Purchasing link. Vendors may receive

information by submitting a Bidder Mailing List Application Form with up to 9 selected codes.

- (4) Bids/quotes are solicited electronically on www.demandstar.com and available for viewing and downloading and/or printing. Contact Onvia at 1-800-711-1712 for information.

BID OPENINGS

Bid openings are conducted on Tuesdays and Thursdays at 3:00 pm, in the Second Floor Conference Room (Room 203), City Hall, 900 E Strawbridge Avenue, in Downtown Melbourne. A sealed bid document must be received in the Purchasing Division and time stamped before 3:00 pm local time, on the day of the specified bid opening - facsimile bids will not be accepted. If a bidder finds that they made a mistake in their bid, they may correct the mistake before the time of bid opening. After the bid opening, all bids must stand as submitted. Unless the proposal specifically indicates a lump sum price, unit prices will govern. Vendors are invited to attend the public opening, which commences promptly at 3:00 pm on the day stated.

If required by the specifications, a bid bond must accompany the bid. Additionally, a performance bond may be required prior to award of contract.

A pre-bid conference is held on some solicitations to familiarize the bidder with the requirements presented by the City's specifications. Addenda may be issued to the bid based on the discussions that take place during this meeting. Attendance at some pre-bid meetings may be *mandatory* and will preclude the bidder from bidding if not attended.

LOCAL VENDOR PREFERENCE

The City extends preference to those vendors, contractors, or service providers, who maintain a valid Local Business Tax Receipt, issued by either

the City of Melbourne or Brevard County, at least one (1) year prior to bid submission; and, whose business address is located within the City limits of Melbourne or boundaries of Brevard County. A 5% preference is given to qualified City vendors and a 2% preference is given to qualified Brevard County vendors. Local bidders, whose formal quote/bid is within 5% or 2% respectively, of the lowest responsive, responsible non-local quote/bid, shall be given an opportunity to match the lowest formal quote/bid pricing.

PURCHASE ORDERS

A numbered purchase order is the primary method of obligating the City. Purchases by City employees may also be accomplished via the use of petty cash, check requests, purchasing card, or express purchase orders. Purchase commitments for other than those listed above, are considered as *unauthorized purchases*. Invoices for unauthorized purchases may not be honored.

The City of Melbourne desires that all items ordered are delivered FOB destination, as ownership will not be accepted until items are received as ordered. All packages or shipping containers must bear the purchase order number and the ship-to location, as indicated on the purchase order.

PAYMENT PROCEDURE

After delivery of products and/or services ordered, the vendor must submit an original itemized invoice (*in duplicate*) to City of Melbourne Accounting Division, 900 E Strawbridge Avenue, Melbourne, FL 32901. All invoices must bear the purchase order number. Payment will be made within 45 days of invoice receipt. The City is exempt from all Federal, State, and Local Tax. Our Federal Excise Number is 59-6000-371 and our State of Florida Sales Tax Exempt Number is 85-8012621638C-2.