

purchasing policy

Purchases shall be approved by the department head. Compliance with the Purchasing Policy will be maintained by the Purchasing Division. Non-compliance with the policy shall be reported to the City Manager or his/her designee.

Purchases from \$1 to \$999.99

- Requires a verbal quote from the selected vendor.

Purchases from \$1,000 to \$9,999.99

- Requires minimum three (3) verbal quotes from responsible, responsive suppliers.

Purchases from \$10,000 to \$49,999.99

- Must solicit three (3) written quotes from responsible, responsive suppliers. Written quote package shall be submitted to the Purchasing Manager for compliance review prior to issuing the Purchase Order.

Purchases over \$50,000

- Requires solicitation of formal sealed bids or proposals through the Purchasing Division.
- Formal sealed bids and proposals require City Commission approval or rejection.
- The City Commission, City Manager or their designee may waive formal bidding procedures when it is deemed advantageous such as when item(s) have been previously used, when it is considered to be a sole source purchase - a highly specialized equipment or service which is only available from one source; when it is a professional or artistic service such that the talents of a specific individual or firm is deemed in the city's best interest; when the service/commodity is of an emergency nature. Such waivers may be presented to the Purchasing Manager for verification prior to sending to the City Commission as an after-the-fact informational item on the next scheduled Commission Agenda.

When in doubt, contact the Purchasing Division.



City of Winter Park Purchasing Division

401 Park Avenue South

City Hall West Wing

Winter Park, FL 32789-4386

407-643-1627 phone

407-599-3448 fax

purchasing@cityofwinterpark.org

Call for appointments

8 a.m. to 4 p.m.

**Thank you for your interest in
the City of Winter Park!**

**How to do
business with
the City of
Winter Park
Purchasing
Division**

*a brochure to help acquaint you
with purchasing policies
and procedures*

Vendor Guide

the purchasing division

The city, through the Purchasing Division, contracts for millions of dollars in supplies and services each year.

The primary objective of the Purchasing Division is to acquire quality supplies and services at the most economical cost for the requested commodity or service and delivered at the required time. We are constantly seeking new sources for supplies and services. We welcome your participation and assistance in obtaining this goal.

You will find it's easy doing business with the city. Most high dollar purchases are made through a comprehensive system of specifications and competitive bidding. Smaller purchases are acquired through a direct sale or informal quoting process on a procurement card (p-card). The competitive process ensures that contracts go to the most responsive, responsible bidder who complies with the specifications, terms and conditions.

business relations

We realize it is essential to develop good relationships with our vendors. It is, therefore, our policy to give all vendors fair and courteous attention. However, our operating departments and the purchasing staff would appreciate if vendors make the Purchasing Division the first point of contact. **Please make an appointment to visit the Purchasing Division.**

vendor registration

The Purchasing Division maintains a centralized **vendor list** which is classified according to supplies or services provided. You may be placed on this list by written application or register online at www.cityofwinterpark.org/purchasing or **Online Resources & Forms** via the homepage.

To receive notifications of available **formal solicitations**, please register online at www.cityofwinterpark.org/purchasing > **Formal Solicitation Registration.**

informal quotations (under \$50,000)

The city's Purchasing Policy requires that purchases under \$50,000 be made as a result of an informal request for quotations. The methods on how the city will solicit quotations are as follows:

- A request will be issued for written or telephone quotes. Quotes can/will be posted on VendorLink.
- As quotes are received, they are tabulated and evaluated by requesting department.
- The city will deem which is the best quote for the solicitation.
- A formal purchase order (P.O.) is prepared and supplied to the vendor OR the department will purchase with a p-card.

formal competitive solicitations (over \$50,000)

It is the policy of the city to solicit competitive sealed bids for purchases exceeding \$50,000. The procedure is as follows:

- A weekly public notice is issued in the local newspaper, posted on the city's website under Active Solicitations, and/or DemandStar.
- Possible pre-solicitation meeting for the purpose of exchanging information is scheduled.
- Responses are received by the City Clerk and publicly opened, according to the information within the formal documents.
- Responses are tabulated and evaluated.
- Recommendations for award are presented to the City Manager or City Commission for award or rejection.
- A contract or formal P.O. is prepared and supplied to the vendor OR the department will purchase with a p-card.
- Solicitations and addenda will be posted in PDF format on the city website at www.cityofwinterpark.org/purchasing > **Active Solicitations.**

Exceptions include but are not limited to:

- Items/services already on an existing government contract that the city can use

- Used equipment
- Emergency conditions
- Bidding is waived by the City Commission or City Manager.

samples

When samples are requested, they will be held until the awards are made. All samples for trial usage shall be at no cost to the city. Samples should be clearly identified by the vendor. Samples may be returned to the vendor at no cost to the city if not used during the trial usage.

taxes

The City of Winter Park is state sales tax exempt. An exemption certificate will be supplied by the Purchasing Division upon request. This number is printed at the bottom of our P.O., and is also embossed on city p-cards.

purchases

Purchases must be supported by an authorized P.O. or p-cards. Only the Purchasing Division is authorized to issue a formal P.O. No transaction is to be made without first receiving a P.O. number, signed P.O. or a valid credit card number.

payment

The Finance Department is available to assist vendors in the payment process (invoice auditing process) as follows:

- Provide general information on the payment process
- Expedite overdue invoices
- Resolve problems between the city and its vendors

For assistance you may call the **Finance Department at 407-599-3292.**

city surplus ~ auction

For information, please access the Purchasing Division at www.cityofwinterpark.org/purchasing.