



**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](mailto:purchasing@cityofwinterpark.org)

**Call for appointments**

8 a.m. to 4 p.m.

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



**Submitting  
a formal  
solicitation  
response to  
the City of  
Winter Park**

*a vendor's guide provided  
by the Purchasing Division*

*formal solicitations*

## *step 1 : vendor registration*

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- To receive electronic notification of current formal solicitations, please register at [www.cityofwinterpark.org/purchasing](http://www.cityofwinterpark.org/purchasing) > **Formal Solicitation Registration**.
- Once your registration has been completed, you will be notified of formal solicitations as well as any coinciding addenda.

## *step 2 : obtaining formal solicitations*

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You may obtain copies of formal solicitations utilizing one of the following options:

- Access the **online listing** of our current formal solicitations, go to the home page of the city's website at [www.cityofwinterpark.org](http://www.cityofwinterpark.org) under **Info at Your Fingertips > Active Solicitations**

If the formal solicitation does not require the purchase of plans and specifications, the formal solicitation will be posted on the website for download.

- Have a **hard copy** of the formal solicitation **mailed** to you by contacting the Purchasing Division at 407-643-1627 or [purchasing@cityofwinterpark.org](mailto:purchasing@cityofwinterpark.org).
- **Visit our office:**  
City of Winter Park  
Purchasing Division  
City Hall West Wing  
401 Park Avenue South  
Winter Park, FL 32789

## *step 3 : remembering the details*

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- Note in the formal solicitations whether there is a mandatory bid/proposal conference. Failure to attend will render your bid/proposal non-responsive.

- It is the **sole responsibility of the respondent** to check the current solicitations Web page accessed at [www.cityofwinterpark.org/purchasing](http://www.cityofwinterpark.org/purchasing) > **Active Solicitations**.
- **All addenda** must be acknowledged on the signature sheet within the formal solicitation to be considered responsive. Failure to acknowledge all addenda may result in the disqualification of the responses.
- Make sure that your response is **delivered to the proper location** by the specified date/time.
- Responses **delivered to the wrong location** or received after the specified date/time will be returned unopened and **will not be considered for award**.

## *step 4 : the process*

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- **Invitation for Bids** are handled by the Purchasing Division based on the type of project and the value being above the current mandatory bid limit. Bids (IFBs) are evaluated on price and responsiveness.
- **Invitations to Negotiate** are handled by the Purchasing Division when it is the most advantageous method to achieve best value. Responses are evaluated and single or concurrent negotiations are conducted.
- **Requests for Information** are handled by the Purchasing Division when market analysis is necessary. No award is made in an RFI. Information received may be utilized in the formation of a future formal solicitation.
- **Request for Proposals** are handled by the Purchasing Division based on the type of project and the value being above the current mandatory bid limit. Proposals (RFPs) are evaluated with price being only one of several factors that are considered.
- **Request for Qualifications** are handled by the Purchasing Division based on the professional services required in compliance with Consultants' Competitive Negotiation Act as detailed in Florida Statute 287.055.

- From the time the formal solicitation is issued **until the time of City Commission approval of award**, vendors are prohibited from communicating with any city employee, elected official, selection committee member or representative of the City of Winter Park. Communications initiated by a respondent may be **grounds for disqualifying** the offender from consideration for award of the contract and/or future formal solicitation.
- The sole exception to the foregoing rule is that any **questions relative to interpretation of specifications** or the formal solicitation process shall be addressed to the **Purchasing Division**, in writing, via FAX at 407-599-3448 or e-mail at [purchasing@cityofwinterpark.org](mailto:purchasing@cityofwinterpark.org).

## *step 5 : after receipt*

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- Formal solicitations are **publicly opened and acknowledged** on the date, time and location specified. At this public opening only the names of the respondents are announced. **Per Florida Statute** all sealed bids, proposals or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.
- Responses are **reviewed** by the Purchasing Division as well as other pertinent city staff and/or evaluation committees. **Recommendations for award** are placed on the City Commission's agenda for final award.
- The recommended award is **posted at** [www.cityofwinterpark.org/purchasing](http://www.cityofwinterpark.org/purchasing) > **Active Solicitations** as well as in the City Hall West Wing lobby prior to final award.
- Following award, the **contract is provided** to the vendor for execution.