

Vendor/Supplier Manual

Doing Business with the City of Daytona Beach



- The Purchasing Department is located on the 1st floor of City Hall at

301 South Ridgewood Avenue
Daytona Beach, FL 32114

Phone: 386-671-8080

Email: purchasing@codb.us

Webpage:
www.codb.us/841/purchasing



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Doing Business With the City

Overview



- The Purchasing Team
- Purchasing Authority
- Purchasing Thresholds
- Vendor Registration/Database
- View Current Solicitations
- Types of Solicitations
- Submitting a Bid/Proposal
- Standards of Conduct
- Responsive & Responsible Vendors
- Public Meetings
- Local Preference
- Rejection of Quotes/Bids
- Purchase Orders
- Delivery
- Purchasing Cards
- Payment
- Surplus

Doing Business with the City

The Purchasing Team



- Holly Prevatt CPPB NIGP-CPP - Purchasing Agent
386-671-8082 prevattholly@codb.us
- Robert Schattie - Purchasing Buyer
386-671- 8081 schattierobert@codb.us
- Julie Murdock, Office Specialist II
386-671-8080 murdockjulie@codb.us

Purchasing Authority



- Defines that local government must have competitive rules; dictates procurement of large construction projects and professional services (engineering, architectural)
- Defines role of City Manager & City Commission. Addresses Contracts over \$25,000.
- Procedures define purchasing processes for all items and dollar levels including Quotes, Bids, RFPs, P-Card, Surplus, etc.

Florida State Statues Chapter 166 & 287



Chapter 30 – City Code of Ordinances



City Purchasing Manual

Doing Business With the City

Purchasing Thresholds



- Purchases under \$3000 do not require quotes.
- Purchases of all items between \$3,000 and \$25,000 require a minimum of three quotes, normally obtained by the using departments.
- Verbal quotes are required for purchases of \$3,000- \$10,000;
- Written quotes are required for purchases of \$10,000-\$25,000.
- The City's formal solicitation threshold is \$25,000, and all Bids and Proposals over this threshold are awarded by the City Commission.

Doing Business With the City Vendor Registration and Notification



- Vendors interested in doing business with the City of Daytona Beach are encouraged to register as a vendor to ensure they are notified of all solicitations pertaining to their business, and to be included in the Vendor Database. Vendors may self-register through the Vendor Registration link on the webpage. Vendors will be notified via email of bid opportunities that match the commodity codes entered with their registration.
- If your email, address, or services offered change, vendors self-maintain this database by username and password.

world famous DAYTONA BEACH

GOVERNMENT DEPARTMENTS BUSINESS COMMUNITY HOW DO I...?

How Can We Help You?

Public Solicitations
Public Contracts
Vendor Registration
Purchasing Code Chapter 30 (PDF)
Doing Business with the City (PDF)
Local Preference Ordinance, 30-86 (PDF)
Minority & Women Owned Businesses Registration and Searchable Database
Surplus / Online Auction
Public Meetings for Purchasing

Home » Departments » Purchasing

PURCHASING

Our bid openings moving forward will be held at 11:00 AM until further notice because Merrell service desk has changed its hours from 7:00AM – Noon. If bidders have problems submitting offers this way the service desk is available.

DEAR VALUED VENDORS! On November 1, 2022, the City of Daytona Beach will be transitioning to a new eProcurement solution (OpenGov) for publishing solicitations and receiving vendor responses. [Register your account](#) early to begin receiving automatic email notifications for new Bid/RFP opportunities. Registration is 100% free for vendors!

Purpose
The Purchasing Division's primary purpose is to acquire goods and/or services offering the best value, consistent with required specifications, from responsive and responsible vendors so that proper and efficient operations are maintained within the City through procedures bound together by ethics, integrity, and professionalism.

Contact Us
Holly Prevatt
Purchasing Agent
[Email Holly Prevatt](#)
[More Information](#)

Purchasing Department
Physical Address
301 S. Ridgewood Ave.
Room 146
Daytona Beach, FL 32115

Phone: (386) 671-8080
Fax: (386) 671-8085

[Directory](#)

Doing Business With the City

How to View Current Solicitations



- Solicitations include Invitation To Bid (ITB) and Request For Proposals (RFP) are posted and may be viewed from the Purchasing website <https://www.codb.us/841/purchasing>
- Click the Public Solicitations link on the left.
- The City advertises each ITB and RFP in the Daytona Beach News-Journal, and emails notices to registered vendors who have included the commodity code that matches the specific solicitation requirements on their list of goods and services offered.

Home » Departments » Purchasing

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Doing Business With the City

How to View Contracts



- Term Contracts can be found under the “Public Contract” tab on the website.
- There you can find beginning dates, end dates, renewal periods, and copies of contracts.

The screenshot shows the City of Daytona Beach website. The header includes the logo 'world famous DAYTONA BEACH' and social media icons for Facebook, Twitter, Instagram, YouTube, and LinkedIn. The navigation menu has tabs for GOVERNMENT, DEPARTMENTS, BUSINESS, COMMUNITY, and HOW DO I...?. Below the navigation is a search bar with the text 'How Can We Help You?'. The main content area is divided into a left sidebar and a main content area. The sidebar lists various services, with 'Public Contracts' highlighted in blue. The main content area displays the 'PURCHASING' page, which includes a breadcrumb trail 'Home > Departments > Purchasing', a notice about bid openings, a 'DEAR VALUED VENDORS!' notice, and a 'Purpose' section. The right sidebar contains contact information for Holly Prevatt, Purchasing Agent, and the Purchasing Department's physical address and contact details.

Public Solicitations

Public Contracts

Vendor Registration

Purchasing Code Chapter 30 (PDF)

Doing Business with the City (PDF)

Local Preference Ordinance, 30-86 (PDF)

Minority & Women Owned Businesses Registration and Searchable Database +

Surplus / Online Auction

Home > Departments > Purchasing

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Doing Business with the City

Types of Purchases



- The City solicits:
- Quotes (under \$25,000)
- Bids (driving evaluation of price)
- Request for Proposals (includes other criteria, sometimes in addition to price),
- “Piggyback” other government agencies (accepting the terms and conditions of a public agency contract that was competitively awarded)
- Cooperative contracts (contracts awarded competitively that all public agencies can utilize)
- Sole source (only item/service that meets the need, only source of that item/service)
- ITBs and RFPs are posted on the website for a defined period of time. Vendors who participate on a given solicitation will be sent email updates as the solicitation progresses including announcements, opening results, and award notices.

Doing Business with the City

Exemptions to Solicitations/Quotes



- Emergencies
- Entertainment Services
 - (Up to \$150,000) exempt from competition, CM approval up to 150k??
- Piggybacking /cooperative contracts
- Sole Source
- Personal Services (special skills, ability, training, or expertise, are unique in nature, original, or creative)
- Payment to Public Utilities
- Teardowns (under \$25,000)
- Products or services necessary to maintain existing warranties
- Financial Instruments
- Management Studies
- Any purchase waived by the Daytona Beach City Commission

Doing Business With the City

Quotes



- Quotes (purchases under \$25,000) are obtained by the individual departments and not centrally through the Purchasing Division.
- 3 quotes are required for purchases between \$3000 and \$25,000.
- Here are contact numbers for each department.

DEPARTMENT CONTACTS:

Below are the department phone numbers for each department in the City. Individual departments seek quotes for purchases ranging from \$3000-\$25,000.

Department	Phone	Department	Phone
Business Enterprise Management	386.671.8093	Human Resources	386.671.8200
City Attorney	386.671.8040	Information Technology	386.671.7910
City Clerk	386.671.8023	Leisure Services	386.671.3400
City Manager	386.671.8010	Neighborhood Services	386.671.8190
Code Enforcement	386.671.8146	Permits & Licensing	386.671.8178
Cultural Services	386.671.8250	Planning	386.671.8120
Development Services	386.671.8121	Police	386.671.5110
Employment Services	386.671.8210	Public Works	386.671.8600
Engineering	386.671.8610	Purchasing	386.671.8080
Facilities Mgt.	386.671.8720	Redevelopment	386.671.8180
Finance	386.671.8060	Risk Management	386.671.8220
Fire	386.671.4000	Streets Maintenance	386.671.8710
Fleet Operation	386.671.8680	Traffic Engineering	386.671.8650
Florida Tennis Center	386.671.8900	Utility Billing	386.671.8100
Golf Course	386.671.3500	Utilities Admin	386.671.8823
Grounds Maintenance	386.671.8550	Water Distribution	386.671.8530
Halifax Harbor Marina	386.671.3600	Water Stores	386.671.8530

Doing Business with the City

Invitation to Bid (ITB)



- The bid process takes approximately 3-4 months from issuance to award.
- An ITB is issued for any purchase when the estimated cost exceeds \$25,000 (and not exempt for competition).
- The user department develops a scope of work or set of specifications and the Purchasing Division assembles the bid documents and distributes through the e-procurement platform OpenGov.
- All bids are opened by staff at the time published in the Bid. Bid results are posted on the Purchasing web site. All vendors participating in the bid will automatically receive an email with the results.
- Construction bid openings are virtually open to the public on Goto Meeting.
- User department reviews bids and provides Purchasing their recommendation.
- The Notice of Intent to Award is sent to the recommended Vendor along with contracts for signature. The Notice is published on the website.
- Signed Contract is presented to City Commission for award.
- Notice of Award is published on the website and sent to participating vendors.

Doing Business with the City

Requests for Proposals (RFP)



- The RFP process take 4-8 months from issuance to award
- The user department develops a Scope of Work
- Purchasing issues the RFP and distributes through the e-procurement platform OpenGov.
- Proposals are opened at a stated date/time. Names of Proposers are posted as an RFP Tabulation Sheet on the website after the opening.
- A Selection Committee reviews and ranks all proposals. The Selection Committee meeting is open to the public.
- The highest ranked proposals (normally 3) are recommended to the City Manager for approval to begin negotiations.
- Negotiated contracts are presented to the City Commission for approval.
- .

Submitting a Bid/Proposal



- Responses to formal solicitations (ITB's & RFP's) must be submitted online through OpenGov. **PAPER BIDS ARE NOT ACCEPTED.** Offers delivered in-person, by phone, fax, or email will be rejected.
- It is the Vendors' responsibility to ensure their Bid is submitted prior to the advertised deadline. All late Bids will be rejected by the platform.
- To participate, Vendors must click the "Participate" button in the lower right corner of the screen.

A screenshot of the OpenGov platform showing a solicitation page. The page title is "CONTINUING PROFESSIONAL TRAFFIC ENGINEERING SERVICES-RFP 21504". The buying organization is "City of Daytona Beach". The contact person is "Kirk Zimmerman" with phone number "(386) 671-8080" and email "purchasing@codb.us". The description includes an opening date of September 20, 2021, and a scope of providing professional traffic engineering services. A "PARTICIPATE" button is visible in the lower right corner, with a blue arrow pointing to it from the text in the first bullet point of the list on the left.

BACK TO Published solicitations

CONTINUING PROFESSIONAL TRAFFIC ENGINEERING SERVICES-RFP 21504

General information

Buying organization	City of Daytona Beach
Contact person	Kirk Zimmerman (386) 671-8080 purchasing@codb.us

Description:

OPENING: The deadline for this solicitation is September 20, 2021. The City will only accept offers through our Negometrix Platform. **No paper or late Bids will be accepted.** A preliminary tabulation sheet will be posted on the Negometrix Platform within 24 hours of the Opening.

SCOPE: The work generally consists of The City of Daytona Beach, in accordance with The Consultants' Competitive Negotiation Act (CCNA), Florida Statutes 287.055, is seeking one or more qualified Consultant Firm to provide professional TRAFFIC ENGINEERING Services under a continuing contract for various City projects.

PARTICIPATION. In order to view specifications, schedule, pose questions, receive updates and addenda or submit an offer visit <https://app.negometrix.com/buyer/1281> and click the '**PARTICIPATE**' button at the bottom of the page. After clicking the participate button Bidders will be prompted to login or register the company. Clicking the participating button does not obligate the Bidder to submit a response. **It is recommended that Bidders register and participate as soon as possible in order to stay informed on this Solicitation.** It is the bidder's responsibility to stay informed of the latest announcements.

[✓ PARTICIPATE](#)

Doing Business with the City

Submitting a Bid/Proposal



- Vendors can view questions and answers and view Public Announcements regarding this Solicitation.
- Vendors can view who are participating.
- Click on the Offer tab to begin reviewing the solicitation and submitting an offer.

BACK TO Solicitations

T4648 CONTINUING PROFESSIONAL TRAFFIC ENGINEERING SERVICES-RFP 21504

STATUS AND TASKS
Submission of offers

Overview

CONTINUING PROFESSIONAL TRAFFIC ENGINEERING SERVICES-RFP 21504

Buying organization: City of Daytona Beach

Contact Person: Kirk Zimmerman

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SHOW ALL

Recommended tasks

FINISHED TASKS

Next phase

Doing Business with the City

Submitting a Bid/Proposal



- Click on each section of the solicitation and read the documents online. Answer all questions online.
- Make sure to complete the price section if included. If a Professional Service RFP (architecture, engineering, surveying, landscape architecture), price will NOT be a factor.

BACK TO Solicitations

T4648 CONTINUING PROFESSIONAL TRAFFIC ENGINEERING SERVICES-RFP 21504

STATUS AND TABS
Submission of offers

Status: Not submitted

Deadline: 33d,3h,46m

City of Daytona Beach (SUPPLIER)

1. RFP-TRAFFIC ENGINEERING-21504
IN PROGRESS (0/7 ANSWERED) OPEN

1.1. Solicitation Information

1.2. Response

HIDE

SUBMIT

Doing Business with the City

Standards of Conduct



- Except for negotiations, lobbying by the Bidder/Proposer is strictly prohibited from the date that the solicitation is issued and ends when the contract is awarded or all proposals are rejected. Lobbying in violation of this section may cause the bid/proposal to be rejected.
- "Lobbying" means influencing or attempting to influence action or non-action in connection with this solicitation or the proposal, through direct or indirect oral or written communication with the Mayor, any member of the City Commission, the City Manager, or any other City employee.
- The following activities are not within the definition of "lobbying," and are permitted:
 - Requests for clarification submitted to the Purchasing Agent
 - Discussions with the Selection Committee as part of the selection process
 - The submission of additional information in response to a request by the City
 - Addressing the City Commission during the City Commission meeting at which the contract is awarded or all proposals are rejected.

Doing Business with the City

Responsive and Responsible Vendors



- When reviewing Bids/Proposals the City determines if a bid is responsive and the vendor responsible.
- Responsive means a bid that includes all material requirements of the solicitation.
- Responsible means a vendor that has the resources, references, experience, financial capacity, business integrity, and satisfactory past performance.
- The City Manager declares a bidder/proposer non-responsive.
- The City Commission declares a bidder/proposer non-responsible.

Doing Business with the City Public Meetings



- Per Florida Statute 255.0518 Construction bids are required to be open to the public. Construction related bid openings may be attended virtually through our Goto Meeting Room.
- Selection Committee meetings are also open to the public and posted on www.codb.us in the News and Upcoming Events calendar.
- Selection Committee, pre-bid, pre-proposal meeting are also on the purchasing calendar on the purchasing home page: www.codb.us/841/purchasing

The screenshot shows the website's navigation menu with 'BUSINESS' selected. The main content area is titled 'PUBLIC MEETINGS FOR PURCHASING'. It includes a breadcrumb trail: Home > Departments > Purchasing > Public Meetings for Purchasing. The page explains that due to COVID-19, all public meetings will be conducted through GoToMeeting. It provides a meeting room link: <https://www.gotomeet.me/DaytonaBeachPurchasing>. It also provides a phone dial-in number: United States: +1 (571) 317-3122 and an access code: 434-309-917. A sidebar on the left lists various purchasing-related links such as 'Public Solicitations', 'Public Contracts', 'Vendor Registration', and 'Doing Business with the City (PDF)'.

Doing Business with the City

Local Preference



- The City has a local preference policy for formal solicitations (over \$25,000).
- Ordinance defines Local Vendor. Bidders/proposers must submit Local Vendor Affidavit with their offer.
- For ITB's, if a "local Vendor's" Bid is within 10% of the lowest Bid, then the local Vendor and lowest (non-local) Vendor will be asked to submit a best and final offer that is equal to or lower than the amount of the original Bid.
- In the event of identical Bids submitted as best and final offers, the Bid will be awarded to the local Vendor.
- Local preference provisions are also in place for RFP's. Due to funding sources, some solicitations prohibit the application of local preference.

LOCAL PREFERENCE

Sec. 30-86. Local preference in competitive procurement awards.

- Purpose and findings.* The city annually spends significant dollars on purchasing goods and services, including for the construction of real property or existing structures. The dollars used in making those purchases are derived, in large part, from taxes, fees, and utility revenues paid by businesses located within the corporate city limits, and the city commission has determined that funds generated in the community should, to the extent possible, be placed back into the local economy. Therefore, the city commission has determined that it is in the best interest of the city to give a preference to local businesses in making such purchases whenever the application of such a preference is reasonable in light of the dollar-value of proposals received in relation to such expenditures. *(Changes to the previous draft presented at 2/1/2012 City Commission meeting are highlighted by underlining additions and ~~striking through deletions~~)*
- Competitive bids.* Where the lowest responsive bid by a responsible bidder is submitted by a non-local vendor, and the lowest responsive bid submitted by a responsible local vendor is within ten percent of that bid, then such local vendor and such non-local vendor each will have the opportunity to submit, within five working days of the bid opening, a best and final bid equal to or lower than the amount of the original low bid. The bid will be awarded to the bidder submitting the lowest responsive bid or final bid. In case of a tie between a responsible local vendor and a responsible non-local vendor, the bid will be awarded to the local vendor.
- Competitive sealed proposals.* Where proposals submitted for a negotiated purchases are rated by a point system, a local vendor may be granted a preference of up to ten percent of the total available points. Where the contract is for the purchase of labor or services, the exact percentage awarded may be adjusted based on the extent of work to be subcontracted to non-local vendors. If the ranked list of the most highly qualified firms does not include a local vendor, then the highest ranked local vendor will be included on the list of firms with whom the city manager negotiates. All firms on the resulting list will be given the opportunity to submit a best and final fee proposal when the evaluation includes price. Best and final fee proposals will be evaluated and the final ranking will be based upon that final evaluation.
- Local preference not required.* This section will not be deemed to require the granting of a local preference, and nothing herein prohibits the award of a contract to a non-local vendor where such award is in the public interest.

Doing Business with the City

Rejection of Quotes/Bids



- The City reserves the right to waive minor irregularities to any Bids, Proposals, or quotes and to accept or reject any and all Bids/Proposals/quotes in whole or in part with or without cause if deemed to be in the best interest of the City.

Doing Business with the City

Purchase Orders



- Vendors should ensure they have a valid Purchase Order prior to performing any work or delivering any goods.
- Purchase Orders are issued after all submittals are checked for policy and legal compliance, including required approvals.
- Delivery of goods and services must not be made without first receiving a Purchase Order (except for P-Card, “Field Purchase Order”, or purchases under \$100). Vendor will receive a copy of the Purchase Order from the requesting department
- Purchase order terms and conditions are listed on the purchasing website (also at the right) and apply to all purchase orders.

PURCHASE ORDER TERMS & CONDITIONS

(For use where purchase is pursuant to a Vendor's quote and no bilateral contract is being executed.)

1. **Names/Terms Used:**
 - a. All references to the “City” mean The City of Daytona Beach, a Florida municipal corporation; for purposes herein, “City” includes the City’s officers, employees, and agents.
 - b. All references to “Purchase Order” mean a City form purchase order.
 - c. All references to “Vendor” means the party who provided the Quotation to the City.
2. **Description of Goods.** Sale and Delivery. Vendor will sell, transfer, and deliver to the City the goods described on this Purchase Order.
3. **Delivery.** Terms of delivery are FOB destination to the location specified on the front of the Purchase Order. The City may unilaterally change, at no additional cost, the quantity and receiving point within the City for items not yet shipped.
4. **Packaging and Shipping.** All invoices, packing lists and packages must bear the name of the Vendor and the applicable Purchase Order number as printed on the face of the Purchase Order.
5. **Receipt and Inspection, and Acceptance of Goods.** Receipt and acceptance of goods will not be deemed to have been made until both City and Vendor have agreed that the goods in question are to be appropriate to the performance of this agreement. City will have the right to inspect the commodities at the time and place of delivery, and within 5 business days after delivery, City must give notice to the Vendor of any claim for damages on account of the condition, quality, or grade of the commodity.
6. **Procedure as to Rejected Commodities.** On receipt of notification of rejection, Vendor will immediately arrange to receive back the Commodities for shipment and return. However, within 5 days, Vendor must have an agent inspect such goods for nonconformity; otherwise, such inspection will be made on return to the Vendor’s storage facility. When such Commodities are confirmed or acquiesced in as nonconforming, Vendor will ship conforming Commodities within 30 days of the notice of rejection.
7. **Risk of Loss.** This risk of loss from any casualty to the commodity, regardless of the cause, will be on the Vendor up to the time of receipt of the goods by the City at the place of delivery, but only after any proper inspection has been completed without rejection of the commodity.
8. **Warranty.** Vendor warrants that the commodity is new, of good quality, and conform to any specifications and requirements of this Contract; is merchantable; and is fit for the ordinary purposes it is intended to serve.
9. **Indemnification.** For value received, the Vendor will indemnify and hold harmless the City, including the City’s officers, employees, and agents, from (i) all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys’ fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Vendor, or of Vendor’s officers, employees, and agents, including subcontractors and other persons employed or utilized by the Vendor in the performance of the Contract; actions, judgments, charges, expenses, or costs of any nature and kind, including attorneys’ fees and court costs, arising from or relating to actual or alleged violation of or infringement of any patent, trademark, copyright, service mark, trade secret or intellectual property right for or on account of the use of any product or services sold to the City or used in performance of the work.
10. **MSDS.** Vendor will supply a Material Safety Data Sheet (MSDS) with each initial delivery of any materials defined by the State of Florida of the Federal Government as being toxic or harmful.
11. **Discontinued.** Vendor will provide the City 30 days’ advance written notice of a discontinued item, to allow the City to purchase additional quantities of such items.
12. **Payment Terms.** No payment will be due until Vendor has provided the City an accurate invoice which includes a unique invoice number, date, and pricing by line item/unit price consistent with the Contract; terms and conditions relating to invoicing and payment, including payment deadlines, will be as set forth in the Local Government Prompt Payment Act, Florida Statutes Section 218.70.
13. **Litigation/Venue.** In case of litigation, the laws of the State of Florida will govern Florida; the exclusive venue will be Volusia County, Florida if in state court, or the U.S. District Court, Middle District of Florida if in federal court; and each party will bear all of its litigation costs, including attorney’s fees.
14. **Conflicts.** In case of conflicts between the Quotation, Vendor’s Terms and Conditions and this Purchase Order, this Purchase Order will govern.
15. **Bid Documents.** If this Purchase Order is the result of a solicitation the terms and conditions of the solicitation will apply.
16. **E-Verify.** The Contractor (and its subcontractors) have an obligation to utilize the U.S. Department of Homeland Security’s (DHS) E-Verify system for all newly hired employees. By executing this Contract, the Contractor certifies that it is registered with, and uses, the E-Verify system for all newly hired employees. The Contractor must obtain an affidavit from its subcontractors in accordance with paragraph (2)(b) of section 448.095, F.S., and maintain a copy of such affidavit for the duration of the Contract.

This section serves as notice to the Contractor regarding the requirements of section 448.095, F.S., specifically subparagraph (2)(c)1, and the City’s obligation to terminate the Contract if it has a good faith belief that the Contractor has knowingly violated section 448.09(1), F.S. If terminated for such reason, the Contractor will not be eligible for award of a public contract for at least one year after the date of such termination. The City reserves the right to order the immediate termination of any contract between the Contractor and a subcontractor performing work on its behalf should the City develop a good faith belief that the subcontractor has knowingly violated section 448.095(1), F.S.

Doing Business with the City Delivery



- The Daytona Beach Purchase Order is authorization to commence delivery of goods and services, unless paid through a Purchasing Card.
- All deliveries shall specify FOB: Destination.
- The City reserves the right to cancel an order, or any part thereof, without obligation if delivery is not made in the specified time. Any deliveries made after cancellation of order may be returned at Vendor's expense.
- Acceptance of goods and services delivery is conditioned upon inspection and approval by the receiving Department to verify that a Vendor has fully complied with the terms of the Purchase Order or contract for purchase of goods or services.



PURCHASE ORDER
No. 0000021052
Buyer: Blomann

VENDOR:
CONTROL TECHNOLOGIES INC
2776 SOUTH FINANCIAL COURT
SANFORD, FL 32773
Fax No: (407) 330-2804

SHIP TO:
TRAFFIC ENG
950 BELLEVUE AVE
DAYTONA BEACH, FL 32114-

BILL TO:
City of Daytona Beach
PO Box 2451
Daytona Beach, FL 32115-2451

VENDOR NO.	VENDOR PHONE NUMBER	TERMS	DATE	REQUIRED DELIVERY DATE
101423	(407) 330-2800	0	08/16/2021	

SHIPPING INSTRUCTIONS
Contact Darren Greer for shipping/invoicing at 386-671-8653 or greerdarren@codb.us

ITEM	QTY	U/M	DESCRIPTION/TASK	PRD CODE	ACCOUNT/TASK/TYPE	UNIT PRICE	AMOUNT
1	0.00		Quote #: Daytona_07-07-21		001-600300-541-546018-000000 <small>(-)</small>	6,360.00	6,360.00

TAXABLE: No
CONFIRMING:

SUBTOTAL: 6,360.00
TAX: 0.00
SHIPPING: 0.00

TOTAL: 6,360.00

Joanne Stiel

AUTHORIZED SIGNATURE

SPECIAL INSTRUCTIONS
All PO's subject to Terms&Con including E-Verify. See link to T&C's at www.codb.us/41/purchasing

IMPORTANT: OUR ORDER NUMBER MUST APPEAR ON EVERY INVOICE AND PACKAGE
FOB Daytona Beach -- Terms: Net 30 Days -- Florida State Sales & Use Tax Exemption # 85-8012621557C-0

Purchasing Cards



- Authorized City staff may purchase items with a VISA purchasing card. The City utilizes this methods of payment for small dollar purchases (under \$3,000).
- In most cases, no single purchase can exceed \$3000.
- Monthly credit limits vary, up to \$25,000



Doing Business with the City

Purchasing Card Restrictions



- Gas/Oil Products
- Vehicle Repairs
- Cash Advances
- Goods /Services Under Contract
- Computer hardware and software



Vendor Application for Payment



- When a Vendor is awarded a purchase for the first time, contact information must be entered into the financial system unless the Vendor agrees to accept E-Payment through Master Card or if the purchase is made by Purchasing Card.
- Vendors are added to the financial system through information provided on the Vendor's W-9 form. The form may be emailed, faxed, mailed, or delivered in person. The Vendor must keep the City informed of any and all address, phone, or email changes
- The vendor files in the financial system ("Springbrook") is not the same system in which vendors register for bid opportunities ("Negometrix").

Payment of Invoices



- The City pays net 45 days after receipt of a valid invoice or receipt of goods or services, or in accordance with the Florida Prompt Payment Act.
- For an invoice to be valid, it must include the Purchase Order or Contract number, all information that the City needs to verify the accuracy of the invoice, and the amount of payment due based on the specific requirements, i.e., where partial payments are due upon completion of specific tasks, or where payments are based on hourly rates.
- Where payment of reimbursable expenses is specifically provided for, an invoice for such expenses will not be valid unless sufficient documentation is provided to verify that such expenses were incurred and that other conditions have been met. The City also can make Vendor payments via E-Payables through SunTrust. By registering for this program with SunTrust, vendors can be more quickly.

Doing Business with the City

Surplus Liquidation



- City Manager approves the sale of all surplus with a resale value under \$5000.
- City Commission approves items with a resale value exceeding \$5000.
- Disposal of surplus is handled by Purchasing.
- City uses Manheim Daytona Beach auction services to liquidate surplus items and equipment, after being officially declared surplus.
- Auctions are held quarterly. A link to Manheim's website is located on our website.

Home » Departments » Purchasing

PURCHASING

Purpose
The Purchasing Division's primary purpose is to acquire goods and/or services offering the best value, consistent with required specifications, from responsive and responsible vendors so that proper and efficient operations are maintained within the City through procedures bound together by ethics, integrity, and professionalism.

ONLINE BIDDING PLATFORM
Current bid opportunities are available under the Public Solicitations tab on the left toolbar. Bids and Proposals ("offers") **MUST** be submitted online through the Negometrix platform. **NO PAPER RESPONSES WILL BE ACCEPTED.**

Local Preference
The City has a local preference ordinance for formal solicitations. The Local Preference clause may be found in the Purchasing Code, [Chapter 30-86 of the City's Code of Ordinances \(PDF\)](#). Some solicitations prohibit the application of local preference. For ITB's, if a vendor meeting the Purchasing Code's definition of a "local vendor" submits a bid that is within 10% of the lowest bid, then the local vendor and lowest (non-local) vendor will have the opportunity to submit a best and final offer that is equal to or lower than the amount of their original bid. Local preference provisions are also in place for RFPs.

[View the Purchasing Calendar of scheduled meetings.](#)

Contact Us

Joanne Flick
Purchasing Agent
[Email Joanne Flick](#)

Purchasing Department
Physical Address
301 S. Ridgewood Ave.
Room 146
Daytona Beach, FL 32115

Phone: (386) 671-8080
Fax: (386) 671-8085

[Directory](#)

Doing Business with the City In Closing



We hope this presentation was helpful in explaining our policies and procedures and look forward to working with you soon.

Daytona Beach Purchasing Team

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Kirk Zimmerman, NIGP-CPP, CPPB, Buyer 386-671-8081

Julie Murdock, Office Specialist 386-671-8080

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