



# VENDOR GUIDE

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## *Procurement Policies & Procedures*



PROCUREMENT DIVISION

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Altamonte Springs, FL 32701

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(407) 571-8079  
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## WELCOME

Welcome vendors! We appreciate your interest in doing business with the City of Altamonte Springs and wish you much success with your business ventures.

## THE VENDOR GUIDE

This vendor guide serves as a valuable tool for your company and includes general information on how the City procures goods and services. It is designed specifically for our vendor community. Familiarizing yourself with this guide will increase the possibility of partnering with Altamonte Springs on future business opportunities. Familiarizing yourself with these this guide will increase the possibility of partnering with the City on future business opportunities. The guide is for informational purposes only and is not intended to be a compilation of all applicable legal requirements.

## THE CITY & BUSINESS RELATIONSHIP

It is essential to develop good relationships with our vendors. It is, therefore, our policy to give all vendors fair and courteous attention. Visits from vendors are welcome; however, our operating departments and purchasing staff would appreciate if vendors please make an appointment t so we can ensure our availability and give you the attention you deserve.

## THE PURCHASING DIVISION

The Procurement Division provides services that include the purchase of goods, construction and capital improvement projects, non-professional and professional services, capital equipment, inventory management and purchasing card administration. Our goal is to make the most economical acquisition of quality materials and services that assure efficient operation of and protect the City, while upholding the highest legal and ethical standards of responsible business, procurement and contracting practices.

The Procurement staff strives to conduct our duties and responsibilities in accordance with the National Institute of Government Purchasing, Inc. Code of Ethics.

If you have any questions, comments, suggestions, or need assistance, please do not hesitate to contact the Procurement staff at (407) 571-8079 or [procurement@altamonte.org](mailto:procurement@altamonte.org).

Procurement Staff:

- Barbara Kiser, *Procurement Manager* | (407) 471-8080
- Chad Elliott, *Procurement Specialist* | (407) 571-8078
- Pam Johnson, *Administrative Assistant* | (407) 571-8079

## VENDOR PARTICIPATION, REGISTRATION & DATABASE

Currently, the City has two separate and distinct registration lists available to vendors.

- **Financial Vendor Database**—This database is used to issue purchase orders and contracts and process account payable payments. It is not used to notify vendors of upcoming solicitations. Additions to this database are by invitation only directly from the Procurement or Accounting office when there is an intent by the City to issue a purchase order or issue a payment to a vendor.
- **Solicitation Posting Service**—A service for vendors interested in solicitation (bids/proposals/quotes) opportunities. This service is hosted by VendorLink, which is a user-friendly online portal where businesses can sign-up to register and receive electronic email notification of upcoming solicitations as they become available. See the [Posting and Notification Guide](#) for more information.

### **VendorLink**

The City uses VendorLink as its solicitation management system, which is a user-friendly online portal where businesses can sign-up to register and receive electronic email notification of upcoming solicitations as they become available. This online registration service allows suppliers to provide basic information about their business and select specific commodity codes for the goods and services they provide.

When a solicitation matching those selections becomes available, the VendorLink system automatically sends an email notification to the vendor. The notification contains a link and information necessary for the solicitation to be viewed and downloaded.

The City is a VendorLink free agency. There is no registration cost.

### **Getting on the Solicitation Notification List**

The City does not maintain a solicitation notification list (commonly known as a Bidders List). To receive automatic solicitation notification, vendors are encouraged to register at [www.MyVendorLink.com](http://www.MyVendorLink.com).

This site provides self-service tools for no cost vendor registration, account maintenance, email notification of bid opportunities and free solicitation downloading and contract documents. Vendors are responsible for maintaining and updating their contact information.

Vendors choosing not to register are responsible for viewing solicitations on their own at [www.Altamonte.org/SolicitationList](http://www.Altamonte.org/SolicitationList). Information is updated daily.

### **Vendor Self Service**

In the near future, the City will provide Vendor Self Services (VSS), which gives vendors web-based access to their personal information and records. Purchase orders, invoices and accounts payable checks information will be available. Once registered, vendors will be responsible for updating their profiles, including address, contact information, and commodities selections. The City will provide registration information to current vendors when this service becomes available.

## **VENDOR RESPONSIBILITIES**

The City is committed to conducting a procurement process under the highest ethical standards and enjoys the complete confidence of the public. To achieve this, each vendor who seeks to do business with the City must subscribe to the following Vendor Code of Ethics:

- A vendor's solicitation submittal is competitive, consistent and appropriate to the solicitation documents.
- Vendors will not discuss or consult with other Vendors intending to respond to the solicitation on the same solicitation or similar city solicitation for the purpose of limiting competition. Moreover, vendor will not attempt to induce any individual or entity to submit or not submit a response to a solicitation.
- Vendors will not disclose the terms of its solicitation submittal, directly or indirectly, to any other competing vendor prior to the solicitation submittal deadline.
- Vendors will completely perform any contract awarded to them at the contracted price pursuant to the terms set forth in the contract.
- Vendors will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.
- Vendors will not offer or give any gift, item or service of value, directly or indirectly, to a city employee, employee family member or other vendor(s) contracted by the City.

- Vendors shall not communicate with any officer, elected official (including mayor and city commission), department, division, office, city employee or any advisory committee members during an active solicitation from the date of issuance through award, except as identified in the solicitation document.
- Vendors will not cause, influence or attempt to cause or influence, any city employee or official, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that vendor or for any other person.

## **COMPETITION THRESHOLDS, EXEMPTIONS & PROCESS**

The City contracts for millions of dollars in supplies and services each year, which has a tremendous impact on state and local economies. The competitive process ensures contracts go to the most responsive, responsible bidder who complies with the specifications, terms and conditions. It is the intention of the City to obtain the “best value” for the City and its citizens through a competitive process, unless otherwise exempt or waived by the City’s resolution, policies and/or procedures.

### **Thresholds**

#### *No Solicitation—Non-Competitive Micro Purchases Under \$1,000\**

- End users are delegated authority to purchase on the open market without competition.
- Vendor documents containing any terms and conditions require review by Procurement prior to the end user making the purchase.
- Authorization of the purchase is issued to the Vendor by the end user via a city purchase card.

#### *Informal Solicitation—Verbal or Written Submittals Small Purchase \$1,000 to Under \$7,500\**

- End users are delegated the authority to seek competition and receive verbal or written quotes from vendors.
- Procurement reviews and approves the purchase and/or contract.
- Authorization/Approval of the purchase is issued to the Vendor by Procurement via a city purchase order.

#### *Semi-Formal Solicitation—Request for Quotation (RFQ) Medium Purchases \$7,500 to under \$25,000\**

- Procurement handles the semi-formal solicitation (ITB/RFP) process.
- Procurement prepares and posts the RFQ solicitation on the City’s website. The solicitation management system electronically notifies registered vendors when a matching commodity/service code is found.
- Vendors complete and submit the RFQ form to Procurement by the posted submittal deadline.
- Procurement prepares and posts a tabulation of results.
- Qualified submissions evaluated by Procurement and the end user.
- Procurement reviews end user evaluation and prepares an award recommendation and forwards the award recommendation to appropriate city staff person authorized to approve the recommendation.
- If the purchase calls for a formal contract, Procurement prepares the contract and obtains signature from all parties.

- Authorization/approval of the purchase is issued to the vendor by Procurement via a city purchase order and/or finalized executed contract.

*Formal Solicitation—Invitation to Bid (ITB) or Request for Proposal (RFP)*

*High Purchases-\$25,000 and over\**

- Procurement handles the formal solicitation (RFQ) process.
- Procurement prepares and posts the ITB/RFP solicitation on the City’s website. The solicitation management system electronically notifies registered vendors when a matching commodity/service code is found.
- Vendors complete and submit, in sealed envelope/box, the requested ITB/RFP submittal documents to Procurement by the posted submittal deadline. A public opening may be held by Procurement.
- Procurement prepares and posts a tabulation of results.
- Qualified submissions evaluated by Procurement and the end user.
- Procurement reviews end user evaluation, prepares an award recommendation, and forwards the award recommendation to appropriate City upper management staff authorized to approve the recommendation.
- Staff approved award recommendation presented to City Commission for their approval.
- If the purchase calls for a formal contract, Procurement prepares the contract and obtains signature from all parties.
- Authorization/approval of the purchase is issued to the vendor by Procurement via a city purchase order and/or finalized executed contract.

**\*Note:** Solicitation thresholds are for one time or recurring annual purchases of similar items/services.

**Exemptions**

Competition requirements are generally waived for the purchase of:

- Speakers/Instructors/Lecture by individuals;
- Art/Talent/Entertainers
- Subscriptions, Memberships, and Dues
- Registration, Travel, Tolls, and Per Diem
- Training of City personnel (instructors, video, printed, etc.)
- Educational Tests
- Books (text, reference, periodicals)
- Printed Instructional materials
- Films, Filmstrips, Video-tapes
- Veterinary Services
- Newspaper notices and legal advertisements
- Advertisements, including for promotional purposes, such as in magazines
- United States Postal Service stamps, post office box rental and related items (excludes express mail services)
- Codification of City Ordinances
- Governmental Agencies Services
- Aid to Other Organizations Approved by Commission (such as charitable organizations, inter local agreements, etc.)
- Copyrighted Materials (when purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution)

- Sale, Purchase and Leasing Of Land
- Taxes
- Utilities (Water, Sewer, Electricity) for City Property
- Education and Training Services Acquired from a Nonprofit or Educational Institution;
- Maintenance Service Agreements Provided by the Equipment Manufacturer or Distributor Where Maintenance from Other Contractors Will Void an Equipment Warranty (Written Proof from Manufacture Required)
- Non-Repetitive Procurements Less Than \$1,000
- Alternate Source Contracts
- Sole Source, Single Source, and/or Product Standardization (Once Approved by Appropriate Staff)
- Emergency Purchases

### **The Competitive Semi-Formal and Formal Solicitation Process**

#### *Public Notice/Advertisement*

Procurement publishes a general notice in the Orlando Sentinel legal advertising section every Sunday and Wednesday directing readers to [www.Altamonte.org/SolicitationList](http://www.Altamonte.org/SolicitationList) for posted solicitations.

Vendors who have registered with VendorLink are notified of upcoming solicitations based on the commodity codes the vendor selects when they matches the solicitation commodity codes. Because there may be a discrepancy between the vendor and city commodity code selections or in the event the electronic notification fails, it is the vendor's responsibility to check the City's website for current postings.

#### *Solicitation Documents & Updates*

Status and updates, including issued addendums, related to a solicitation are posted online at [www.Altamonte.org/SolicitationList](http://www.Altamonte.org/SolicitationList). If a vendor downloads a solicitation document, the vendor becomes a plan holder of the selected solicitation and is automatically notified if changes are made to the solicitation.

#### *Code/Cone of Silence*

To ensure fair consideration of all respondents, the City prohibits communications to or with any officer, elected official (including the mayor and city commission), department, division, office, city employee or any advisory committee members during the solicitation process from the date of issuance of a solicitation through award, except as identified in the solicitation document.

#### *Questions Regarding Solicitations*

Direct all inquiries or questions regarding the solicitation process and the contents of the solicitation documents to the Procurement staff person identified in the solicitation. The solicitation document identifies to whom, how and deadline for submitting such inquiries/questions. **Important:** You may not contact anyone other than Procurement once the solicitation has been issued/posted or your solicitation may be rejected. See cone of silence paragraph.

#### *Addenda/Changes to Solicitation Documents*

During the course of a solicitation, changes may take place through issuance of a solicitation addendum affecting the specifications or terms and conditions. An addendum becomes an integral binding part of the document and any verbal changes or information is not binding.

Procurement is solely authorized to issue an addendum to a solicitation. Procurement will post the addendum on the City's website and an electronic notification is emailed to vendors listed as plan holders

for the solicitation. However, it is the responsibility of the vendor to check the website or with Procurement for any posted addendums prior to the solicitation submittal deadline and acknowledge receipt of any addendum. Failure of any submitter to receive or acknowledge receipt of any addendum shall not relieve the submitter from any obligation under their submittal.

### *Specifications/Scope*

The solicitation documents include specifications and/or scope of work for the commodity or services being purchases and terms and conditions governing the solicitation. The City establishes the minimum acceptable standards for all solicitations, which includes specific quality and performance standards for the goods and services. Specifications/scopes are determined upon the needs of our end users. At times, it is necessary to seek assistance from vendors in developing the specifications/scope. The City cannot give preferential treatment to any vendor in return for information provided.

The specifications for some items require a brand name or equivalent. If a vendor cannot supply the indicated brand name, the vendor may offer a product that is “equal to” or “better than” the brand name quality set forth in the solicitation. The City will evaluate each product submitted as equal to the specified brand to ensure it meets the specified requirements.

Vendors must direct any questions, concerns or objections regarding specifications called out in the solicitation document to the City’s Procurement staff contact listed in the solicitation and received prior to the deadline for questions specified in the solicitation.

### *Bonds*

The City specifies the requirement of any bonds in the solicitation.

- *Bid Bond/Security*—Procurement specifies in the solicitation any requirement of a Bid Bond/Security. The Bid Bond is usually 5% of the solicitation submittal amount, unless otherwise noted in the solicitation document. The City holds bid securities, other than that of the awardee, until the City awards the solicitation and subsequently releases the bid security to all submitters if they so request. The City releases the bid security to awardee, unless otherwise noted in the solicitation, when both parties have executed the contract.
- *Payment & Performance (P&P) Bond*—Procurement specifies in the solicitation any requirement of a P&P Bond. The P&P Bond is usually 100% of the contract amount, unless otherwise noted in the solicitation document. Riders are required if a contract change order either increases the contract amount or increases the project completion date.
- *Maintenance Bond*—Procurement specifies in the solicitation any requirement of a Maintenance Bond. The Maintenance Bond is usually 10% of the final contract amount, unless otherwise noted in the solicitation document.

### *Pre-Solicitation Meeting & Site Visits*

- *Pre-Solicitation Meeting*—In general, the City does not hold pre-solicitation conference. However, if the City believes it cannot adequately describe the specifications in a clear and intelligent manner, a pre-solicitation meeting(s) may be scheduled. If the City determines the need for a pre-solicitation meeting, Procurement identifies the meeting details in the solicitation document and the solicitation posting. In some cases, the pre-solicitation meeting may be mandatory meaning that the City only accepts solicitation submittals from those potential respondents who attend the meeting and sign the sign-in sheet.



- *Site Visits*—Potential respondents are encouraged to visit the project site, as identified in the solicitation document, prior to submitting a solicitation submittal. Vendors may visit the site on their own, unless otherwise stated in the solicitation document. Due to the nature of some projects, it may be necessary to restrict site access and require that city staff be present while the vendor is on site. If this is the case, the solicitation document will address this issue.

#### *Solicitation Submittal*

Upon completion of the requested solicitation submittal documents, check for errors and ensure all required signatures and attachments (i.e., proposal bid form and bid security) are included. Potential respondents to a solicitation are responsible for ensuring the solicitation submittal reaches Procurement by the submittal deadline specified in the solicitation document. The potential respondent may reach out to the Procurement staff listed in the solicitation to confirm receipt. The City does **not** accept late submittals, and the late submittal is **not** grounds for protest.

#### *Solicitation Opening*

If called for in the solicitation or if required by Florida Statutes, Procurement may conduct a public solicitation opening and read aloud submittal information on the date/time and location as identified in the solicitation.

#### *Errors in Submittal to Solicitation*

A vendor's submittal is a firm offer to enter into a contract with the City. However, Procurement staff may correct any error in the extension of unit prices stated in the submittal or in multiplication, division, addition or subtraction. Discrepancies in price, other than error in extension of unit prices, are sufficient to consider the submittal as non-responsive.

#### *Withdrawal of Solicitation Submission*

Prior to the posted solicitation submittal deadline, an authorized representative of the submitting vendor may withdraw their submittal. After the posted solicitation submittal deadline, the solicitation submission shall constitute an irrevocable offer for the period specified in the solicitation and must be valid and firm for the minimum time stipulated on the solicitation document.

### **Solicitation Submittal Evaluation & Award Process**

#### *Responsive and Responsible Vendor*

After Procurement receives the submittals, they are evaluated to determine the lowest most responsive and responsible submittal. The City considers a solicitation submittal responsive and responsible only if it conforms to the requirements of the solicitation concerning pricing, bonds, insurance, specifications of goods or services requested and any other matter stated in the solicitation documents.

#### *Shortlist of Proposals*

In some instances, usually for professional services, an evaluation committee consisting of several staff or impartial outside parties, may be assigned to independently evaluate the solicitation submittals based on the evaluation criteria established in the solicitation document. The committee may elect to short-list several top-ranked firms and schedule them for formal presentations and/or interviews to further evaluate the firms prior to ranking the submittals.

### *Rejection of Submittals, Reserved Rights*

The City, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all submittals; to re-advertise, postpone, or cancel a solicitation any time during the solicitation process; or to waive minor irregularities and informalities. The City does not guarantee the award of any solicitation as a result of a solicitation process.

### *Inspection, Samples and Testing*

When inspections, samples and/or testing are necessary, Procurement addresses the requirements in the solicitation. Conditions for inspections, samples and testing may vary and may be performed prior to and after award.

### *Public Records Requests of Solicitations*

Per Florida Statute 119 (the Public Records Law), information and materials received by the City in connection with a solicitation response are public records but are not open for public inspection and/or copying (per F.S. 119.071(b)) until recommendation for award or 30 days after the solicitation submittal deadline, whichever occurs first. Therefore, the City makes available the solicitation records, including any submissions, for public inspection when required by law.

### *Award Recommendation*

The City evaluates and makes an award recommendation in accordance to the criteria in the solicitation. The solicitation document specifies the anticipated tentative award recommendation posting date. However, the indicated date is subject to change. It is the responsibility of the submitter to frequently check the award recommendation status.

Any actual or prospective respondent to a specific solicitation who are purportedly aggrieved in connection with a pending award may submit an award recommendation objection in writing to the Procurement Manager. It must be received by 4:30 p.m. on the business day prior to the City Commission meeting. The City follows a due process procedure to resolve any stated objections. The Commission may not consider an award objection that is not first submitted to Procurement.

### *Post Award Information*

If the Commission approves the award recommendation, Procurement posts the award approval and Procurement issues a "Notice of Award" to the awarded vendor with requirements they must be complete prior to issuance of a contract and/or purchase order by Procurement.

## **OTHER IMPORTANT PROCUREMENT INFORMATION**

### **Standard City Purchasing Terms & Conditions**

**Important Read Carefully:** Terms and conditions on City's solicitation documents, contracts, and/or purchase orders shall prevail and take precedence. Unless expressly accepted by the City, only terms and conditions contained in these documents shall apply. The City will not consider additional terms and conditions submitted by the vendor. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to the City's purchase of goods and services if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. Vendors shall agree that the general and/or any special conditions in the City documents are the only conditions applicable to purchases made by the City and that the City will not accept exceptions to our terms and conditions.

## **Contracts**

Per above, unless expressly accepted by the City, only the City's terms and conditions contained in City documents shall apply and the City will not consider additional terms and conditions submitted by the vendor. Regardless of the purchase amount, all contracts or any other vendor documents containing any pricing, terms, and conditions must be directed to Procurement to determine acceptance of and if accepted, the execution and release of executed documents.

## **Order Authorization Methods**

Unless exempt by Procurement procedures, an order authorization issued by Procurement is required for the purchases of goods and services. The vendor assumes all risk and has no assurance of payment, if they provide goods/services without one of the acceptable order methods:

- *Purchasing Card*—The City's VISA Purchasing Card (pCard) can expedite payments to vendors and reduce purchasing costs by eliminating issuing a purchase order. The City authorizes the end user to place the order if the total per transaction limit is under \$1,000.
- *Purchase Order*—For total annual purchases exceeding \$1,000, a purchase order (PO) is required PRIOR to ordering goods or services. Only Procurement can issue POs on behalf of the City.
- *Contracts*—Currently, most contract purchases require a PO issued by Procurement, which includes the contract number.
- *Order Authorization Exemptions*—The City does not require purchase orders/contracts and authorizes direct payments to the vendor for these goods/services:
  - Travel
  - Subscriptions
  - Memberships
  - Publications
  - Insurance
  - Land acquisition
  - Utilities (water, sewer, electricity/power for city operations/facilities)
  - Federal/State/County/Local services (i.e., permits, licenses, etc.)
  - Other goods/services determined on a case by case basis by Procurement depending on extenuating circumstances that make it unfeasible and/or impracticable to set up a PO (uncertain funding, frequency of purchases, undetermined/unknown miscellaneous purchases, etc.)

## **Change Orders/Amendments**

If changes occur in price, scope of services or performance after the award of a solicitation, contract and/or purchase order, a written contract amendment and/or change order to the PO is required. Both are only issued by Procurement. Please note that the solicitation and/or contract specifically states the circumstances under which changes and amendments are allowed.

## **Alternate Source Contracts (Cooperative/Intergovernmental)**

Procurement procedures allow for purchases in any amount against an established, active alternate source contract, provided they are in the best interest of the City. Alternate source contracts consist of Federal GSA contracts, State of Florida governmental contracts, governmental joint agreements, any Florida local or county governmental agency contract, cooperative purchasing organizations, joint bids, or purchasing associations, non-profit organizations and any other entities allowed by procurement policy/procedures. The City considers alternate source contracts as an acceptable source selection method, provided they mirror the City's and generally accepted governmental best practices related to competition, award selection and contract requirements.

- *Piggyback*—Procedure of procuring goods or services without issuing its own formal solicitation and instead utilize (piggyback) other public entity's award of a solicitation and in which an entity will be extending the same pricing, terms, and conditions of a contract entered into by another entity.
- *Cooperative Procurement*—A procurement by a public body with one or more other public bodies, for the purpose of combining requirements for the purchase of like goods and/or services in order to increase efficiency and/or reduce administrative expenses.

### **Sole/Single Source & Standardization**

The City as much as possible attempts to purchase non-proprietary products/services. Sometimes, however, single, sole and product/services standardization purchases are justified.

- *Single Source*—Single source occurs when there is more than one viable supplier, but the City determines it is in its best interest to select a particular manufacturer/service provider based on one or more significant business reasons. Legitimate reasons to single source a purchase may involve the vendor's special ability to provide unique spare parts, unique emergency repair service or unique knowledge and qualifications, etc.
- *Sole Source*—Includes goods and/or services which are propriety or are only available from one source for which there are no competitive alternate source. On occasion, equipment parts for replacement or repair services for equipment can be obtained only from the manufacturer or area sales and service outlet of the particular manufacturer.

### *Standardization/Approved Brands*

Standardization of approved brands or services is based on compatibility of goods/services, cost savings, ease of maintenance, safety factors or any other grounds found to make standardization in City's best interest. The standardization supplies or services is to support cost reduction and effective maintenance, training, integration and economies of scale.

### **Emergency Purchases**

An emergency exists when a delay from the applicable competitive solicitation process would:

- cause an immediate danger to the public health, safety or the welfare of person(s), or
- immediate action is required for the preservation or protection of property, or the continuance of a vital City function.

Emergency purchases are limited to the purchase of items and quantities needed during the emergency event and for a time-period sufficient to meet the immediate threat or emergency situation, and are not to be used to meet long-term requirements. If such conditions exists, the City will proceed with the procurement of goods or services without competition and issuance of an emergency purchase order the same day or next working day if the emergency occurs after hours, on weekends or on a holiday.

### **Insurance**

The City may require vendors to have insurance depending on the nature of the goods and services provided. Although subject to change depending on perceived risk to the City, generally the coverage and limits of insurance is identified in the below:

- **Purchase between \$1,000 to under \$7,500:**
  - Commercial General Liability\*
    - \$500,000 General Aggregate

- \$500,000 Products and Completed Operations Aggregate
  - \$500,000 Personal and Advertising Injury
  - \$500,000 Each Occurrence
- Auto Liability
  - \$500,000 Combined Single Limit
- Workers Compensation\*\*
  - Statutory Limits - \$100,000 each accident
  - \$500,000 disease
  - \$100,000 each employee
- **Purchases between \$7,500 and under \$25,000**
  - Commercial General Liability\*
    - \$1,000,000 General Aggregate
    - \$1,000,000 Products and Completed Operations Aggregate
    - \$1,000,000 Personal and Advertising Injury
    - \$1,000,000 Each Occurrence
  - Auto Liability
    - \$1,000,000 Combined Single Limit
  - Workers Compensation—Same as above
- **Purchases \$25,000 and over**
  - Determined on a case-by-case basis by Risk Management

\*City of Altamonte Springs must be named as Additional Insured

\*\*Some contractors may exclude themselves from Workers' Compensation coverage. In such instances, a valid EXCLUSION FORM must be submitted but is not accepted in lieu of proof of Workers' Compensation coverage. **ANY CONTRACTOR DOING WORK FOR THE CITY MUST HAVE WORKERS' COMPENSATION INSURANCE.** If contractor leases employees from a professional employee organization (PEO), said contractor must have a workers' compensation insurance policy in the contractor's name in addition to coverage provided for leased employees by the PEO.

### **Delivery**

Unless a contract requires a specific Notice to Proceed, an official city purchase order and/or contract is your authorization to commence with delivery of goods or commencement of services. Acceptance of delivery is subject to the City's purchase order terms and conditions, and conditional upon inspection and approval by the receiving department/division to verify that goods/services fully comply with the requirements of the solicitation and/or contract.

### **Vendor Default**

The City may hold a vendor in default if the vendor fails to provide goods and/or services in accordance with the terms and conditions of the contract, solicitation, and/or purchase order. The City holds such vendors liable for all extra costs incurred in the procurement of the goods and/or services from another vendor. Such default is also subject to suspension from doing business with the City. A second default may result in debarment.

### **Vendor Payment**

To ensure prompt payment, vendors should send the invoice containing the proper information by:

- *Email* (preferred method)—[AccountsPayable@altamonte.org](mailto:AccountsPayable@altamonte.org)
- *Fax*—(407) 571-8082
- *Mail*—Accounts Payable, City of Altamonte Springs, 225 Newburyport Ave., Altamonte Springs, FL 32701

Invoices must contain proper quantities, units, unit cost and total prices as stated in the solicitation, contract and/or purchase order. The City does not issue payments prior to receipt and acceptance of goods and services by city staff, unless preapproved by accounting staff.

The City's computerized purchase order system encumbers funds simultaneously as the purchase order is processed and released (emailed to vendor) and is ready to process payment immediately upon receipt and acceptance of the goods and services. Most invoices are processed for payment within 30 days. All payments must be in accordance with the Local Government Prompt Payment Act. Vendors should submit questions regarding late payments to the City's Accounts Payable staff.

### **Tax Exempt Status**

The City is exempt from Florida sales tax. The City deducts any such taxes included on an invoice and pays the remaining amount. To request a tax exemption certificate, contact [AccountsPayable@altamonte.org](mailto:AccountsPayable@altamonte.org).

### **Gifts and Gratuities**

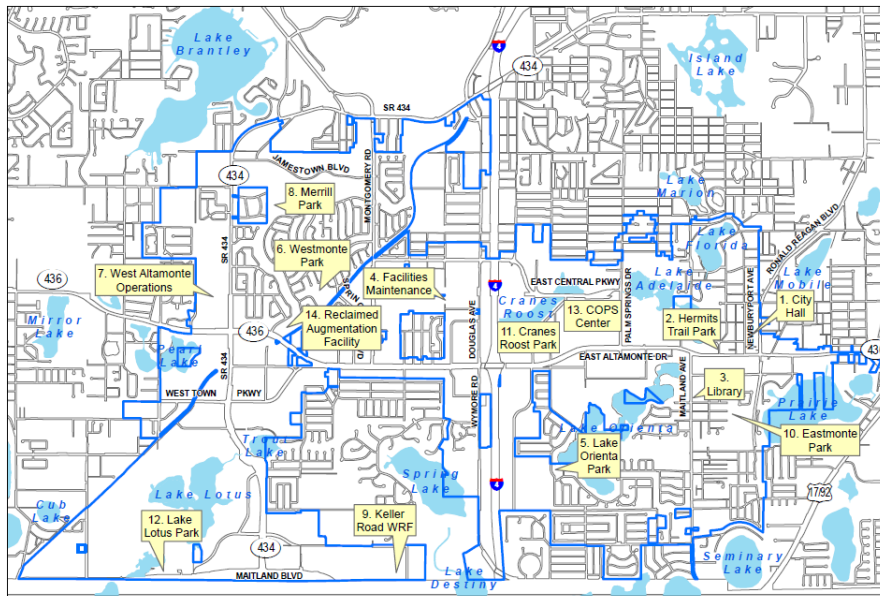
City policy prohibits acceptance of gifts or gratuities at any time, except for inexpensive promotional items with company logos or advertising. Employees must not become obligated to any supplier and shall not participate in any transaction from which they will benefit directly or indirectly.

### **CONTACT INFORMATION**

The Procurement office is located in City Hall. Office hours are Monday through Friday from 7:30 a.m. to 4:30 p.m.

225 Newburyport Avenue | Altamonte Springs, FL 32701  
(407) 571-8079 | FAX (407) 571-8082 | [Procurement@altamonte.org](mailto:Procurement@altamonte.org)

### **CITY FACILITIES LOCATIONS**



### **Facilities Location Map**

