



HOW TO DO BUSINESS WITH THE CITY

Quick Reference Guide



PROCUREMENT DIVISION
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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.

Reference Guide

This guide provides basic information for vendors seeking to do business with the City. The guide is for informational purposes only and are not intended to be a compilation of all applicable legal requirements.

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 [Altamonte.org/City Departments/Procurement](http://Altamonte.org/City%20Departments/Procurement) for more information.

Competition Thresholds, Solicitation Announcements & Ordering Methods

It is the City's intention to maximize the value of products and services purchased through a competitive process, unless otherwise exempt or waived by the City's resolution, policies and/or procedures.

<i>Solicitation Thresholds</i>	<i>Ordering Methods</i>
No Solicitation <i>Micro Purchases under \$2,500*</i> <i>Annually Non-Competitive</i>	<ul style="list-style-type: none">• End users are delegated authority to purchase on the open market without competition.• Purchase authorization is issued to the vendor by the end user via a city purchase card.
Informal Solicitation <i>Small Purchases \$2,500 to under \$15,000*</i> <i>Annually Verbal or Written Submittals</i>	<ul style="list-style-type: none">• End users are delegated the authority to seek competition and receive verbal or written quotes from vendors.• Purchase authorization/approval is issued to the vendor by procurement via a City Purchase Order.
Semi-Formal Solicitation <i>Medium Purchases \$15,000 to under \$50,000*</i> <i>Annually Request for Quotation (RFQ)</i>	<ul style="list-style-type: none">• Procurement handles the RFQ 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.• Purchase authorization/approval is issued to the vendor by procurement via a City Purchase Order and/or finalized executed contract.

Solicitation Thresholds	Ordering Methods
Formal Solicitation <i>High Purchases \$50,000 and over Annually*</i> <i>Invitation to Bid (ITB) or Request for Proposal (RFP)</i>	<ul style="list-style-type: none"> • Procurement handles the ITB/RFP 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. • Purchase authorization/approval 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.

The Semi-Formal & Formal Solicitation Announcements

Public Notice/Advertisement

Vendors who have registered with VendorLink are notified of upcoming solicitations based on the commodity codes the vendor selects when they match 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. 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.

Tax Exempt Status

The City is exempt from Florida Sales Tax. To request a Tax-Exempt Certificate please contact Procurement at: Procurement@altamonte.org.

Gifts and Gratuities

City policy prohibits acceptance of gifts or gratuities.

Vendor Insurance Requirements

Insurance requirements are evaluated based on the Risk to the City and determined by Risk Management. The minimum insurance coverage limits are outlined below and may not apply to certain types of purchases. For specific requirements please reach out your Operation Department Contact.

- **Commercial General Liability**
 \$1,000,000 Per Occurrence/General Aggregate, Products/Completed Operation Aggregate and Personal and Advertising Injury as well as additional Insured status.
- **Auto Liability**
 \$1,000,000 Combined Single Limit (CSL)
 Shall include “any auto” or “scheduled, owned, hired and non-owned” vehicles, coverage for loading and unloading goods/products and additional Insured status

- **Worker's Compensation**
Florida Statutory Limits - \$100,000 each accident, \$500,000 disease
Or valid Certificate of Exemption from the Florida Division of Worker's Compensation
- **Technology Errors and Omissions/ Cyber Liability**
\$1,000,000 Per Occurrence / \$2,000,000 General Aggregate

Other Important Procurement Information

Standard Purchasing Terms & Conditions – Read Carefully

Terms and conditions on the 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 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.

Contact Information

If you have any questions or need assistance, please contact the procurement staff at (407) 571-8079 or Procurement@altamonte.org.