



776 NE 125<sup>th</sup> Street  
North Miami, FL 33161  
(305) 893-6511  
[www.northmiamifl.gov](http://www.northmiamifl.gov)

## *Vendor Guide*

### *“How to do Business with the City of North Miami”*

The Purchasing Department appreciates your interest in doing business with the City of North Miami. We hope this information is helpful in your business experience with the City. We strive to obtain maximum competition and encourage new sources of supply, as well as local vendor participation in the award of contracts for the City’s purchases of all goods and services. This brochure summarizes the City’s procurement procedures and is not intended to be a complete statement of the City’s entire purchasing practices and requirements.

#### ***Purchasing Department Information***

The City of North Miami’s Purchasing Department consists of three dedicated employees. They are the Procurement Director, a Purchasing Agent and a Buyer.

The Purchasing Office is located at:  
776 NE 125<sup>th</sup> Street  
North Miami, FL 33161  
Telephone: (305) 895-9886  
Facsimile: (305) 891-1015  
Office hours are: Monday - Friday 8:00 a.m - 5:00 p.m.

### ***Purchasing Regulations***

The City of North Miami Procurement Ordinance No. 1244 describes the rules and regulations used in the operation of the Purchasing Department and detail the duties, functions and authority of the Purchasing Manager. The City of North Miami Procurement Ordinance is available for review on the Purchasing Department's website at [www.northmiamifl.gov/business/purchasing](http://www.northmiamifl.gov/business/purchasing).

### ***Demand Star by Onvia***

Effective immediately, the City of North Miami requires vendors to complete vendor registration forms upon notice of award to do business with the City. The City utilizes Demand Star by Onvia to better connect with vendors and provide vendors with bidding opportunities. Demand Star *Free Agency* is an option available to vendors and offers a free notification service of solicitations issued by the City of North Miami. At a minimal cost, vendors have the option of additional services to download bids from Onvia DemandStar.

Registration of Demand Service is available at the following site: [www.demandstar.com/register.rsp](http://www.demandstar.com/register.rsp). For additional information about Demand Star services call (800) 711-1712.

### ***Vendor Registration***

In order to do business with the City of North Miami all vendors, including but not limited to, corporations, fictitious names (d/b/a), LLC, LP, non-profits, and foreign corporations must be registered with the Florida Department of State Division of Corporations, also known as [Sunbiz](http://www.sunbiz.org), to do business with the City of North Miami. You can check your status at [www.sunbiz.org](http://www.sunbiz.org).

Once awarded any projects, vendors must complete the City's Vendor Registration Form. The form can be emailed, mailed or faxed to the Purchasing Department. It is important to complete the entire registration form and indicate they type of services or commodities offered.

Local City of North Miami businesses must submit a copy of their Business Tax Receipt with their application to receive a local preference (see below for Local Preference guidelines).

### ***W-9 Form***

The City also request vendors to complete a W-9 Request for Taxpayer Identification Number and Certification to be submitted with your application.

### ***Solicitation Notices***

All of the City's formal solicitation notices are advertised in the Daily Business Review and the City's local NoMi Channel 77. The solicitation notices are available on the City's website at [www.northmiamifl.gov/business/purchasing](http://www.northmiamifl.gov/business/purchasing) and at [www.demandstar.com](http://www.demandstar.com). The City may issue informal solicitations by facsimile or email.

### ***Local Preference / 10% Total Workforce Consisting of North Miami Residents***

The evaluation of competitive bids is subject to Section 7-151 of the City Code which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the Bidder shall affirm in writing its compliance with either of the following objective criteria as of the Bid submission date stated in the Invitation for Bid. A local business shall be defined as:

- a) A business that has a valid local business tax receipt, issued by City of North Miami at least one year prior to bid submission, that is appropriate for the goods, services or construction to be purchased; **and**
- b) A business that has a physical business address located within the limits of the City of North Miami from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; or
- c) A business has at least ten percent (10%) of its total workforce residing in the city prior to the city's issuance of the solicitation for supplies or services; or
- d) A business that subcontracts at least ten percent (10%) of the contractual amount of a City project to subcontractors who are physically located within the City of North Miami.

The preference is applied during the evaluation process. Bids received from local businesses are assigned a preference of ten (10) percent of the total price.

### ***Solicitations / Quotations***

All requests for quotations and bids allow for open, competitive and equitable award. The following guidelines are generally used when selecting the method for source selection:

- **Small purchases** - procurement of goods and services not exceeding \$5,000 with the use of one written quotation.
- **Purchases exceeding \$5,000 up to \$50,000** require at least three (3) written quotations from qualified suppliers or service providers. Quotations are issued by mail or fax to a minimum of three (3) registered companies.

- **Goods and services totaling more than \$50,000** require formal solicitation and items over \$100,000 require city council approval for final award. Advertisements are placed in the Daily Business Review, NoMi Channel 77 and are available on Demand Star.
- **Construction projects totaling over \$100,000** require formal solicitation and requires city council approval for final award. Advertisements are placed in the Daily Business Review, NoMi Channel 77 and are available on Demand Star.

### *Methodologies for Competitive Procurement*

Type	Description
<b><i>Request for Quotes (RFQ)</i></b>	A request for written quotation (faxed or emailed) Minimum of 1 quote for purchases under \$5,000; Minimum of 3 quotes for purchases \$5,001 - \$50,000
<b><i>Request for Bids (RFB)</i></b>	A formal solicitation for sealed competitive bids with the title, date and hour of the public bid opening designated. A Request for Bid (RFB) is used when the lowest price from a responsive and responsible bidder is the determining factor for award. The Statement of Work and/or Specifications must be clearly defined and not subject to alternate approaches. Bids are not subject to negotiation following bid opening unless only one bid is received.
<b><i>Request for Proposals (RFP)</i></b>	A formal solicitation for sealed competitive proposals with the title, date and hour of the public proposal opening designated. A Request for Proposal (RFP) is used when project methodologies and approaches need to be evaluated. Proposals are subject to negotiation.
<b><i>Request for Information (RFI)</i></b>	A written request for information to determine market availability and/or credentials used to create a list of pre-qualified potential contractors. No award is made following issuance of an RFI since it is typically the first step in a two-step solicitation process leading to the issuance of a Request for Quote, a Request for Bid, or a Request for Proposal.

### ***Professional Services Procurements***

"Professional Services Procurements", involving services for architecture, professional engineering, landscape architecture and registered land surveying, is subject to the provisions of the Consultant's Competitive Negotiations Act (CCNA) and must follow the procedures set forth in Section 287.055, Florida Statutes.

### ***Bid Bonds***

A bid Bond shall be required for all contracts solicited by competitive sealed bidding or competitive sealed proposals when the price is estimated to exceed \$100,000. The amount of the bid bond shall be five percent (5%) of the total bid or proposal amount.

***Sales Tax***

The City of North Miami is exempt from all Federal Excise and State sales taxes and is not to be included in bid prices. Exemption certificates can be provided by the Purchasing Department upon written request by the vendor.

***Vendor Invoices***

Original invoices must be addressed and sent to:

City of North Miami  
Accounts Payable  
PO Box 619085  
North Miami, FL 33261

***Ethics***

The Purchasing Department is governed by the NIGP Code of Ethics and the City maintains a strict policy prohibiting employees from accepting gifts and/or gratuities from any vendor/business or potential vendor/business. Vendors/businesses are requested to cooperate by not making offers of gifts and/or gratuities to employees.

The City upholds its commitment to ensure that the community we contract with reflects the community we serve. We do this by cultivating opportunities for business in an atmosphere that is creative, legal and fair.

***Cone of Silence***

Pursuant to subsection (t) “Cone of Silence,” of Section 2-11.1 “Conflict of Interest and Code of Ethics Ordinance” of Miami-Dade County, a Cone of Silence is imposed concerning the City’s competitive purchasing process, which generally prohibits bidders communicating with staff or elected officials concerning the specific ITB/RFP until such time as the City Manager makes a written recommendations concerning the competitive purchase transaction. The statement fully disclosing the requirements of the “Cone of Silence” is detailed in every solicitation document.

***Southeast Florida Governmental Cooperative Group (Co-op)***

The City is an active member of the Co-op Group which has twenty-six agencies in Miami-Dade County, Broward County and Palm Beach County including such agencies as City of Miami, City of North Miami Beach, City of Miami Gardens, City of Ft. Lauderdale, Broward County, Broward Community College, City of Boca Raton just to name a few. As a vendor with the City of North Miami, you will be notified of

solicitations for the Co-op for your registered commodity. The Co-op has over fifty active contracts.

### ***Professional Memberships***

The Purchasing Department is a member of the National Institute of Governmental Purchasing (NIGP); Florida Association of Public Purchasing Officers (FAPPO); Greater Miami Chapter of NIGP; Southeast Florida Chapter of NIGP; and Southeast Florida Governmental Cooperative Group.

### ***Disposal of Surplus Items***

The City of North Miami Utilizes an online service to auction surplus items such as city vehicles, seized police items etc. Please visit [www.lonestarauctioneers.com](http://www.lonestarauctioneers.com) to get weekly updates of items being auctioned.

**This publication is designed solely to provide general summary information to those wishing to do procurement business with the City of North Miami. As such, it is not binding in either a legal or regulatory sense. The procurement activity of the City is performed in accordance with the City's Procurement Ordinance and other applicable laws, rules and regulations, which govern the information in this publication.**

**Revised on 12/9/10**