



776 NE 125th Street
North Miami, FL 33161
(305) 895-9886
www.northmiamifl.gov/purchasing

Vendor Guide

“Doing Business With the City of North Miami...Purchasing Department Edition”

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 Location

The Purchasing Office is located at:

776 NE 125th Street – Room 303
North Miami, FL 33161
Telephone: (305) 895-9886
Office hours are: Monday - Friday 8:00 a.m. - 5:00 p.m.

Purchasing Regulations

The City of North Miami [Procurement Ordinance](#) describes the rules and regulations used in the operation of the Purchasing Department and details the duties, functions and authority of the Purchasing Director. The City of North Miami Procurement Ordinance is available for review online at https://library.municode.com/fl/north_miami/codes/code_of_ordinances?nodeId=PTIICOOR_CH7FI_ARTIIIPRCO.

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](#), as required, in order to do business with the City of North Miami. You can check your status at www.sunbiz.org.

All vendors must complete the City's Vendor Registration Form. The form can be emailed, mailed or dropped off in-person to the Purchasing Department. It is important to complete the entire registration form. Most importantly, indicate the type of services or commodities offered. When bidding opportunities arise, the City may notify vendors via email that a bid has been advertised. It is important to list your commodities and that the City has your current email address on file to receive this notification.

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. The bid documents are available on the City's website at www.northmiamifl.gov/purchasing and at www.demandstar.com. The City may issue informal solicitations by email.

Demand Star

The City utilizes DemandStar 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 DemandStar.

Registration of Demand Service is available at the following site: www.demandstar.com/register.rsp. For additional information about Demand Star services call (206) 940 - 0305.

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 a preference of ten percent (10%) of the total evaluation points or ten (10%) of the total bid price shall be given to local businesses. To satisfy this requirement, the Solicitation Respondent must submit contract forms A-3 and A-3(a) (if applicable), with their submittal to receive local preference. Failure to submit the required documentation will render the Respondent ineligible for local preference. **At least two (2) of the following criteria must be met in order to qualify for local preference:**

- a) A business that is located in the City of North Miami (City) with a current business tax receipt issued prior to the City's issuance for supplies or services **AND/OR;**
- b) A business has at least ten (10%) of its total workforce residing in the City prior to the City's issuance of the solicitation for supplies or services **AND/OR;**
- c) A business that subcontracts at least ten percent (10%) of the contractual amount of a City project with subcontractors who are physically located within the City.

The preference is applied during the evaluation process.

Solicitations / Quotations

All requests for proposals 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 \$25,000** require at least three (3) written quotations from qualified suppliers or service providers. Quotations are issued by e-mail to a minimum of three (3) companies.
- **Goods and services totaling more than \$25,000** require a formal solicitation and require City Council approval for final award. Advertisements are placed in the Daily Business Review, the Purchasing website and are available on Demand Star.
- **Construction projects totaling over \$75,000** require formal solicitation and City Council approval for final award. Advertisements are placed in the Daily Business Review, the Purchasing website and are available on Demand Star.

Methodologies for Competitive Procurement

Type	Description
Invitation for Quotes (ITQ)	A request for written quotation (emailed) Minimum of 1 quote for purchases under \$5,000; Minimum of 3 quotes for purchases \$5,001 - \$25,000 or \$5,000 - \$75,000 for construction.
Invitation for Bids (IFB)	A formal solicitation for sealed competitive bids with the title, date and hour of the public bid opening designated. An Invitation for Bid (IFB) 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.
Request for Proposals (RFP) and Request for Qualifications (RFQ)	A formal solicitation for sealed competitive proposals with the title, date and hour of the public proposal opening designated. A Request for Proposal (RFP) or a Request for Qualifications (RFQ) is used when qualifications, experience, project methodologies and approaches need to be evaluated. Proposals are subject to negotiation.

Professional Services Procurements

"Professional Services Procurements," involving services for architecture, professional engineering, landscape architecture and registered land surveying, are 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. The bid bond shall be provided by a surety company authorized to do business in this state.

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 IFB/RFP/RFQ until such time as the City 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 Southeast Chapter of the National Institute of Governmental Purchasings (NIGP) Co-op Group which has more than fifty (50) 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.. The Co-op has over fifty active contracts.

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.bidera.com to get 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 08/09/19