



Vendor Guide

How to do Business with the City of North Miami

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Introduction

The Procurement Department appreciates your interest in doing business with the City of North Miami (City). 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, services and capital projects. This guide summarizes the City's procurement procedures and is not intended to be a complete statement of the City's entire strategic procurement process.

Procurement Department Contact Information

Office Address:

776 NE 125th Street
Room 303
North Miami, FL 33161

Phone Number:

(305) 895-9886

E-mail:

procurement@northmiamifl.gov

Office Hours:

Monday through Friday from 8:00am to 5:00pm

Procurement Regulations

The City of North Miami Procurement Ordinance describes the rules and regulations used in the operation of the Procurement Department and details the duties, functions and authority of the Procurement Director. The City of North Miami Procurement Ordinance is available for review online on the [Municode Website](#).

Prohibition on Use of Expanded Polystyrene and Single-Use Plastic Beverage Straws

Pursuant to [Section 7-201 of the Procurement Code](#), City contractors and special event permittees shall not sell, use, provide in, or offer the use of expanded polystyrene food service articles (plates, bowls, cups, containers, lids, trays, coolers, ice chests and all similar articles) or single-use plastic beverage straws in City facilities or on City properties. City contractors shall not sell or use expanded polystyrene or single-use plastic beverage straws within the City or while completing their duties to the City under contract.

A violation of this section shall be deemed a default under the terms of the City contract, lease or concession agreement and is grounds for revocation of a special event permit. This section shall not apply to expanded polystyrene food service articles or single-use plastic beverage straws used for prepackaged food that have been filled and sealed prior to receipt by the City contractor or special event permittee.

E-Verify

Attention vendors!

Effective July 1, 2023, F.S. 448-095 (5) went into effect requiring that “(a) A public agency must require in any contract that the contractor, and any subcontractor thereof, register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. A public agency or a contractor or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.” Please be advised that if you are selected by the City of North Miami to provide goods and services, you will be required to register and utilize the E-Verify system to verify work authorization for your employees. *This law applies to companies that have 25 or more employees.

Payments

Local Government Prompt Payment Act

Payments made by City of North Miami (City) are governed by the Local Government Prompt Payment Act ([Sections 218.70 through 218.80 of the Florida Statutes](#)) and in accordance with the City’s policies and procedures. Pursuant to the Local Government Prompt Payment Act, the payment due date for the purchase of goods and services other than construction services is forty-five (45) days after the date specified in [Section 218.73](#) of the Florida Statutes. The due date for payment for the purchase of construction services shall be determined pursuant to [Section 218.735 of the Florida Statutes](#).

Invoices

Original invoices must be addressed and sent to:

payable@northmiamifl.gov

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

Sales Tax

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

Self-Service Vendor Registration Portal

In order to do business with the City of North Miami all vendors, including but not limited to, corporations, fictitious names, Limited Liability Corporations, Limited Partnerships, non-profits, and foreign corporations must be registered and active with the Florida Department of State Division of Corporations (DOC), when required by the State of Florida, in order to do business with the City. Registration status with the DOC can be checked at www.sunbiz.org.

All prospective vendors must complete the City's Vendor Registration Form. It is important to complete the entire registration form and indicate the type of services or commodities offered.

W-9 Form

The City requests all vendors to complete a W-9 Form (Request for Taxpayer Identification Number and Certification) and uploaded on the Self-Service Vendor Registration Portal.

Changes to Vendor Information

Any request to update information for a vendor's profile including, but not limited to, name, address, contact information, commodity codes and corporate structure must be submitted directly through the Self-Service Vendor Registration Portal.

Solicitation Notices

The City of North Miami (City) Procurement Department advertises all formal solicitations. Solicitation documents are posted on the [Procurement Department website](#) as well as our e-Procurement platform. The City may issue informal solicitations via e-mail.

Prospective vendors can sign up for e-mail and/or text alerts to be notified when the Procurement Department posts a new solicitation by going to <https://www.northmiamifl.gov/list.aspx>.

Solicitations

All formal requests for proposals and bids allow for an open, competitive and equitable award.

Method of Source Selection

The following guidelines are generally used when selecting the method for source selection:

Small Purchases not exceeding \$5,000

Procurement of goods and services not exceeding \$5,000 may be made with the use of one informal quotation.

Purchases exceeding \$5,000 up to \$50,000

Require at least three (3) written quotations from qualified suppliers or service providers. Quotations may be issued by e-mail to a minimum of three (3) vendors.

Goods and services totaling more than \$50,000

Require a formal solicitation and require City Council approval for final award.

Construction Projects

Informal quotes may be used for construction projects up to \$75,000. Construction projects exceeding this threshold require a formal solicitation with sealed bidding. All Construction Projects exceeding \$50,000 require City Council approval for final award.

Types of Solicitations

Invitation to Quote (ITQ)

A request for written quotation(s), which may be e-mailed. A minimum of one (1) quote is required for purchases under \$5,000. A minimum of three (3) quotes are required for purchases over \$5,000 and up to \$50,000 **or** over \$5,000 and up to \$75,000 for construction projects.

Invitation for Bids (IFB)

A formal solicitation for competitive sealed bids with the title, date and time of the public bid opening designated. An IFB is used when the City is able to specifically define the scope of work of a service that is required or the precise specifications defining the supply, or commodities required. The Statement of Work and/or Specifications must be clearly defined and not subject to alternate approaches. The lowest price from a responsive and responsible bidder is the determining factor for the award.

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. Proposals shall be evaluated by an evaluation committee appointed by the Procurement Director. The recommendation of the evaluation committee shall be submitted to the City Manager and City Council for approval, as necessary.

Professional Services Procurements

Professional services procurements involving those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, are subject to the provisions of the Consultants' Competitive Negotiation Act (CCNA) and must follow the procedures set forth in [Section 287.055 of the Florida Statutes](#).

Local Vendor Preference

The evaluation of competitive bids and proposals 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 10% of the total evaluation points or 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-6 (available on the Procurement Department [website](#)) with their submittal to receive local preference. Failure to submit the required documentation will render the Respondent ineligible for local preference.

To satisfy this requirement, the vendor shall affirm in writing that it meets the following requirements:

- Business must be located in the City of North Miami (City) with a current city business tax receipt and certificate of use issued at least twelve (12) months prior to the City's issuance of the Solicitation AND;

- Business must have a physical business location/address located within the City's limits, in an area zoned for the conduct of such business, from which the vendor operates or performs business on a day-to-day basis, that is a substantial component of the goods or services being offered to the City AND;
- Business must certify in writing and provide all required documentation supporting its compliance with the foregoing at the time of submitting its bid or proposal by signing and notarizing this form.

Alternatively, a business who subcontracts at least twenty (20) percent of the contractual amount of a City project with subcontractors who meet the above listed criteria is deemed a Local Business for award of preference in accordance with Section 7-151 of the City of North Miami Code of Ordinances. The prime Bidder/Respondent must also submit Contract Form A-6 with their submittal, along with this form.

Community Benefits Plan & Local Hiring Requirements

Contractors bidding on City projects exceeding two hundred fifty thousand dollars (\$250,000.00) must detail proposed local hiring and training efforts as part of the bid proposal. Contractors will also be required to submit a Community Benefits Plan, which may incorporate local workforce initiatives, as part of their bid proposal.

Community Benefits Plan means a proposed plan that demonstrates identifiable and observable benefits to the city. Said plan shall include, but not be limited to, specific community benefits to ensure that contractors awarded for bids exceeding \$250,000.00 create employment opportunities for local North Miami residents.

Bonding Requirements

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 the State of Florida.

Payment and Performance Bonds

Performance and payment bonds or their equivalent shall be required at the discretion of the Director of the Procurement Department and in accordance with Florida Statutes. The requirement for performance and/or payment bonds shall be stated in the solicitation documents.

Ethics

The Procurement Department is governed by the [City of North Miami Code of Ethics](#) and the National Institute of Governmental Purchasing ([NIGP Code of Ethics](#)). 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 [Sections 7-192 and 7-193](#) (Cone of Silence) of the City's Code of Ordinances, 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 NIGP Co-Op

The City is an active member of the Southeast Chapter of the National Institute of Governmental Purchasing (NIGP) Cooperative Group (Co-Op) which has more than fifty (50) member agencies in Miami-Dade County, Broward County and Palm Beach County.

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.

Disclosure

This publication is designed solely to provide general summary information to those wishing to do 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.