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# Vendor Guide

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How to do Business with the City of North Miami

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## **Introduction**

The Purchasing 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 and services. This guide 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 Contact Information**

### ***Office Address:***

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

### ***Phone Number:***

(305) 895-9886

### ***E-mail:***

[purchasing@northmiamifl.gov](mailto:purchasing@northmiamifl.gov)

### ***Office Hours:***

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

## **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 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.

## **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:

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 to be included in bid prices or quotes. Exemption certificates can be provided by the Purchasing Department upon written request by the vendor.

## **Vendor Registration**

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 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](http://www.sunbiz.org).

All prospective vendors must complete the City's Vendor Registration Form. Once completed, this form can be emailed, mailed or dropped off in-person to the Purchasing Department. It is important to complete the entire registration form and 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 ensure that the City has a current email address on file to receive notifications from the Purchasing Department.

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

The City requests all vendors to complete a W-9 Form (Request for Taxpayer Identification Number and Certification) and submit it with their Vendor Registration Form.

### ***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 to the Purchasing Department.

### **Solicitation Notices**

The City of North Miami (City) Purchasing Department advertises all formal solicitation notices in the Daily Business Review. Solicitation documents are posted on the [Purchasing Department website](#) as well as on [DemandStar](#). The City may also request informal bids/quotes by e-mail.

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

### ***DemandStar***

The City utilizes DemandStar to better connect with vendors and provide vendors with bidding opportunities. DemandStar's free option is available to businesses and offers a free notification service of solicitations issued by the City of North Miami. At a minimal cost, vendors have the option of paying for additional services to download bids from multiple agencies through DemandStar.

Registration of DemandStar Service is available on the [DemandStar website](#). For additional information about DemandStar services call (866) 273-1863.

### **Solicitations**

All formal requests for proposals and bids provide for 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 quote.

#### **Purchases exceeding \$5,000 up to \$25,000**

Typically require at least three (3) written quotes/bids from qualified suppliers or service providers.

Goods and services totaling more than \$25,000

Requires a formal solicitation and City Council approval for final award. Advertisements are placed in the Daily Business Review, the Purchasing website and on DemandStar.

Construction Projects

Informal quotes/bids may be used for construction projects up to \$75,000. Construction projects exceeding this threshold require a formal solicitation with sealed bidding. Advertisements are placed in the Daily Business Review, the Purchasing website and on DemandStar. All Construction Projects exceeding \$25,000 require City Council approval for final award.

**Types of Solicitations**

Invitation to Quote (ITQ)

A request for quotes/bids which may be issued by e-mail. At least one (1) quote is required for purchases under \$5,000. A minimum of three (3) quotes are typically required for purchases over \$5,000 and up to \$25,000 or for construction work over \$5,000 and up to \$75,000.

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 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 Purchasing 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 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 Purchasing Department [website](#)) with their submittal to request 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 Form A-3.

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) may be required to detail proposed local hiring and training efforts as part of the bid proposal. Contractors may also be required to submit a Community Benefits Plan, which may incorporate local workforce initiatives, as part of their bid

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 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 Purchasing Department and in accordance with Florida Statutes. The requirement for performance and/or payment bonds shall be stated in the solicitation documents.

## **Ethics**

The Purchasing 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](http://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.