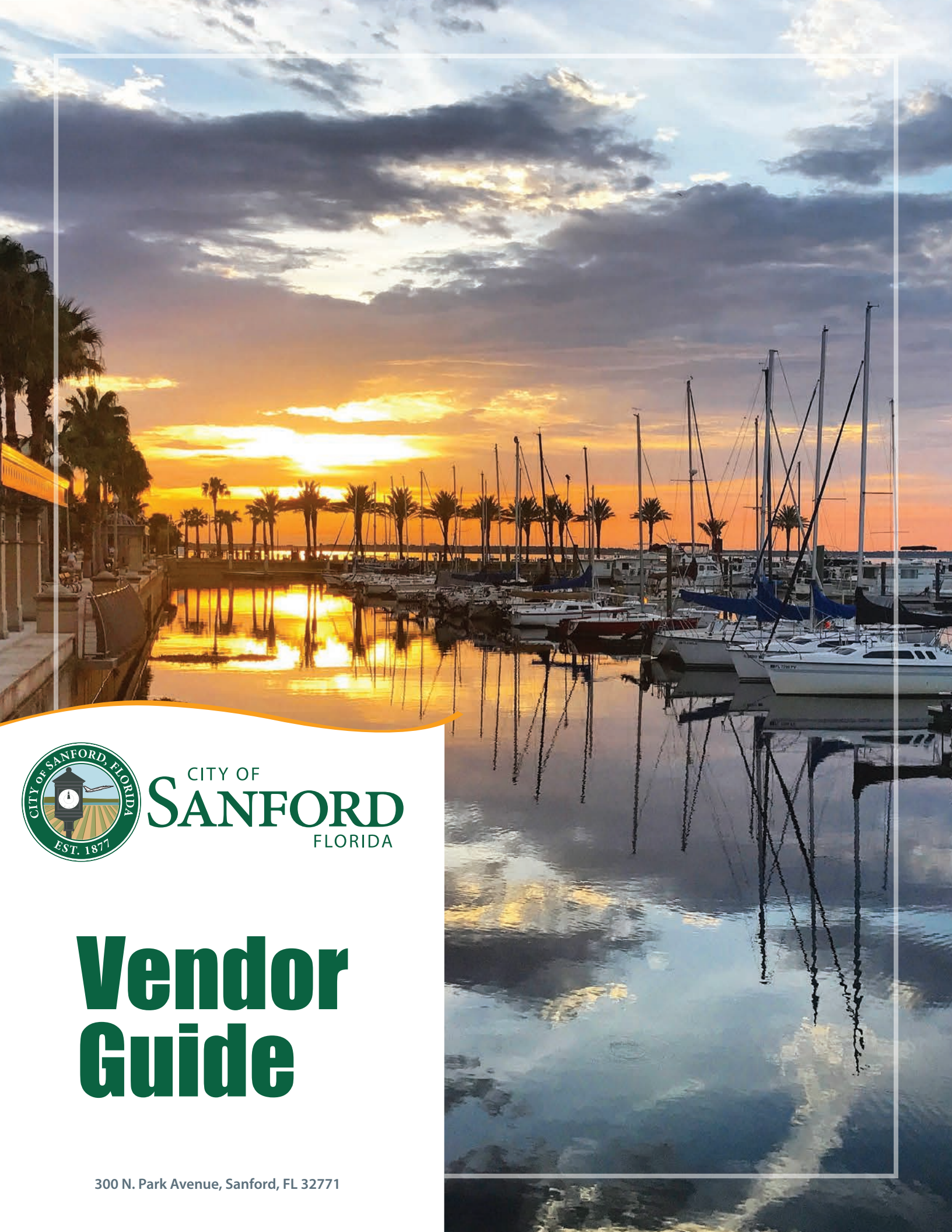

CITY OF SANFORD FLORIDA

Vendor Guide

300 N. Park Avenue, Sanford, FL 32771

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WHO WE ARE

Vision

Sanford is a significant cultural and business hub for the Central Florida region. With its showcase waterfront, extensive transportation network, distinctive cultural corridor and historic downtown, Sanford is a vibrant and safe City in which people choose to live, work, raise a family, attend school, shop, play, and retire.

Our Mission

The City of Sanford is dedicated to the delivery of a high standard of service that cultivates a vibrant business and citizen partnership and fosters a well-connected, economically thriving community that celebrates its distinctive historical, natural, social, and cultural character.

CITY OF SANFORD INFORMATION

City Hall

300 N. Park Ave

Sanford, FL 32771

Phone: 407.688.5000

Website: Sanfordfl.gov

Hours of Operation: 7:00AM to 5:30PM

Fridays: Lobby hours 7:00AM to 1:00PM

CITY GOVERNING BODY

The City's governing body is composed of a five-member elected Commission, including a citywide elected Mayor and four City Commissioners.

The City Manager, City Clerk, and City Attorney serve at the pleasure of the City Commission.

The City Clerk's Office is responsible for the Commission meetings each month.

- City Commission workshop – meets every 2nd and 4th Monday of each month at 4:00 PM
- City Commission Regular Meeting- every 2nd and 4th Monday of each month at 7:00 PM

City Commission meetings are now live streamed on the City's YouTube Channel.

INTRODUCTION

To all interested Vendor(s):

Thank you for your interest in doing business with the City of Sanford (City). This vendor guide was created to share with our business community information on City policies and procedures regarding goods and services and to serve as a valuable guide to all vendors.

This guide will help you understand how to do business with the city of Sanford. When understanding the process your chances of connecting with the City are increased.

The City welcomes new and existing vendors to participate in future solicitations.

The Purchasing Department Administers more than $43 million in procurement solicitations each year, which has a huge impact on our State and local economies. Our mission is to provide the best services by teaming with a variety of vendors to deliver the most cost-effective price in a fair, impartial, and timely manner.

The Purchasing Division invites you to register with VendorLink https://www.myvendorlink.com for valuable information at little or no cost to the vendor. Registration is not required; however, it is recommended in order to receive notifications. Please note that VendorLink is a third-party vendor that is affiliated with the City. All issues that arise from VendorLink must be addressed to VendorLink.

Sincerely, Purchasing Division

PURCHASING DIVISION

The Purchasing Division provides services that include the acquisition of goods and services, construction and capital improvement projects, professional services, capital equipment, inventory management, and Purchasing Card program.

The Purchasing Team, including contact information, is available on our city's website

www.sanfordfl.gov/government/finance/purchasing-division/

Purchasing Division is located in Historic Downtown Sanford

300 N. Park Avenue

Sanford, Florida 32771

Office Hours: 7:00 AM – 5:30 PM Monday -Thursday CLOSED ON FRIDAYS

Email: purchasing@sanfordfl.gov

PURCHASING POLICY AND PROCEDURES

The City's governing body is composed of a five-member elected Commission, including a citywide elected Mayor and four Commissioners elected by district. The City Commission is governed by the City Charter and by State and local laws and regulations. The City Commission is responsible for the establishment and adoption of policy. The execution of such policy is delegated by the Commission to their appointed City Manager.

PURCHASING THRESHOLDS

Level 1 -$0.01 to $2,500.00 - -Department Director Approval- Purchasing Card (Pcard) or Field Purchase Order (FPO). One firm price is required. A pcard can expedite payments to vendor(s) and reduce purchasing costs by eliminating the insurance of a purchase order. Single item purchase limit for products of $0.01 to $2,499. Certain employees have a limit not to exceed $2,499.99. No services are to be paid for on a Pcard or an FPO.

Level 2- Department Director and Purchasing Manager- Approval.

$0.01 to $4,999.99.99. Single item purchase limit for products or

services. Minimum of one quote (one firm price) is obtained

by the department, however, no services are to be paid with a Field Purchase Order (FPO). PO cannot be increased annually.

Level 3- Department Director, Purchasing Manager- Approval. $**5,000.00-$24,999.99 –** Minimum three quotes obtained electronically by the department.

Level 4- Department Director, Purchasing Manager, and City Manager Approval $**25,000-$49,9999.99** an Informal solicitation is processed by the purchasing division. Requests for goods or services must be completed by the department.

Level 5- Department Director, Purchasing Manager, City Manager Approval. **ALL PROCUREMENTS OVER $50,000.00** – Formal sealed, competitive solicitation is required. *If over $100,000, City Commission approval is required.

Level 6- $100,000 or higher requires commission Approvals: Projects for services equal to or greater than $100,000.00 require the approval of the City Commissioners.

$100,000.00 and projects for commodities are approved by the City Manager and/or the Purchasing Manager or designee.

Cone of Silence: applies to all formal solicitations the acquisitions of goods and services and shall be imposed upon solicitations from the time each solicitation is advertised and shall continue until the award or intent to is announced. See City Procedure 5.100.

VENDOR PARTICIPATION

The City makes every effort to increase business opportunities for all firms through full and open competition. Vendors are encouraged to participate in seminars and reverse trade shows sponsored by the Central Florida National Institute of Government Procurement (NIGP) and local procurement associations. The month of March is classified as "Procurement Month" and the NIGP will be hosting an informational seminar for all vendors to discuss procurement issues and processes during this month on an annual basis. City Staff and members of other local government agencies are available to answer any questions you may have during the seminar.
https://cfcnigp.org/

Throughout the year, we participate in many different seminars, including the NIGP and Reverse Trade Show offered by the Central Florida Chapter.
Information on our seminars and trade shows will be posted on the City's website.

The City hosts an annual vendor fair during the month of March.

VENDOR COMMODITY CODES REGISTRATION

When registering with VendorLink the registration process is simple and you can select and complete the ***commodity class category listing*** of the goods and services that you can provide. If you have any questions or need assistance in registering, please contact VendorLink. Vendors without computers may visit any County Library where a computer station is available. VendorLink website contains information such as solicitation, tabulations, plan holder lists, plans, and contracts.

When a brand name "or equal" specification is used as a reference, it is intended for descriptive purposes only is not intended as a restrictive specification. In such cases, the vendor must clearly state the brand, type, model, etc., that is being offered and must support such offer with adequate specifications and provide properly marked descriptive literature of the product being offered as "equal." If the vendor does not take exception to the specification referenced in the solicitation or does not provide detailed descriptive information on the product or

service offered, the Purchasing Division will assume the vendor proposes to furnish the exact item referenced.

If you have any questions, concerns, or objections regarding specifications, contact the Procurement Coordinator indicated in the solicitation document. Inquiries of this nature should be in writing and must be received prior to the opening of bids or proposals within the time specified in the solicitation. Responses shall be made in writing in the form of an addendum posted on the VendorLink under that solicitation or answered on VendorLink in the order received.

WEBSITE INFORMATION

Government | Sanford, FL (https://www.sanfordfl.gov)
Purchasing Division | Sanford, FL

a) City of Sanford w9
b) Tax Exemption Certificate
c) Purchasing Policy
d) Vendor Guide
e) Insurance Requirements
f) Purchase Order Terms and Conditions
g) Contract Terms and Conditions applicable to all City Procurement.
h) Sample Contract
i) Sample Piggyback Contract

CONSULTANTS COMPETITIVE NEGOTIATION ACT (CCNA)

Consultants Competitive Negotiation Act (CCNA) are solicited by the City in accordance with Chapter ***s.287.055, Florida Statutes***. CCNA governs the process for selecting consultants for specific services, to include engineers, architect, landscape architecture, surveying, and mapping services.

The Purchasing division is responsible for advertising, preparation of the solicitation documents, coordination of short-listing discussions and interviews, negotiations, and contract execution.

CONSTRUCTION MANAGER AT RISK (CMAR)

Construction Management at Risk (CMAR): A government entity may select a construction management entity, pursuant to the process provided by s.287.055, which is to be responsible for construction project scheduling and coordination in both preconstruction and construction phases and generally responsible for the successful, timely, and economical completion of the construction project.

TERM OF CONTRACT

Term contracts are not to exceed a five-year (5) term for goods and services, if it's deemed to be in the best interest of the city. See policy for additional information.

SINGLE/SOLE SOURCE PROCUREMENT

Sole Source or Single Source procurements exist when the City has determined that there is only one specific commodity or one vendor/source available to provide a specific product(s) or type of service(s) to the City. These procurements are posted on VendorLink website. A written and detailed justification documenting the basis for this reasonable determination must accompany the request to procure and meet legal requirements able to withstand a possible audit. The Purchasing Division complies with the principles set forth in the Florida Statutes s 287.055(3)(c) governing public purchasing and by the adopted and approved City Policies and Procedures.

Before declaring a commodity or service as a single-source purchase, please read the following. Pursuant to section *838.22, Florida Statutes,* as amended, is a second-degree felony for a public servant to circumvent a competitive bidding process required by law or rule by using a single-source contract for commodities

or services and is punishable as provided in sections ***775.082, 775.083, or 775.084, Florida Statutes*.**

EMERGENCY PROCUREMENT

Florida Statute 287.057(3)(a). An emergency procurement is defined when conditions might adversely affect the life, health, safety, or welfare of its citizens, employees, when City property or equipment are endangered, or situations which may cause major financial impacts to the City should immediate action not be taken. The City will take immediate action to meet the needs of all citizens while also protecting City assets.

Suppliers can view solicitations and receive automatic notifications, VendorLink requires all suppliers to be registered.

SALE OF SURPLUS PROPERTY

Tangible personal property (fixed assets) that are deemed obsolete, excess, or no longer needed by the owning department, are declared surplus by that department/division. The Finance Department is responsible for the disposal of personal property. All City property is discarded in the best interest of the City and in accordance with ***Florida Statute 274.05.*** The City utilizes the services of an auctioneer to handle public and online auctions.

HOW CAN I RECEIVE COPIES OF SOLICITATIONS?

If you wish to receive copies of solicitations, you should visit the City of Sanford website; https://sanfordfl.gov/government/finance/purchasing-division/ instructions to access a specific solicitation through VendorLink are posted on the city's website.

VENDOR REGISTRATION

The City of Sanford does not have a vendor registration process; however, if you are an existing contractor/vendor who needs to update your account, please submit a revised registration form (***see below***).

To revise your account, click on the below link; City of Sanford webpage https://sanfordfl.gov/government/finance/purchasing-division/

Under **FORMS** review the following forms to update contractor/vendor's account.

- Vendor Form
- ACH Form
- W-9 Form

Download the required documentation and email purchasing@sanfordfl.gov

W-9 FORM

A W-9 Form is included in city's solicitation documentation. The completed W-9 must be returned with the vendor's proposal or solicitation. This form is needed by all vendors doing business with the City. A vendor must be a registered vendor through Sunbiz https://www.sunbiz.org/ in order to do business with the City.

PUBLIC NOTICE ADVERTISEMENT AND SOLICITATIONS

The Purchasing Division posts projects, advertisements, solicitations, addendums and all pertinent documents for projects on VendorLink. All construction projects are advertised through the Orlando Sentinel (the local newspaper) and projects are posted in VendorLink. Projects are also posted and advertised on the bulletin board at City Hall.

PRE-BID AND PRE-PROPOSAL CONFERENCE

On complex, critical or high value procurements, a solicitation may contain a requirement to attend a pre-bid or pre-proposal conference. As such, the City reserves the right to change the mandatory meeting to a non-mandatory meeting therefore in the event a mandatory pre-bid conference is required and/or subsequently scheduled, attendance will be a pre-requisite for a bid submittal; and bid submittals will only be accepted from those who are represented at the mandatory pre-bid conference.

Attendance at the pre-bid conference will be evidenced by the Bidders/representatives signature on the attendance roster. In the event of a mandatory pre-bid conference the time, date, and location of the meeting will be noted in the released addendum notifying such requirement. Please plan your travel time accordingly.

The conference offers vendors/ potential bidders the opportunity to meet City personnel and to ask questions or clarify any concerns on the solicitation documents, specifications, project schedule, etc. Any questions concerning the intent, meaning of the solicitation documents, specifications, etc. can be discussed at the conference and shall be submitted, in writing, through VendorLink where a written response shall be provided for each question.

Modifications of plans, specifications or contract documents will be responded, in writing, in the form of an addendum and posted on VendorLink website. The City is not responsible for oral instructions given by employees of the City or its authorized representatives in regard to the solicitation.

Businesses can use an existing account, register a new account, or reset the password on an existing account. Once you are registered, you can update your profile at any time.

When a solicitation matching those selections becomes available, the VendorLink system automatically sends an email notification to the email address provided during the registration process.

Suppliers can view solicitations and receive automatic notifications, VendorLink requires all suppliers to be registered.

HOW DO I COMPETE FOR CITY CONTRACTS

Each sourcing event/project will include a set of instructions and general provisions. Prospective bidders should pay close attention to those instructions and general provisions. Failure to follow the instructions or to provide the required information may lead to a bid or proposal being considered non-responsive.

Solicitations: Upon learning of an upcoming solicitation (IRFQ, IFB, RFP and/or RFQ), vendors may obtain the solicitation package and all other pertinent documents by visiting https://www.myvendorlink.com
under the City of Sanford. The solicitation documents will include the specifications and description of the product or service being procured and the terms and conditions governing the solicitation. Submittals shall be received by the Purchasing Division before the time and date specified in the solicitation. Late submittals shall not be accepted, and it will be returned unopened to the firm.

Solicitation openings are conducted in person or via a RingCentral Meeting with a Meeting ID and Pass Code Provided on the first page of the solicitation, if any. This is a public meeting and may be attended by the public if so desired. At the opening of an IRFQ or IFB, the bidder's names and amount of the bid will be read. Submittals are available for public inspection upon recommendation of award or 30 days after the opening/closing date, whichever occurs first.

All prospective vendors are instructed not to contact any member of the City of Sanford including, Commissioners, the City Manager or Assistant City Manager or any City Staff member other than the Purchasing Division personnel regarding the solicitation or their written submittal at any time prior to the posting on the VendorLink website of the recommendation and intent to award the project by City staff. Any such contact may or could result in rejection of your submittal. Interpretation of this clause will be solely at the discretion of the City.

Specifications: These are detailed descriptions of the intended purchase, establishing the minimum acceptable standards to invite and promote open and fair competition. Specifications which are generally known to vendors and to industrial trade may be used to indicate the level of quality and other requirements for a product or service.

When a brand name "or equal" specification is used as a reference, it is intended for descriptive purposes only and is not intended as a restrictive specification. In such cases, the vendor must clearly state the brand, type, model, etc., that is being offered and must support such offer with adequate specifications and provide properly marked descriptive literature of the product being offered as "equal." If the vendor does not take exception to the specification referenced in the IFB or RFP or does not provide detailed descriptive information on the product or service offered, the Purchasing Division will assume the vendor proposes to furnish the exact item referenced.

If you have any questions, concerns, or objections regarding specifications, contact the Procurement Coordinator indicated in the solicitation document. Inquiries of this nature should be in writing and must be received prior to the opening of bids or proposals within the time specified in the solicitation. Responses shall be made in writing in the form of an addendum posted on the VendorLink under that solicitation.

ERRORS IN BIDDING

Your submittal is your firm's offer to enter into contract with the City. However, any errors in the extension of unit prices stated in the submittal or in multiplication, division, addition, or subtraction may be corrected by the Purchasing Division. Discrepancies in the price proposal other than errors in extension of unit prices will be sufficient to consider the submittal as non-responsive.

WITHDRAWAL OF SUBMITTALS

A vendor who alleges a judgmental error of fact may not be permitted to withdraw the submittal after the opening. A vendor who alleges a nonjudgmental error of fact may be permitted to withdraw the bid only when reasonable proof that such a mistake has been made. If a bidder withdraws the submittal without permission after the opening, the Purchasing Manager may suspend the vendor from receiving new orders from the City.

HOW PROJECTS ARE AWARDED

Responsive and Responsible Bidder/Proposer. After submittals are received, their reviewed and tabulated, they are analyzed to determine the most responsive and responsible submittal(s). Submittals will be evaluated based upon the requirements set forth in the solicitation, and an award will be made to the lowest responsive and responsible Bidder/Proposer taking into consideration pricing, bonds, insurance, specifications, and any other matter stated in the solicitation documents.

Award Recommendation. Award shall be made in accordance with the criteria in the solicitation. Tabulation forms showing results, recommendation, and intent to award are posted on the VendorLink website.

Protests and/or appeals any bidder, who is not the intended awardee and who claims to be rightful awardee, must, in order to challenge the decision, file a notice of protest, in writing, with the Purchasing Division Office within in 5 business days after the event, notification of determination, posting date of the award recommendation of the award itself if no recommendation is posted.

Cone of Silence. The cone of silence/lobbying blackout period commence upon the issuance of the solicitation document or advertisement.

Approvals. Projects for services equal to or greater than $100,000.00 require the approval of the City Commissioners. Projects for services less than $ 50,000.00 and projects for commodities are approved by the City Manager and/or the Purchasing Manager or designee.

NOTICE OF AWARD

The Bidder is notified when the Notice of Intent to Award is posted on VendorLink. The department then submits the project for approval by the Commissioners. Once approved, a Notice of Award and a copy of the contract are posted on VendorLink.

DELIVERY

An official City purchase order, work order, or Notice to Proceed is the authorization to commence delivery. Acceptance of delivery is conditioned upon inspection and approval by the receiving department/division to verify that the Contractor has fully complied with the terms of the contract. **Projects are not allowed to begin unless a Purchase Order has been issued and a Notice to Proceed is processed.**

CHANGE ORDERS AND AMENDMENTS

After an agreement has been awarded, changes can occur in either price, scope of services, or performance that may be cause for a change order or an amendment of the contract/agreement. If the contract/agreement provides for modifications, it is done by a written change order or contract amendment, which is prepared by the City and forwarded to the Contractor for execution.

VENDOR PAYMENTS

The City processes payments in accordance with the State of Florida Prompt Payment Act. To ensure prompt payments, invoices containing the proper information must be submitted to the City Accounts Payable Department as indicated in the purchase order or contract. Contractors shall contact the Accounts Payable Office at 407.688.5035 for questions regarding finances and payments.

Invoices must contain proper quantities, units, and total prices as stated in the contract, task authorization, or purchase order. No payments will be issued prior to City receipt and acceptance of commodities and services. Any past due invoices or statements can be emailed to ap@sanfordfl.gov

PROCESSING AN INVOICE

A Purchase Order has an email address, please send invoices directly to the PO email address, which is the department that placed the order.

If mailing, all invoices, in order to be classified as a proper invoice, shall be delivered to Finance Department, Attention: Accounts Payable, City of Sanford P.O. Box 1788 Sanford, Florida 32772 (300 N. Park Avenue, Sanford, Florida, 32771).

Invoices should have the following information.

a. A purchase order number
b. Detailed description (including quantity) of goods and/or services provided to the City
c. Amount due, applicable discounts, contract information
d. Vendor information (email, address, phone #, contact (person) including remit to address).

Invoices are processed twice a month *(2nd and 4th Thursday of every month unless there is a holiday in between)*, no exceptions; e-mails received after 2:00PM by the cut off time (Wednesdays pay period week) are not reviewed, opened, or processed until after the upcoming check run.

Past due invoices and statements are emailed to ap@sanfordfl.gov

INSURANCE REQUIREMENTS OUTLINED

Please review the City's Insurance Requirement Matrix Form for the minimum insurance limits by the type of projects/agreements/exposure**.**

Commercial General Liability shall include- Combine Single Limits are required. General Aggregate: Products and Completed Operations Aggregate; Personal and Advertising injury; Each Occurrence; Project Specific Aggregate (per job/per location); sexual harassment, abuse and molestation.

Garage Keepers- *(when required)*. Aggregate. The City will analyze on a case-by-case basis.

Garage Liability- *(when required)*: Unusual hazardous. Combined Single Limit and General Aggregated. The City will analyze on a case-by-case basis.

Comprehensive Auto Liability: Unusual hazardous exists: CSL, shall include "any auto" or shall include all of the following: owned, leased, hired, non-owned autos, and scheduled autos.

Workers' Compensation and Employer's Liability- Employer's Liability; Employer's Liability/Accident; Disease Policy Limit. Certificates of exemption are not acceptable in lieu of workers' compensation insurance.

Builder's Risk- *(when required):* Unusual hazardous; shall include theft, sinkholes, off site storage, transit, installation, and equipment breakdown. Permission to occupy shall be included and the policy shall be endorsed to cover the interest of all parties, including the complete value of additions and structures. Including fire, wind, and flood as applicable (100% completed value).

Pollution Liability – Bodily injury and Property Damage. The City will analyze on a case-by-case basis.

Professional Liability/Error and Omissions Liability; *(when requir*ed). Professional services- construction services; architects, engineers, consultants, and IT computer systems related.

Cyber Security – ***(when required)****:* Errors and Omission Insurance Coverage (Professional Liability) is to be included. Minimum of two years Extended Reporting Period (ERP or Tail) coverage: $5 million minimum.

Umbrella Policy- *(Follow form only)* can supplement the underlying general and auto liability to reach the cover the amounts the City requires.

The City of Sanford must be named additional insurer on ALL policies EXCEPT workers' compensation and professional liability.

For additional information/requirements, please see the city's website. https://sanfordfl.gov/wp-content/uploads/2025/11/Insurance-Requirements-Matrix-COS-3-17-25.pdf

TAX EXEMPT STATUS

The City of Sanford is a municipality corporation existing under the laws of the State of Florida. As such, the City does not pay State of Florida Sales Tax. The City's State Tax exemption number is **85-8012621681c-8,** and the Federal Employee Identification Number is **59-6000425**. City. The City's sales tax exemption does not apply to goods and services purchased separately by the successful proposer in connection with its fulfillment of its contractual obligations with the City. A copy of the tax-exempt certificate can be found on the City's website under purchasing division.

PUBLIC RECORDS LAW

The City must comply with the obligations under Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, to release public records to members of the public upon request. Submittals are available for public inspection upon recommendation of award or 30 days after the bid opening or proposal closing date, whichever comes first. If all responses are rejected, and the City provides notice of its intent to reissue a new solicitation, then the responses received may be exempt up to 12-month period.

Any portion of a meeting where negotiations with a vendor are conducted involving oral presentations, and/or answers to questions as part of a competitive solicitation, is exempt from the Public Records Law requirements for a period of 30 days after bids/proposal due date. Any questions concerning the release of Public Records request please contact the City Clerk Department.

HOW DO VENDORS DO BUSINESS UNDER AN EXISTING CONTRACT?

Piggybacking happens when an agency uses another agency's contract, even though it was not a party to the original solicitation and contract award. A piggyback contract is a procurement method that allows an agency to use another agency's contract to purchase equipment, materials, supplies, and other personal property. The agency that piggybacks on another agency's contract are bound by the terms, conditions, and pricing set in the contract. In summary, piggybacking is a valuable tool for local governments to efficiently access existing contracts and streamline their procurement processes.

GIFTS AND GRATUITIES

City policy prohibits acceptance of gifts at any time. No vendor shall offer any gift, gratuity, favor, or advantage to any City employee.

ADDITIONAL INFORMATION

Per City policy, vendors are not authorized to work without a signed Purchase Order, doing so is a violation of City policy and any work performed without authorization (a signed purchase order) is not an obligation of the City.

Submittals are available for public inspection upon recommendation of award or 30 days after the bid opening or proposal closing date, whichever comes first. If all responses are rejected, and the City provides notice of its intent to reissue a new solicitation, then the responses received may be exempt up to a 12-month period.

Any portion of a meeting where negotiations with a vendor are conducted involving oral presentations, and/or answers to questions as part of a competitive solicitation, is exempt from the Public Records Law requirements for a period of 30 days after the bids/proposal due date.

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