



PURCHASING REVERSE TRADE SHOW (RTS) PRESENTATION

HOW TO DO BUSINESS WITH THE CITY OF NAPLES
AND
FORMAL VENDOR TRAINING

Felix Gomez
Procurement & Contracts Manager
April 18, 2024



The Purchasing Team

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Procurement & Contracts Manager
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Purchasing Division Overview

The Purchasing Division is responsible for obtaining products and services that offer the best value to the citizens of Naples. The Division oversees and implements all purchasing policies and procedures while directly managing formal bid solicitations, proposals, purchasing card administration (Credit/P-Card), and surplus of goods process. In addition to the procurement of goods and services, Purchasing protects the City's interests through the development and enforcement of written agreements.



Our Mission

Purchasing's mission is to provide transparent processes; to strategically plan the procurement of goods and services; to maximize the use of technology to reach out to prospective vendors; and, to reduce the City's environmental footprint by utilizing less paper. (Note: The City no longer is printing Purchase Orders.)

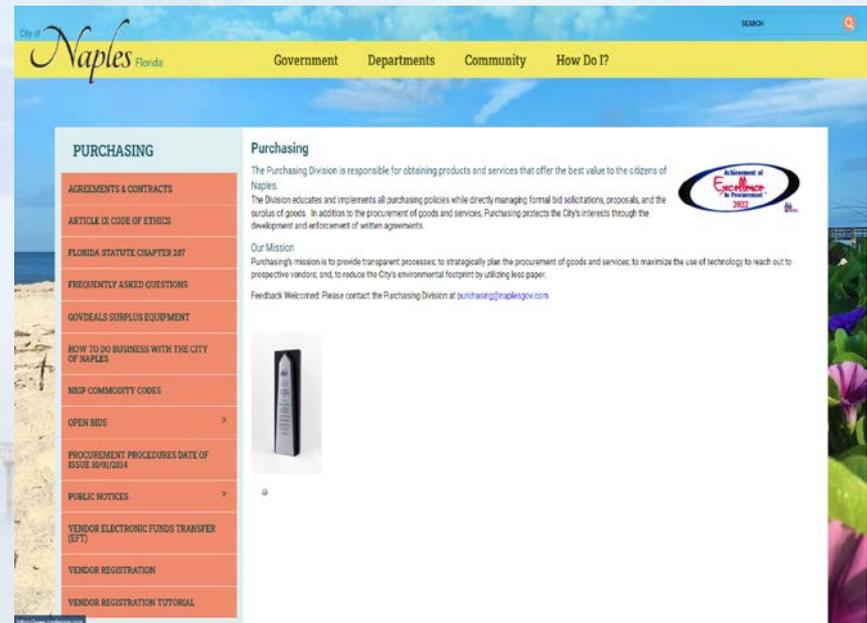


PURCHASING DIVISION

■ The Purchasing Division is located in City Hall, first floor at 735 8th Street S; Naples FL 34102-6796.

■ It is the goal of the City of Naples' Purchasing Division and its Departments to purchase goods and services needed from the most responsive and responsible vendors for all dollar levels.

■ Our direct contact information is posted to the City's website under Departments for any questions, please use this contact information. Email is the preferred method with a topic in the Subject line such as a Bid number, your question, etc. Please add your contact information.





Presentation Overview

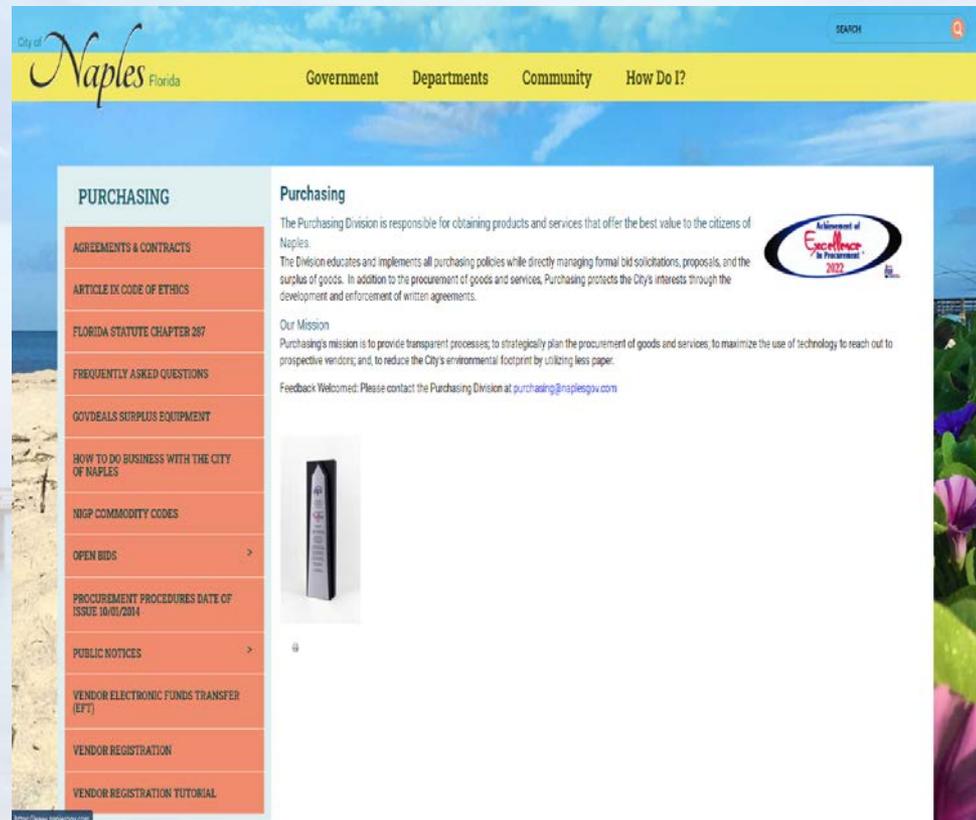
- How to do Business
- Delegation of Authority
- Type of Purchases
- Exemptions
- Contracts
- Grants Administration
- Credit Cards (P-Cards)
- Surplus of Goods
- New Initiatives
- Questions



PURCHASING DIVISION

VSS – VENDOR SELF SERVICE: BID & FWQ NOTIFICATIONS

- Vendors may register on line by going to www.naplesgov.com and then selecting Departments at the top of the page. Scroll down and click on Purchasing. On the Purchasing page you will see Vendor Registration at the left of screen under “Related Pages”.
- Please contact Purchasing if you are an existing Vendor at purchasing@naplesgov.com
- to receive your Vendor number and Federal ID number that we have listed for your company.
- Registered vendors will be notified via e-mail of Bid Invitations and Formal Written Quotes (FWQ). Vendors are encouraged to regularly login to the City’s website under Purchasing to verify they have received all relevant bid postings.

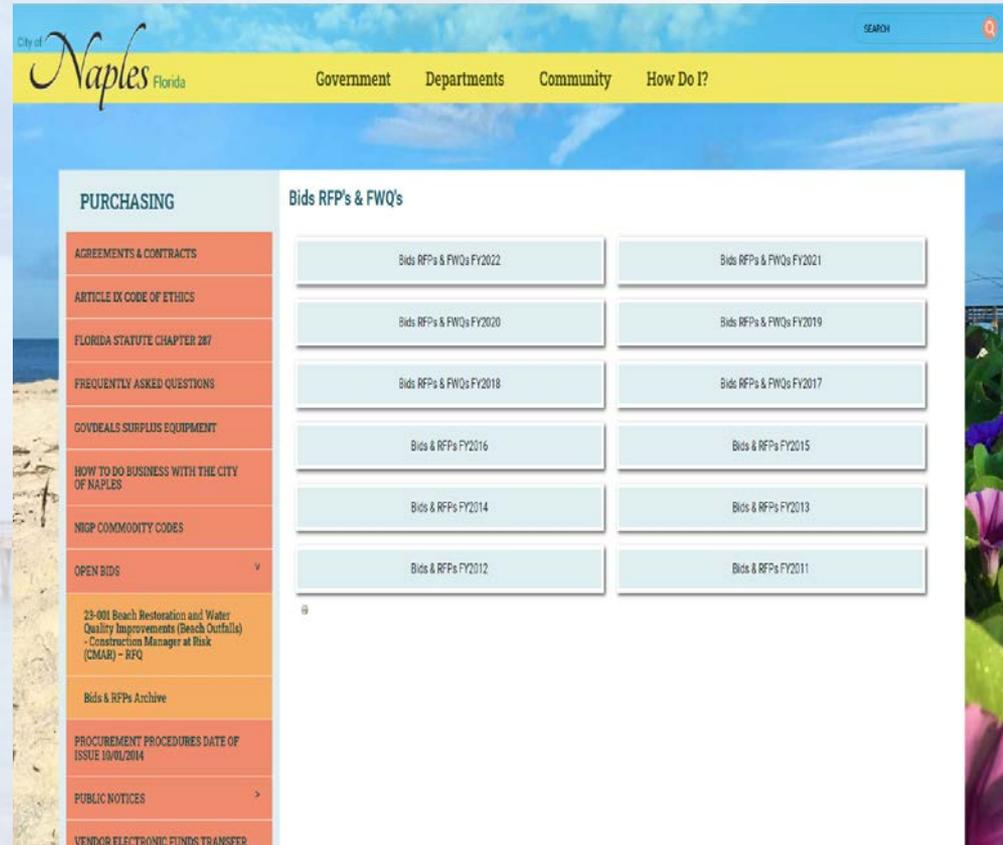




PURCHASING DIVISION

PUBLIC POSTING OF FORMAL BIDS & REQUEST FOR WRITTEN QUOTES

- Public Notice of all Formal Bids and Proposals issued by the Purchasing Division at minimum are posted to the City’s website, advertised in the Legal Section of the Naples Daily News, and posted to the Naples Daily News website
- Bids such as (ITB) Invitation-To- Bid, (RFP) Request-For-Proposals and (RFQ) Requests-For-Qualifications are posted and may be downloaded from the City’s website www.naplesgov.com or www.demandstar.com
- Demand Star is a separate bidding service for a fee and is not affiliated with the City of Naples. Bid Tabulations and meeting notices may also be found on the City of Naples Purchasing web page





PURCHASING DIVISION

RIGHT TO PROTEST

- Any Vendor who has submitted a Bid may file a written notice of protest to the Purchasing Manager within two business days of the City's Declaration of Intent to Award has been posted to Purchasing's website.
- The protest must be accompanied by a Protest Bond in the amount of 5% of the lowest responsible bid but not to exceed \$7,500.00.
- The Award process will be suspended until the protest is resolved. For proposals falling under the Florida (CCNA) Consultants Competitive Negotiation Act (F.S. 287.055) no bond is required.



City of Naples

OFFICE OF THE CITY MANAGER
PURCHASING DIVISION

TELEPHONE (239) 213-7100 • FACSIMILE (239) 213-7105
735 EIGHTH STREET SOUTH • NAPLES, FLORIDA 34102-6796
EMAIL: PURCHASING@NAPLES.GOV.COM

DECLARATION OF INTENT TO AWARD

Invitation to Bid Number:

Bid Title:

Issued by: City of Naples, Florida
Date: 00/00/2023
Time: 0:00 AM/PM Local Time

This is Formal Notice of the City's Intent to Award the above Project to:

NAME:
ADDRESS:
FEI/EIN NUMBER:

Felix Gomez, CPPB, NIGP-CPP
Purchasing & Contracts Manager, City of Naples

Pursuant to 7-2 Bid Protests of City Policy: The following procedures establish the City of Naples Bid Protest procurement policy. In any case where a bidder or interested bidder wishes to protest either the results of or intended disposition of any bid, the bidder or interested bidder must: 1. File a written notice to the Purchasing Manager, explaining in detail the nature of the protest and the grounds on which it is based. This notice must be received by the Purchasing Manager no later than 48 hours (two business days) after the City's Declaration of Intent to Award the Bid. At that time the bid process shall be suspended until the protest procedure, herein described, has been completed. 2. Protest Bond: Each written protest must be accompanied by a bid protest bond in the form of a certified check, cashier's check or money order made payable to the City of Naples, in the amount not less than five percent (5%) of the lowest responsible bid, but not to exceed \$7,500. 3. Upon timely receipt of the formal written protest, the City Purchasing Manager may take up to two (2) business days to attempt to resolve any protest. If mutually resolved at this level, the bid protest bond shall be returned in its entirety. 4. If there is no mutual solution, the Purchasing Manager shall forward the formal written protest with any action taken to the City Attorney who shall act as the bid Protest Officer. The City Manager will also be copied on any formal bid protest. The City Attorney shall hand down a formal finding of fact and a written decision with regard to the validity or non-validity of the protest within twelve (12) business days of the City's receipt of the formal written protest. 5. Within twenty-four (24) hours of the receipt of the formal findings of fact and written decision, the City shall notify the protesting bidder or protesting interested bidder of the decision of the bid protest officer. Such notification may be transmitted via facsimile machine with an acknowledged receipt by the bidder; by email with an email receipt required by the bidder or certified return receipt required mail. 6. Forfeiture of Bond: Should the protest be determined by the Protest Officer to be without merit or non-valid, the bond shall be forfeited to the City.



PURCHASING DIVISION

DELIVERY

- An official City of Naples Purchase Order, and/or Purchase Order and Contract is your authorization to commence delivery.
- Contract Agreements for Services are normally predicated on the issuance of a Department's formal Notice-to-Proceed.
- Acceptance of goods and services delivery is conditioned upon inspection and approval by the receiving Department to verify that a Vendor has fully complied with the terms of the Contract for Purchase of Goods or Services.

Finance Department
City of Naples
735 8th Street South
Naples FL 34102

Purchase Order

Fiscal Year: 2015 Page 1 of 0

THIS NUMBER WILL APPEAR ON ALL RECEIPTS, INVOICES AND PAYMENT ADVICES.

Purchase Order # **1500481-00**

Delivery must be made within 30 days of specified destination.

City Clerk's Office
City of Naples
735 8th Street South
Naples FL 34102

Vendor Phone Number: (800)386-0226

Date Ordered: 11/18/2014

Vendor Fax Number: 4915

Vendor Number: 4915

Request Number: 4314

Date Required: 11/21/2014

Delivery Reference: BPO FY2014-15

Department/Location: City Clerk

Description/Item No.	Qty	UOM	Unit Price	Extended Price
<p><small>The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading</small></p>				
Office Supplies, General (Not Otherwise Classified)	2300.0	EACH	\$1.000	\$2,300.00

[Signature]
Vendor

VENDOR COPY

PO Total: **\$2,300.00**

PURCHASE ORDER TERMS AND CONDITIONS

- Description of Goods; Sale and Delivery. Seller shall sell, transfer, and deliver to Buyer the goods described on this Purchase Order.
- Acceptance of Goods. Acceptance of the goods shall not be deemed to have been made until both Buyer and Seller have agreed that the goods in question are to be appropriate to the performance of this Agreement.
- Rate and Time of Payment. Unless otherwise specified, Buyer shall make payment to Seller for the goods as provided for in Florida Statute, Section 218.70 known as the Florida Prompt Payment Act, after the goods are received and accepted by Buyer.
- Receipt of Goods. The goods shall be deemed received by Buyer when delivered and inspected, and accepted at the delivery address as stated on the front of this Purchase Order.
- Risk of Loss. The risk of loss from any casualty to the goods, regardless of the cause, shall be on Seller up to the time of receipt of the goods by Buyer at the place of delivery, but only after any proper inspection has been completed without rejection of the goods.
- Warranty Against Encumbrances. Seller warrants that the goods are now free, and at the time of delivery shall be free, from any security interest or other lien or encumbrance.
- Warranty of Title. Seller warrants that the Seller neither knows, nor has reason to know, of the existence of any outstanding title or claim of title hostile to the rights of Seller in the goods.
- Product Warranty. Seller provides general warranties of fitness and general warranties that the goods are free from defects, for 1 year from acceptance of the goods, except as may otherwise be set forth in the Description/Proposal, or other attached warranty.
- Right of Inspection. Buyer shall have the right to inspect the goods at the time and place of delivery, and within 5 business days after delivery. Buyer must give notice to Seller of any claim for damages on account of the condition, quality, or grade of the goods, and Buyer must specify in detail the basis of such claim.
- Procedure as to Rejected Goods. On receipt of notification of rejection, Seller will immediately arrange to receive back the goods for shipment and return. However, within 5 days, Seller may have an agent inspect such goods for nonconformity; otherwise, such inspection will be made on return to Seller's storage facility. When such goods are confirmed or expressed to be nonconforming, Seller will ship conforming goods within 30 days of the notice of rejection unless Buyer earlier notifies Seller to forgo such shipment.
- Governing Law. The parties acknowledge that the transaction that is the subject matter of this Agreement bears a reasonable relation to the State of Florida and agree that the law of the State of Florida, will govern their rights and duties. The parties specifically intend that the provisions of Article 2 of the Florida Uniform Commercial Code will control as to all aspects of this Purchase Order and its interpretation, and that all the definitions contained therein will be applicable to this Purchase Order except where this Purchase Order may expressly provide otherwise.
- Bid Documents. If this Purchase Order is the result of an Invitation to Bid, or Request for Proposals the terms and conditions of the Bid or Proposal Documents shall apply.
- Notice and Address of Receipt. All notices required or made pursuant to this Purchase Order to be given by Seller to Buyer shall be in writing and shall be delivered to the following:

City of Naples, Purchasing Division
Attention: Purchasing Manager
735 8th St S
Naples, Florida 34102 4703

Revised 6/14/2010



Delegation of Authority

Defines that local government must have competitive rules; dictates large construction projects, and professional services (eng. & architectural)

Defines role between City Manager & City Council. Contracts over 50k and or over five years are approved by Council.

Procedures define purchasing processes for all items and dollar levels including Bids, CCNA, P-Card, Surplus, etc.

Florida State Statutes
Chapter 166
Chapter 287



Part II - Code of Ordinances
Chapter 2 - Administration
Article VI – Finance
Division 3 – Procurement Procedures



City Manager Procurement
Procedures Read in Conjunction
With City Code 2-661 to 2-669



Type of Purchases

- Quotes (Written & Formal) through \$35K
- Formal Bids (Greater than \$35K)
- Formal Bid Types:
 - (ITB) Invitation-to-Bid
 - (RFP) Request-for-Proposal
 - (RFQ) Request-for-Qualifications
- Utilization of (OC) Outside Contracts (Piggyback)



Exemptions

(Examples From Chapter 2-8 & City Code Sec.2-666)

- Emergency
- Extension of pricing for up to two additional years.
- Utility services
- Public Art, Artistic Nature
- Telecommunications and Information Technology
- Instructors / fee based
- Sole Source
- Sec.2-666(6) For repair, Maintenance, Remodeling, renovation, construction, or demolition of a single project not increasing size or type of facility.
- Sec.2-666(10) When considered to be in the best interest of the City

Contracts

■ Types

- Professional Services – CCNA – 287.055
- Professional Services – Other – i.e. Consultant, Banking
- Services – Construction – Maintenance, i.e. Generators
- Purchase of Goods

■ Trigger Points

- Dollar Threshold
- Bid Specifications state a contract for services or the purchase of goods will be a part of the award
- Single to Multi-year. Can vary from 1-5 years or longer



Grants Administration

- Monitor grant opportunities consistent with capital projects
- Identifies appropriate local foundation assess for city related environmental issues
- Assists in preparation of grant proposals
- Acts as the single point of contact (SPOC) for CDBG, FEMA and other federal funding
- Assists in regulatory and compliance issues

Credit Cards (P-Card)

Purchases

Purchases must follow purchasing procedures. policy.

- P-Card Restrictions
- Vehicle Repairs unless out of town
- Cash Advances
- Telephone Charges
- Capital Purchases unless approved by the Department Director
- Maintenance or Service Agreements
- No backordering





Surplus of Goods

- City Manager responsible for the sale or disposition of surplus
- Procedures assigned to Purchasing
- The City should maximize returns on excess and surplus property by transferring or disposing of the property through public auction
- Auction surplus items thru “GovDeals.com”



Formal Training

- Formal Vendor Training by appointment only.
- Please e-mail purchasing@naplesgov.com to set up an appointment.

