PURCHASING DIVISION

PURCHASING REVERSE TRADE SHOW (RTS) PRESENTATION

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

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The Purchasing Team

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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.
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.)
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
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Please contact us if you have any questions. Email is the preferred method with a topic in the Subject line such as a Bid number, your question, etc., with all of your contact information.
Purchasing Division

VSS – Vendor Self Service:
Bid & FWQ Notifications

- Vendors may register online 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.
- 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.
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.
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.
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.
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
Purchasing Division

Credit Cards (P-Card)

**Purchases**

Purchases must follow purchasing procedures.

**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”