



# HOW TO DO BUSINESS WITH THE CITY

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## *Quick Reference Guide*



PROCUREMENT DIVISION  
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## Welcome

Welcome vendors! We appreciate your interest in doing business with the City of Altamonte Springs and wish you much success with your business ventures.

## Reference Guides

This guide provides basic information for vendors seeking to learn how to do business with the City. It was designed specifically for our vendor community. The guide is for informational purposes only and are not intended to be a compilation of all applicable legal requirements.

## Vendor Participation, Registration & Database

Currently, the City has two separate and distinct registration lists available to vendors.

- **Financial Vendor Database**—This database is used to issue purchase orders and contracts and process account payable payments. It is not used to notify vendors of upcoming solicitations. Additions to this database are by invitation only directly from the Procurement or Accounting office when there is an intent by the City to issue a purchase order or issue a payment to a vendor.
- **Solicitation Posting Service**—A service for vendors interested in solicitation (bids/proposals/quotes) opportunities. This service is hosted by VendorLink, LLC, which is a user-friendly online portal where businesses can sign-up to register and receive electronic email notification of upcoming solicitations as they become available. See the [MyVendorlink.com](http://MyVendorlink.com) for more information.

## Competition Thresholds, Solicitation Announcements & Ordering Methods

It is the City’s intention to obtain the “best value” through a competitive process, unless otherwise exempt or waived by the City’s resolution, policies and/or procedures.

<b>Solicitation Thresholds</b>	<b>Ordering Methods</b>
No Solicitation <i>Micro Purchases under \$2,500*</i> <i>Non-Competitive</i>	<ul style="list-style-type: none"><li>• End users are delegated the authority to purchase on the open market without competition.</li><li>• Purchase authorization is issued to the vendor by the end user via a City purchase card or purchase order.</li></ul>
Informal Solicitation <i>Small Purchases \$2,500 to under \$15,000*</i> <i>Verbal or Written Submittals</i>	<ul style="list-style-type: none"><li>• End users are delegated the authority to seek competition and receive verbal or written quotes from vendors.</li><li>• Purchase authorization/approval is issued to the vendor by procurement via a city purchase order.</li></ul>
Semi-Formal Solicitation <i>Medium Purchases \$15,000 to under \$50,000*</i> <i>Request for Quotation (RFQ)</i>	<ul style="list-style-type: none"><li>• Procurement handles the RFQ process.</li><li>• Procurement prepares and posts the RFQ solicitation on the solicitation platform. The solicitation management system electronically notifies registered vendors when a matching commodity/service code is found.</li><li>• Purchase authorization/approval is issued to the vendor by procurement via a city Purchase order and/or finalized executed contract.</li></ul>

Solicitation Thresholds	Ordering Methods
Formal Solicitation <i>High Purchases \$50,000 and over*</i> <i>Invitation to Bid (ITB) or Request for Proposal (RFP)</i>	<ul style="list-style-type: none"> <li>• Procurement handles the ITB/RFP process.</li> <li>• Procurement prepares and posts the ITB/RFP solicitation on the City’s solicitation platform. The solicitation management system electronically notifies registered vendors when a matching commodity/service code is found.</li> <li>• Purchase authorization/approval is issued to the vendor by procurement via a city Purchase order and/or finalized executed contract.</li> </ul>

**\*Note:** Solicitation thresholds are for one time or recurring annual purchases of similar items/services.

**The Semi-Formal & Formal Solicitation Announcements**

**Public Notice/Advertisement**

Vendors who have registered with VendorLink are notified of upcoming solicitations based on the commodity codes the vendor selects when they match the solicitation commodity codes. Because there may be a discrepancy between the vendor and city commodity code selections or in the event the electronic notification fails, it is the vendor’s responsibility to check the City’s website for current postings.

**Solicitation Documents & Updates**

Status and updates, including issued addendums, related to a solicitation are posted on the solicitation platform. If a vendor downloads a solicitation document, the vendor becomes a plan holder of the selected solicitation and is automatically notified if changes are made to the solicitation.

**Vendor Insurance Requirements**

The City may require vendors to have insurance depending on the nature of the goods and services provided. Although subject to change depending on perceived risk to the City, generally the coverage and limits of insurance is identified in the below (if applicable):

- **Purchase between \$2,500 to under \$15,000:**
  - Commercial General Liability\*
    - \$1,000,000 General Aggregate
    - \$1,000,000 Products and Completed Operations Aggregate
    - \$1,000,000 Personal and Advertising Injury
    - \$1,000,000 Each Occurrence
  - Auto Liability
    - \$1,000,000 Combined Single Limit
  - Workers Compensation\*\*
    - Statutory Limits - \$100,000 each accident
    - \$500,000 disease
    - \$100,000 each employee
  - Technology Errors and Omissions or Cyber Liability
    - \$2,000,000 General Aggregate
    - \$1,000,000 Each Occurrence

- **Purchases between \$15,000 and under \$50,000**
  - Commercial General Liability\*
    - \$1,000,000 General Aggregate
    - \$1,000,000 Products and Completed Operations Aggregate
    - \$1,000,000 Personal and Advertising Injury
    - \$1,000,000 Each Occurrence
  - Auto Liability
    - \$1,000,000 Combined Single Limit
  - Workers Compensation—Same as above
  - Technology Errors and Omissions or Cyber Liability
    - \$2,000,000 General Aggregate
- **\$1,000,000 Each Occurrence Purchases \$50,000 and over**
  - Determined on a case-by-case basis by Risk Management

\*City of Altamonte Springs must be named as Additional Insured

\*\*Some contractors may exclude themselves from Workers' Compensation coverage. In such instances, a valid EXCLUSION FORM must be submitted but is not accepted in lieu of proof of Workers' Compensation coverage. **ANY CONTRACTOR DOING WORK FOR THE CITY MUST HAVE WORKERS' COMPENSATION INSURANCE.** If contractor leases employees from a professional employee organization (PEO), said contractor must have a workers' compensation insurance policy in the contractor's name in addition to coverage provided for leased employees by the PEO.

### **Tax Exempt Status**

The City is exempt from Florida sales tax. The City deducts any such taxes included on an invoice and pays the remaining amount. To request a tax exemption certificate, contact [AccountsPayable@altamonte.org](mailto:AccountsPayable@altamonte.org).

### **Gifts and Gratuities**

City policy prohibits acceptance of gifts or gratuities at any time.

### **Other Important Procurement Information**

#### **Standard Purchasing Terms & Conditions – Read Carefully**

Terms and conditions on the City's solicitation documents, contracts and/or purchase orders shall prevail and take precedence. Unless expressly accepted by the City, only terms and conditions contained in these documents shall apply. The City will not consider additional terms and conditions submitted by the vendor. Any and all such additional terms and conditions shall have no force and effect and are inapplicable to the City's purchase of goods and services if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. Vendors shall agree that the general and/or any special conditions in the City documents are the only conditions applicable to purchases made by the City and that the City will not accept exceptions to our terms and conditions.

#### **Contracts**

Per above, unless expressly accepted by the City, only terms and conditions contained in City documents shall apply and the City will not consider additional terms and conditions submitted by the vendor. Regardless of the purchase amount, all contracts or any other vendor documents containing any pricing, terms and conditions must be directed to procurement to determine acceptance of and if accepted, the execution and release of executed documents.

### **Contact Information**

If you have any questions or need assistance, please contact the procurement staff at (407) 571-8079 or [procurement@altamonte.org](mailto:procurement@altamonte.org).