



## *City of Miami Gardens*

18591 N.W. 27<sup>th</sup> Avenue  
Miami Gardens, Florida 33056  
305-622-8000

[www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)

### *Vendor Guide*

#### ***“How to do Business with the City of Miami Gardens”***

The Procurement Department appreciates your interest in doing business with the City of Miami Gardens. 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 and minority vendor participation in the award of contracts for the City's purchases of all goods and services. This brochure summarizes the City's procurement procedures and is not intended to be a complete statement of the City's entire purchasing practices and requirements.

***Procurement Department Information*** The City of Miami Gardens' Procurement Department consists of four dedicated employees. They are the Procurement Director, two Buyers and the Purchasing Assistant. The Procurement Director is Pam Thompson, CPPO, FCCM, FCCN. The Buyers are Elena Varona, CPPB, and Aneta Kamyczek. The Purchasing Assistant is vacant at this time. The Purchasing Office is located at 18591 N.W. 27<sup>th</sup> Avenue, 2<sup>nd</sup> floor, Miami Gardens, Florida 33056. Telephone: 305-622-8000 ext. 2489. Facsimile: 305-474-1285. Office hours are: 8:00 a.m.-5:00 p.m. E-mail: [procurement@miamigardens-fl.gov](mailto:procurement@miamigardens-fl.gov).

***Vendor Registration and Vendor File*** The City contracts with DemandStar by Onvia to maintain the Vendor File. There is a small cost for businesses requesting the City of Miami Gardens' solicitation notices. Contact DemandStar at 1-800-711-1712 for more information. Businesses may also register on line at: <https://services.miamigardens-fl.gov> in order to receive quotations.

***Solicitation Notices*** All of the City's formal solicitation notices will be posted on the City' Web Site and on DemandStar.com. The solicitation documents will be available on the City's web site: [www.miamigardens-fl.gov](http://www.miamigardens-fl.gov) and at [www.demandstar.com](http://www.demandstar.com). The City may issue informal solicitations by facsimile or by the internet.

***Local Businesses*** The City Council, in an effort to encourage local business participation with the City, adopted a Local Preference Ordinance. When a local business submits a bid up to 10% higher than a non-local business, the local business has an opportunity to match or beat the lower bid of the non-local business.

***Preference Monetary Contributions to Local Schools*** The City Council, in an effort to encourage business participation with our local schools, adopted a Preference Monetary Contribution Ordinance. When a contributing business's price is within 5% of the non-contributing business, then the contributing business has an opportunity to match or beat the lower bidder.

***Solicitations/Quotations*** All requests for quotations and bids allow for open, competitive and equitable award.

The following guidelines are generally used when selecting the method for source selection:

Services or goods totaling between \$2,500-\$9,999 - telephone or fax requests may be sent to three companies registered for the service or goods.

Services or goods totaling between \$10,000-\$24,999 - written requests will be issued by mail, fax or internet to a minimum of three companies registered for the service or goods.

Services or goods totaling more than \$25,000 – advertisement of the solicitations are placed on the City’s web site and DemandStar.com with the solicitation documents available on the internet sites.

***Southeast Florida Governmental Cooperative Group*** The City is an active member of the Co-op Group which has fifty agencies in Miami-Dade County, Broward County and Palm Beach County including such agencies as City of Miami, City of North Miami, City of Ft. Lauderdale, Broward County, Broward Community College, City of Boca Raton just to name a few. As a vendor with the City of Miami Gardens, you will be notified of solicitations for the Co-op for your registered commodity. The Co-op has sixty-two active contracts.

***Purchasing Cards*** The City of Miami Gardens has implemented a purchasing card program. Purchasing cards will be issued to employees in order to enable them to buy small dollar goods. The purchasing card is Visa issued by Bank of America. Businesses are expected to accept purchasing cards as payment. We encourage all Companies doing business with the City to accept the Purchasing Card or e-Payables as payment for all goods and services.

***Ethics*** The Procurement Department is governed by the NIGP Code of Ethics and 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.

***Cone of Silence*** Pursuant to Article 9 Ethics in Public Contracting of the City of Miami Gardens Ordinance 2005-10-28 and Ordinance 2008-03-139 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 ITB/RFP until such time as the City Council deliberates on making the award of the competitive purchase transaction. The statement fully disclosing the requirements of the “Cone of Silence” is detailed in every solicitation document.

***Professional Memberships*** The Procurement Department is a member of the National Institute of Governmental Purchasing (NIGP); Florida Association of Public Procurement Officials, Inc. (FAPPO); Southeast Florida Chapter of NIGP; and Southeast Florida Governmental Cooperative Group.

***Eden Software System*** The City of Miami Gardens City wide software system is Tyler Technologies, Eden. The Purchasing Department encourages all current vendors registered with the City to update their file. All of the City's vendors have the ease of registering on-line, viewing their file for status of payments, invoicing, etc. All Purchase Orders are disbursed via the internet or faxed which will allow our vendors to receive orders quicker and easier.

New vendors interested in becoming registered with the city have the ability of on-line registration at: <https://services.miamigardens-fl.gov>

We have the ability to accept quotations and informal solicitations via the internet and will also, in the near future, have the ability to accept formal solicitations via the internet which will eliminate the hassle of delivering or mailing your bid submittals.

***We hope this information is helpful with your future business endeavors with the City of Miami Gardens.***