

City of Coral Gables Procurement Division Vendor Ethics Guide

For the purpose of this guide, the word vendor includes supplier, contractor, bidder, principal, owner or proposer as utilized in City related documents.

Vendors must agree conduct their business with the City of Coral Gables (“City”) at the highest level of integrity and maintain transparent and accurate records.

The City seeks business partners who aspire to the highest ethical standards in their business practices and their interactions with the City.

Any exchange of favors, money, or gifts with our staff or elected officials members is strictly prohibited in accordance with Florida State Statute, the Miami-Dade Ethics Code, and the City of Coral Gables Ethics Code. “Gifts” as defined in Florida State Statute and local ethics codes include personal travel expenses, lodging or other housing, services of any kind, meals or entertainment, or any other thing of value to City staff members. Under no circumstances may a vendor working for the City offer, promise or provide anything of value directly or indirectly to a government official for the purpose of exerting influence or to obtain or retain an benefit or advantage.

We expect our vendors to comply with applicable security and privacy laws, regulations and retention requirements and to ensure that they have appropriate technical and security controls in place to protect our confidential information.

We rely on vendor partners to ensure that all products or services sold to the City comply with all City Codes, applicable laws, regulations, and standards, including the laws that regulate global trade such as laws governing country of origin, importation, customs entry, export, licensing and sale of imported merchandise.

Vendors must ensure that all product markings and documentation are true and accurate and that appropriate records are maintained to validate information provided on all documents.

Vendors are required to complete our due diligence review process prior to be awarded a contract or given an order for any service, equipment or products.

Additionally, as a part of a being an ethical business partner with the City, all vendors are expected to adhere to the following:

- ◆ Offer a bid or proposal this is competitive, consistent and appropriate to the bid documents.
- ◆ Not discuss or consult with other Vendors intending to bid on the same contract or similar City contract for the purpose of limiting competition. And Vendor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
- ◆ Not disclose the terms of its bids or proposal, directly or indirectly, to any other

competing Vendor prior to the bid or proposal closing date.

- ◆ Completely perform any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
- ◆ Submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.
- ◆ Not offer or give any gift, item or service of value, directly or indirectly, to a City employee, employee family member or other vendor contracted by the City.
- ◆ Not cause, influence or attempt to cause or influence, any City employee or City Official, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that Vendor or for any other person.

All vendors are advised that they are subject to the following rules and ordinances:

Cone of Silence - Section 2-1027

All competitive selection processes are subject to the provisions of Section 2-1027 of the Procurement Code. The purpose and intent of the provision is to prevent city commissioners, potential vendors, bidders, offerors or service providers from communicating with city department heads, their staff or selection and evaluation committee members during the period of time in which the cone of silence is imposed on the request for proposals (RFP), request for qualifications (RFQ), or invitations for bids (IFB).

The cone prohibits:

- a. Any communication regarding a particular request for proposals (RFP), request for qualifications (RFQ), invitation for bids (IFB) or any other advertised solicitation between a potential offeror, vendor, service provider, bidder, lobbyist, or consultant and city department heads, their staff, selection committee or evaluation committee members;
- b. Any communication regarding a particular request for proposals (RFP), request for qualifications (RFQ), invitation for bids (IFB) or any other advertised solicitation between the city commissioners and city department heads, the city departments' staff, selection committee or evaluation committee members.

The full details of Section 2-1027/Cone of Silence can be accessed at: https://library.municode.com/fl/coral_gables/codes/code_of_ordinances?nodId=PTIICOOR_C_H2AD_ARTVIIIIRCO_DIV10ET_S2-1027COSICOPRGOSE

A current list of the projects currently under the Cone of Silence may be accessed under the Notices section of the Procurement webpage at: <https://www.coralgables.com/cone-of-silence-notices>

Lobbying - Section 2-305

Lobbyist means an individual, corporation, partnership, or other legal entity employed or retained, whether paid or not, by a principal who seeks to encourage the approval, disapproval, adoption, repeal, passage, defeat, or modifications of:

- (1) Any ordinance, resolution, action or decision of any city commissioner;
- (2) Any action, decision, recommendation of the city manager, any city board or committee, including but not limited to quasijudicial, advisory board, trust, authority, division, or council; or
- (c) Any action, decision or recommendation of city personnel during the time period of the entire decision-making process on the action, decision or recommendation which foreseeably will be heard or reviewed by the city commission, or a city board or committee, including but not limited to quasijudicial, advisory board, trust, authority, or council.

Registration.

- (1) All lobbyists shall, before engaging in lobbying activities, register annually with the city clerk. Every person required to so register shall:
 - a. Register on a form prepared by the city clerk;
 - b. Pay an annual registration fee of \$250.00; and
 - c. State under oath the name and business address of the registrant; the name and business address of each principal which has employed or retained the registrant to lobby; the specific issue for which he/she has been employed or retained to lobby and the existence of any direct or indirect business association, partnership, or financial relationship with any employee of the city.

The full details of Section 2-305/Lobbying can be accessed at: https://library.municode.com/fl/coral_gables/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD

We hope you found this information helpful so that you can successfully navigate the rules of doing business with our City. If you have question about the information contained in this guide or other requirements that may not be specifically addressed in this document, please feel free to contact Procurement at 305-460-5102. We encourage all vendors to become familiar with the Coral Gables Code of Ordinances https://library.municode.com/fl/coral_gables/codes/code_of_ordinances?nodeId=COCOGAFL