

### Helpful Hints

- **Acknowledgement Form** must be signed by an authorized member of the business.
- **Bid Deposits/Bonds** (if required) must be accompanied with bid.
- Supporting literature (if required) must accompany bid documents.
- **Addenda** (if required) must accompany bid documents.
- Read the **Solicitation Document** closely to understand what is being requested.
- Ask questions prior to the **Solicitation Closing** and the end of the **Question and Answer period**.
- **Shall/Will** or **Must** = mandatory. It expresses a requirement binding on either the contractor or the purchaser.
- **Equivalent** = items offered must be equivalent as to function, basic design type and quality of material, method of construction and any required dimensions.
- Respond to every bid invitation – if the response is “No Bid”; it tells the Procurement Division that you do not care to bid at this time but would like to continue receiving bid invitations. Complete the “**Statement of No Bid**” form.



A uniquely beautiful  
place to live. A vibrant  
community full of culture  
and opportunities.

### Non-Binding Nature

This publication is designed solely to provide general summary information to those wishing to do procurement businesses with the City of Coral Gables. It is not binding in either a legal or regulatory sense.

If you may have questions that are not answered in this booklet, please call or write to:

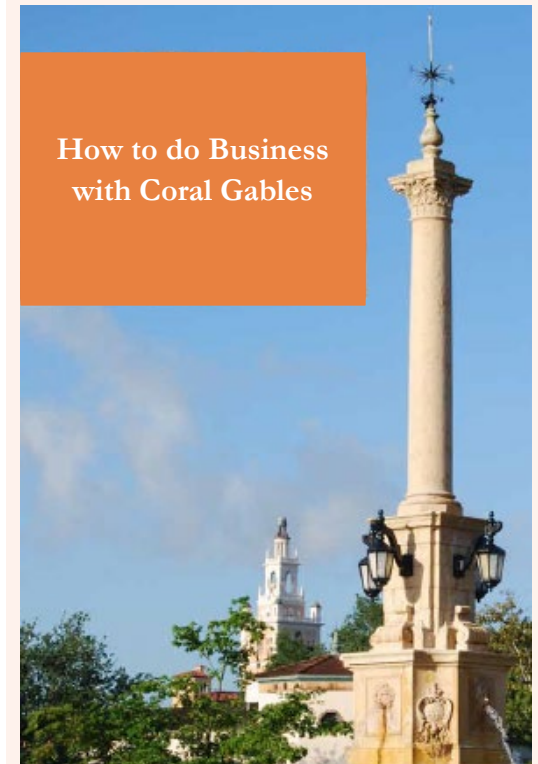
*City of Coral Gables  
Procurement Division  
2800 SW 72nd Avenue  
Miami, FL 33155  
305-460-5102*



**Procurement Division:**

**Vendor Information Guide**

**How to do Business  
with Coral Gables**



## Preface

This pamphlet has been prepared to offer vendors a summary of information needed in order to conduct business with the City of Coral Gables.

The information set forth is intended as a general guide.

## Our Mission

The Procurement Division is committed to providing best value results to the City and the public, through professionalism, effective procurement services of the highest ethical standards, and technological and strategic advancements to ensure open and fair competition, in accordance with Federal, State, County and Municipal laws.

## Internet Website

On our website vendors have access to our current solicitations, results and notices of awards, current contracts, staff directory, and public meeting notices. Our website [www.coralgables.com/departments/procurement](http://www.coralgables.com/departments/procurement)

## Public Notices

**Public Notices** – Notices for Solicitations are posted in Daily Business Review and can also be found with the City Clerk's Office.

## Types of Purchases

The City of Coral Gables obtains products and services through:

1. **Informal Bids:** Under \$25,000, these bids require at least three quotes and are solicited by the using department.
2. **Formal Competitive Bids and Proposals:** Invitations to Bid (ITB's) and Request for Proposals (RFP's) valued at \$25,000 or more are prepared by the Procurement Department and posted on our website as well as on our office bulletin board.

## How to Submit Bids

The City of Coral Gables Procurement Division utilizes PublicPurchase, a web based e-Procurement service to post and receive all competitive solicitations. To receive bid notifications you must register with PublicPurchase. To begin the registration process, access: [www.publicpurchase.com](http://www.publicpurchase.com)

## How to Register as City Vendor

In order to register to become an active City of Coral Gables vendor, you must complete a Vendor Information Form and W-9. Both documents can be found on the Procurement website at [www.coralgables.com/supplier-services](http://www.coralgables.com/supplier-services)

## Vendor Responsibilities

**Ethical Behavior** – All vendors who conduct business with the City of Coral Gables are expected to conduct business in a professional and ethical manner.

**Performance Standards** – All vendors who conduct business with the City of Coral Gables are expected to perform and be in compliance with all contract terms once awarded.

**Notice to Proceed** – All vendors should ensure they obtain a notice to proceed before performing any work or services.

**Changes/Modifications** – No changes to the scope of work will be permitted unless an official change order or modification is issued by the City to authorize the change.

## Special Requirements

**Pre-bid Conferences:** These are designed to give the vendor the opportunity to meet purchasing agents, end users, as well as examine and discuss specifications, bid conditions and delivery information. If attendance is mandatory, bidders must attend or be disqualified.

**Insurance:** Some bids will require proof of insurance with endorsements to be submitted before award recommendation.