



Welcome to the City of Miramar Florida Procurement Department



Vision Statement

To achieve a centralized, professional public procurement arena where suppliers and service providers together with the City of Miramar, can promote full and open competition and operate under the highest ethical standards, while providing for the needs of the Community.

Mission Statement

The Procurement Department's mission is to acquire commodities, services and construction effectively and efficiently, while creating opportunities for participation and optimizing the resources of the City for maximum savings to the Community.

Procurement Authority

The Procurement Department is headed by the Chief Procurement Officer. The Procurement Department is responsible for the procurement of supplies, services and construction, including professional services, on behalf of the city in accordance with the Miramar City Code and the Procurement Policy and Regulation.

The Chief Procurement Officer promulgates regulations governing the preparation, maintenance, and content of specifications and solicitations for commodities, services, and construction required by the City, under the direction of the City Manager.

City departments are delegated authority for non-repetitive purchases under \$1000. Procurements over that amount are executed by the Procurement Department.

Procurements, unless otherwise exempted by City Code, over \$1,000 require some type of competition. City Departments may make purchases of \$2,500 or less in the aggregate from local vendors if feasible, when price, quality and service are comparable to non-local vendors. Procurements under \$10,000 require three quotations, by the using Department. Procurements between \$10,000 and \$50,000 require written quotations, solicited by Procurement.

Procurements over \$50,000 require formal written bids or proposals and must be approved by the City Commission. The City uses various solicitation methods including Invitations for Bids (IFB), Requests for Proposals (RFP), Requests for Letters of Intent (RLOI), Requests for Qualifications (RFQ) and Requests for Information (RFI).

The City also has the authority to access other government contracts that have been competitively procured, either by being a participant in a cooperative buying group, "piggy-backing" off an existing contract or participating in a joint bid with one or more government agency.

City Bidders List

Copies of Solicitation packages may be obtained from DemandStar at www.demandstar.com or by calling (800) 711-1712. DemandStar distributes the City's Solicitations through electronic download, by facsimile, or through the United States Postal Service (USPS). Proposers are not required to register with DemandStar to receive a copy of any City solicitation. Registration with DemandStar.Com is optional, at the sole discretion of the Proposer. DemandStar does charge a nominal fee for the distribution.

Proposers choosing to register with DemandStar may do so on-line at their web site or by requesting a faxed registration form by calling their phone number. Note: If you are already registered with DemandStar for Broward County, you do NOT need to register again.

To request the solicitation package directly from the City's Procurement Department, your request should include the following information: the Solicitation number and title, the name of the potential Proposer's contact person, the potential Proposer's name, complete address to be mailed to, telephone number, and fax number.

Proposers who obtain copies of this Solicitation from sources other than

DemandStar or the City's Procurement Department risk the potential of not receiving amendments. Such Proposers are solely responsible for those risks.

Cone of Silence

From the time of bid opening, and until the City Commission approves an award; there is a prohibition on communication by Proposers (or anyone on their behalf) with the City's professional staff. This prohibition is a "Cone of Silence". This does not apply to oral communications at Pre-Proposal conferences, oral presentations before evaluation committees, contract negotiations; public presentations made to the City Commissioners during any duly noticed public meeting, or communications in writing at any time with any City employee, or official, regarding matters not concerning a specific solicitation.

Appointments

Though not required, appointments are preferred and will help you complete your business with maximum efficiency. We suggest that the initial visit be somewhat general, giving us an introduction to your company and product line. Subsequent visits are ideal opportunities to explain in detail a single item or service that you provide.

City Vendor Preferences

The city grants a preference in the amount of five percent (5%) of a bid or five (5) points of a proposal score to local businesses on most bids or proposals for commodities and services. The City also grants five percent (5%) of a bid or five (5) points of a proposal score to Broward County certified disadvantaged businesses on most bids or proposals for commodities and services.

City Procurement Code

A copy of the City Procurement Code and Policies can be viewed and printed at:

www.ci.miramar.fl.us/procurement/citycode.html



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