

**PURCHASING DEPARTMENT**

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LISA M. OSHA ~ PURCHASING AGENT

**MISSION STATEMENT:**

*To ensure that goods and services are acquired at fair and reasonable prices and the highest personal standards of conduct are maintained in all relationships with vendors, suppliers and subcontractors.*

**VENDOR APPLICATION:** Vendor application should be submitted by those who will be paid by check (not needed for VISA payment). To submit the vendor application, W-9, and a copy of your current certificate of insurance (if your company has worked or transported items onto City property), please go to the City of Sebring website at <https://www.mysebring.com/199/Purchasing> and choose the link "Vendor Application Online." If your service requires licensing, you must provide your State of Florida business license number for verification by the City of Sebring. The previously listed items must be received and you must be a registered vendor and your information must be entered into the financial system prior to beginning work. You can update/edit your information online at [vendorregistry.com](http://vendorregistry.com). You must notify the purchasing department of your application, as well as apprise of any and all changes in the vendor information so the information can be updated in the City's financial system. Notification can be emailed to [purchasing@mysebring.com](mailto:purchasing@mysebring.com).

**VENDOR REGISTRY:** The City utilizes [www.vendorregistry.com](http://www.vendorregistry.com) to release Bids/RFP's/Quotes. The City does not email supplementary notices to vendors. Vendors interested in receiving announcements when a solicitation is posted must register at [www.vendorregistry.com](http://www.vendorregistry.com). As of 7/1/2013, the City no longer maintained a prospective vendors list.

**NOTIFY ME:** The vendor may register with "Notify Me" on the City's website to receive a text or email when a bid notice is posted or a request for quotes is made by the City. The vendor should go to [www.mysebring.com](http://www.mysebring.com) and click the "Notify Me" icon on the home page and follow the subscription instructions for bids and/or quotes.

**\*\*\*\*IF YOU DO NOT REGISTER WITH VENDORREGISTRY.COM OR "NOTIFY ME" ON THE CITY'S WEBSITE, YOU WILL NOT RECEIVE NOTIFICATION OF SOLICITATIONS AND/OR QUOTE REQUESTS\*\*\*\***

**BID THRESHOLD:** Our sealed bid threshold is F.S. 287.017 CATEGORY TWO, currently \$35,000 and is awarded by City Council generally to the lowest responsive and responsible vendor who meets all the specifications for the commodity or service being offered. Verbal and telephone quotes are solicited for items from \$1,000-\$5,000. Written, email, and/or advertised quotes are requested for items from \$5,000.01-\$35,000. City Council approves all acquisitions of \$35,000 or higher. It is the vendor's responsibility to maintain contact with individual departments for purchases under the formal bid threshold.

**BID OPENINGS:** All competitive Bid/RFP opening are open to the public. All interested parties are welcome to witness the Bid Opening at the stated date, place, & time. There is no determination of award made at that time. All submittals are subject to a 30-day evaluation before becoming public record. A recommendation of award is made to Sebring City Council, who shall make the final determination of award. **All Bids/RFP's are subject to Florida Public Records Laws pursuant to F.S. Chapter 119.**

**LOCAL PREFERENCE:** The City has a local preference ordinance in the purchase of, or contract for, personal property & contractual services unless prohibited by law. The City Council may give a preference up to 7% of the bid price to vendors whose place of business is in the incorporated limits for at least 6 months; 5% to vendors whose place of business is in Highlands County.

**EQUAL OPPORTUNITY:** The City recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women business enterprises.

**PIGGYBACKING:** The City occasionally acquires items through “piggybacking” the State of Florida, Highlands County, or other government entities. We also utilize cooperative purchasing contracts to procure goods and services such as U.S. Communities, NJPA, and the Florida Sheriff’s Association.

**PURCHASING CARDS:** Authorized City staff may purchase items with a VISA purchasing card. The City utilizes this method of payment for small dollar items up to \$1000.

**PUBLIC ENTITY CRIMES:** Pursuant to § 287.133(2)(a), Fla. Stat., a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in § 287.017, Florida Statutes, for CATEGORY TWO purchases for a period of 36 months following the date of being placed on the convicted vendor list.

**DRUG FREE WORK PLACE:** The City of Sebring is a drug-free workplace. All employees of the vendor working on City property shall be subject to the implementation of all possible provisions to maintain a drug-free environment. All vendors must adhere to the provisions of Florida Statute 287.087.

**PURCHASE ORDERS:** Issued by the purchasing department after all prices and requirements are checked for compliance of policy, procedures are verified, award by City Council is made (if required), or required bond is recorded. Delivery of goods and services shall not be made without first receiving a purchase order number (except for p-card purchases). Complete terms and conditions are described herein. Vendor should receive a purchase order from the purchasing department (if an email has been provided) or given a verbal order number from the requesting department. Vendors are cautioned that failure to secure a purchase order may result in non-payment, or immediate cancellation of the order.

**ACCOUNTS PAYABLE:** Payment will be made by the City after the item purchased has been received, inspected, and found to comply with the purchase order specifications, free of damage or defect, and properly invoiced. All payments must be approved by Sebring City Council, which meets the first and third Tuesday of each month. To be considered for payment at any meeting, the invoice must be signed by the department head of each location and then received by Accounts Payable 368 South Commerce Avenue, Sebring, Florida 33870 ten (10) days prior to a City Council meeting. Separate invoices must be rendered for each purchase order. No purchase of materials, supplies, equipment, and/or services will be recognized unless made through a purchase order by the purchasing department or by purchasing card. Payment terms of net 45 days from the date received and stamped by the City.

**INSURANCE:** If procurement involves the vendor’s performance on City property or any place where the City conducts operations, the vendor shall provide proof of insurance required by the City. If not provided, the City reserves the right to cancel the order, immediately suspend performance by the vendor at the vendor’s expense and prohibit access to City premises until such proof of insurance is verified. The City follows guidelines provided by Public Risk Management of Florida. The following grid shows the City’s minimum guidelines for insurance.

<b>Level 1 - Low - Insurance Requirement</b> Low chance of loss where minor injuries or property damage could occur. The potential for frequent or multiple claims is low. Contact primarily with City employees. Activities not in the public realm. Project will not exceed 30 calendar days Cost will not exceed \$50,000. No unusual or high hazards present.	<b>Level 2 - Moderate - Insurance Requirements</b> Low to moderate chance of loss where moderate injuries or property could occur. The potential for frequent or multiple claims is low to moderate. Contact with non-City persons. Activities in public realm. Project will not exceed 180 calendar days. Cost will not exceed \$500,000. No unusual or high hazards present.	<b>Level 3 - High - Insurance Requirements</b> Moderate to high chance of loss where severe injuries and property damage could occur. The potential for frequent or multiple claims is present. Contact with non-City persons. Activities in public realm. Services involving minors or seniors. Project will not exceed 180 days in duration. Cost is \$1,000,000 or higher. Extremely high or unusual hazards present.
<b>COMMERCIAL GENERAL LIABILITY (CGL)</b>  \$300,000 each occurrence \$600,000 general aggregate Additional insured endorsement is required naming the City of Sebring as an additional insured as well as the certificate holder. Insurance must be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from an explosion, collapse or underground exposures, personal injury and advertising injury.	<b>COMMERCIAL GENERAL LIABILITY (CGL)</b>  \$500,000 each occurrence \$1,000,000 general aggregate Additional insured endorsement is required naming the City of Sebring as an additional insured as well as the certificate holder. Insurance must be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from an explosion, collapse or underground exposures, personal injury and advertising injury.	<b>COMMERCIAL GENERAL LIABILITY (CGL)</b>  \$3,000,000 each occurrence \$6,000,000 general aggregate Additional insured endorsement is required naming the City of Sebring as an additional insured as well as the certificate holder. Insurance must be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from an explosion, collapse or underground exposures, personal injury and advertising injury.
<b>COMMERCIAL AUTO LIABILITY</b>  \$300,000 each accident for property damage, bodily injury and must include contractual liability coverage. Coverage must include all owned, non-owned and hired vehicles. (Additional insured endorsement may be required.)	<b>COMMERCIAL AUTO LIABILITY</b>  \$1,000,000 each accident for property damage, bodily injury and must include contractual liability coverage. Coverage must include all owned, non-owned and hired vehicles. (Additional insured endorsement may be required.)	<b>COMMERCIAL AUTO LIABILITY</b>  \$3,000,000 each accident for property damage, bodily injury and must include contractual liability coverage. Coverage must include all owned, non-owned and hired vehicles. (Additional insured endorsement may be required.)
<b>WORKERS COMPENSATION INSURANCE</b>  All state and federal statutory limits apply. \$100,000 each accident \$100,000 each employee \$500,000 policy limit for disease The policy must include employers liability. If the vendor is exempt from workers’ compensation requirements they are to submit a DWC-252 Certificate of Exemption Form	<b>WORKERS COMPENSATION INSURANCE</b>  All state and federal statutory limits apply. \$500,000 each accident \$500,000 each employee \$500,000 policy limit for disease The policy must include employers liability. If the vendor is exempt from workers’ compensation requirements they are to submit a DWC-252 Certificate of Exemption Form	<b>WORKERSCOMPENSATION INSURANCE</b>  All state and federal statutory limits apply. \$3,000,000 each accident \$1,000,000 each employee \$1,000,000 policy limit for disease The policy must include employers liability. If the vendor is exempt from workers’ compensation requirements they are to submit a DWC-252 Certificate of Exemption Form

**PLEASE NOTE:** In addition to the primary requirements of General Liability, Commercial Auto, and Workers Compensation, a project at any of the 3 levels may trigger the need for Professional Liability, Garage Liability or Garage keepers Liability, or Environmental - Pollution Liability. This requirement will depend on the scope of service and exposure to loss or claims, rather than any monetary amount The City will accept the use of Broad Form Commercial Liability umbrella coverage if written on a follow-form, which provides as broad of coverage as the underlying policies for limits exceeding \$1,000,000.