



# Doing Business with the City



Thank you for your  
interest in doing business  
with the City of Stuart.  
This flyer includes some  
general information on  
how we procure goods  
and services.

PURCHASING DIVISION

(772) 288-5320

## INTENT & PURPOSE

It is the intent of the Purchasing Division to obtain the "Best Value" for the City and its Citizens through the competitive process. The Purchasing Division is dedicated to providing fair and equitable treatment of all vendors that wish to sell supplies, services, equipment and construction services to the City of Stuart and to assure the City taxpayers receive the most value for every tax dollar spent.

## VENDOR LIST

Vendors may submit their contact information and the types of services or commodities they wish to sell to the City to the Purchasing Office. Purchasing will notify those vendors when the listed services and/or commodities are formally solicited. Vendors may, at any time, request solicitation documents directly from the Purchasing Office.

Alternatively, the City of Stuart contracts with DemandStar by Onvia for the maintenance of an automated vendor list categorized by the specific commodity or service offered, and for the distribution of City solicitations on-line to members of the DemandStar community.

All formal solicitations are advertised in the Stuart News, Legal Advertising Section.

## FORMAL PURCHASE AUTHORIZATION REQUIRED

A Purchase Order or Contract issued by the City Purchasing Office is required prior to the provision of any goods or services to the City of Stuart. Provision of goods or services to the City without formal authorization is done at the sole risk of the vendor.



## Tax Exempt Status:

The City of Stuart is exempt from Florida Sales Tax and most federal excise taxes. Upon request, the City will provide a copy of its Tax Exemption Certificate. Any such taxes included on an invoice to the City will be deducted and the remaining amount paid.

If your questions are not addressed in this flyer, please do not hesitate to call or visit our website.

City of Stuart  
Purchasing Division  
121 SW Flagler Avenue  
Stuart, FL 34994  
Phone (772) 288-5320  
Fax (772) 600-1202

<http://www.cityofstuart.com>

## How do vendors compete?

Upon learning of an upcoming solicitation, vendors may obtain bid or RFP forms by writing, visiting or calling the Stuart Purchasing Office. The solicitation generally contains the specifications and/or scope of work for the commodity or service for which offers are requested. Included are the terms, and conditions governing the solicitation. Subscribers to DemandStar may download bid documents via the Internet from the City's website [www.cityofstuart.com](http://www.cityofstuart.com) - Departments - Purchasing Division then by following the Onvia Link. DemandStar subscribers may also receive solicitations directly from DemandStar.

Once you have completed the bid form, check for errors, and make sure that all required signatures and attachments (i.e., bid security, product information, etc.) are included. Then, seal the bid in an envelope with your company's name, Bid Number, Title, and Bid Opening Date on the outside of the envelope.

Be sure that your bid reaches the Purchasing Division before the time and date specified on the form. Late bids will not be accepted.

All formal bid/RFP openings are public and all interested parties are welcome to witness the openings. There is no intent to make a determination of an award at the time of the solicitation opening.

All submittals are subject to a detailed

evaluation and review by the City before a recommendation of an award is made.

### COMMON PROBLEMS THAT RESULT IN REJECTION OF OFFERS:

The following is a listing of some of the more common mistakes or problems that result in rejection of bid/RFP responses. This is only a partial listing; please ensure that you have thoroughly reviewed the General Conditions and the Special Terms & Conditions prior to submitting your bid/RFP.

- Forms not properly signed by appropriate official
- Failure to provide bid guarantee, when required
- Failure to sign and return all addenda that have been issued
- Failure to provide all required information/documentation and to complete all forms
- Failure to meet the minimum requirements of the specifications
- Submittal is delivered after the scheduled date and time of opening

### ADDENDA

During the course of a formal solicitation procedure, changes may take place affecting the terms and conditions or the specifications of the bid. In these

instances, a written addendum will be issued. The changes formalized in the addendum become an integral part of the solicitation and must be acknowledged by the offeror and returned with the bid or proposal.

### BONDS

THE CITY MAY REQUIRE ONE OR BOTH OF THE FOLLOWING BONDS:

\* Bid Guarantee: a firm commitment to an offer, in the form of a deposit, typically in an amount equal to 10% of the total amount submitted by the offeror. A cashier's check or a certified bank check may be accepted in lieu of a bid bond, checks made payable to the City of Stuart.

\* Performance and Labor & Material Bond: bonds executed by the successful offeror, each typically in an amount equal to 100% of the contract price, to protect the City from loss due to offeror's inability to complete the contract or pay subcontractors as agreed.

These bonds shall be issued in favor of the City of Stuart, by a Surety company who is licensed by the Insurance Department of the State of Florida.

### INSURANCE

The City of Stuart may require insurance for a project based on the nature of goods and/or services.

### SPECIFICATIONS

Specifications are detailed descriptions of

the intended purchase, establishing the minimum acceptable standards. They are included in the solicitation. If you have any questions, concerns, or objections regarding the specifications, contact the Purchasing official indicated in the solicitation.

### ACCEPTANCE/REJECTION OF OFFERS

The City of Stuart reserves the right to accept or reject any and all offers and to accept the offer which best serves the interest of the City of Stuart. The City may award sections of the bid individually or collectively whichever is in its best interest.

### FREIGHT, DELIVERY POINT & DOCUMENTATION

All City of Stuart purchases are considered F.O.B. destination unless otherwise accepted by the City. The Purchase Order number must appear on all bills of lading and invoices. All shipments to the City of Stuart must be made to the location designated on the Purchase Order under the heading "SHIP TO".

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Stuart, FL 34994  
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