



Vendor Guide

Doing Business with the City of Edgewater, Florida

The City Utilizes Demand Star www.demandstar.com to release Bids/RFP's and quotes. In rare cases does the City email supplementary announcement notices to vendors. Vendors interested in becoming a member of Demand Star may visit their web site at: www.Demandstar.com or by calling at 1-800-711-1712.

Our sealed bid threshold limit is \$25,000.00 and is awarded by City Council generally to the lowest responsive, responsible vendor who meets all the specifications and/or qualifications for the commodity or project being bid. Because the sealed bid threshold is \$25,000.00, many times a written or verbal quotation will be solicited. Verbal telephone/e-mail quotations are solicited for items and/or services from \$2,500.00 to \$5,000.00. Three verbal quotations will be requested either by email or phone for goods and services from \$5,000.00 to \$14,999.00. Three written quotations will be requested either by email, fax or via quote wire (demand star) for goods and services from \$15,000.00 to \$24,999.00. City Council approves all acquisitions over \$25,000.00. It is the responsibility of the vendor to keep the purchasing department apprised of any and all address changes.

The City of Edgewater occasionally purchases by "Piggybacking" the State of Florida, Volusia County or another entities contracts. The City of Edgewater also utilizes Cooperative Purchasing Contracts to procure goods and services, such as N.J.P.A.

In the purchase of, or contract for, personal property contractual services, the City Council *may* give a preference in an amount not to exceed three percent (3%) of the bid price to local persons, firms or corporations; provided, however, that this section in no way prohibits the right of the City Council to compare quality of materials proposed for purchase and to compare qualifications, character, responsibility and fitness to all persons, firms or corporations submitting bids. Local is defined as a business holding a City of Edgewater Business Tax Receipt (BTR) and Certificate of Use (CU).

Authorized City staff may purchase item(s) with a MASTER CARD Purchasing Card. The City of Edgewater utilizes Master Card purchasing cards for small dollar items with limits under \$2,500.00.

Liability and Workers' Compensation Insurance coverage as well as a State Contractor's and/or City Business Tax Receipts are necessary requirements in some cases. Capital projects require bonding capacity.

All purchase orders and are issued by the Finance Department after all prices and requirements are checked, compliance of policies/procedures are verified, award by the City Council is made (if required) or a required bond is recorded by the City. Delivery of or services of any kind shall **NOT** be made without first receiving a purchase order number, verifying all the correct information involved. Complete terms and conditions are attached. If you are in agreement with them, please sign and return this vendor application. Purchase orders may be e-mailed, if you prefer this method, please list the appropriate e-mail address where the purchase order is to be sent.

The Purchasing Agents office is located at 104 N. Riverside Drive Edgewater, FL 32132. An appointment is recommended prior to visiting the Purchasing Agents Office by calling telephone number 386-424-2400 ext. 1306 or e-mailing to: pdrosten@cityofedgewater.org. For general purchasing questions please email purchasing@cityofedgewater.org

Attached is a vendor application, along with a W-9 Taxpayer Identification Number and Certification. Please fill out the application, W-9 and include a copy of your firm's insurance certificate. Return the required documents via email to pdrosten@cityofedgewater.org or mail to the following address:

City of Edgewater
PO Box 100
Edgewater, FL 32129

The City Edgewater would like to thank you for your interest in our City. We look forward to your participation in our bidding/acquisition process and in doing business with you.

Pat Drosten

Purchasing Agent
City of Edgewater
104 N. Riverside Drive
Edgewater, FL 32132

Office: 386-424-2400
Fax: 386-424-2409
E-mail: PDrosten@cityofEdgewater.org
City website: www.cityofedgewater.org
