



Vendor Information Guide

How to do Business with the City of Fort Lauderdale

This pamphlet has been prepared to acquaint you with information you will need to participate in bids solicited by the City of Fort Lauderdale. We utilize an e-procurement system, BidSync, to maintain vendor lists, distribute and receive bids and addenda, answer questions concerning bids, and post bid results and awards electronically. A link is provided via our website, or you may access their site directly at www.BidSync.com.

Our Mission: To achieve excellent procurement services through technological advancements, improved procedures and outreach programs, performed with professionalism and teamwork.

Vendor Registration

There is NO FEE to submit a bid and NO FEE to pay as a winning bidder for City of Fort Lauderdale bids on Periscope Holdings.

Benefits of registration include:

- Online bid submission
- Online posting of questions and responses
- Automatic e-mail notification of bids that meet your selected criteria, including class codes, region, etc.
- Automatic notification of changes/addenda to a bid via e-mail, fax or telephone
- Robust help system for any questions, and
- Easy tools to help you update and maintain your company information, including mailing address, e-mail address and business name changes.

In accordance with the City of Fort Lauderdale's Procurement ordinance, the City shall use its best efforts to increase its economic and development opportunities for local businesses and ensure that disadvantaged business enterprises have an equitable opportunity to participate in the City's Procurement processes.

Important Links

[Local Business Preference](#)

[Disadvantaged Business Enterprise Preference](#)





How to Do Business with the City of Fort Lauderdale <cont.>

How We Purchase

The City obtains products and services through:

- **Procurement Cards.** Using departments may make small dollar purchases under \$5,000;
- **Informal bids.** Under \$50,000 these bids require at least three quotes and if \$50,000-99,999 are solicited by the using department via Periscope Holdings;
- **Formal competitive sealed bids and proposals.** Invitations to Bid (ITB's) Requests for Proposal (RFP's) and other bid types valued at \$100,000 or more are prepared by the Procurement Department and solicited via Periscope Holdings.

Please note: Sole Source, Proprietary, Exempt, Piggyback and Cooperative Purchases may not apply.

Doing Business on City Property requires Insurance

Entering City property to provide services requires General Liability, Automobile Liability and Worker's Compensation Insurance. Proof of coverage is provided in the form of an original Certificate of Insurance, which names the City of Fort Lauderdale as an additional insured.

Solicitations

Procurement Services Division

Hours of Operation:
8 a.m. to 4:30 p.m.

Telephone:
(954) 828-5933

E-mail:
purchase@fortlauderdale.gov

How to Receive Bids?

Formal bids and many informal bids are available on our website.

Registered vendors receive automatic e-mail notification of available bids that meet the criteria selected, such as classification codes, region, etc.

How to Submit Bids?

Effective immediately, and until further notice, all Invitation to Bids, Request For Proposals, Request For Qualifications, and other solicitations led by the City of Fort Lauderdale will be opened electronically via BIDSYNC.COM at the date and time indicated on the solicitation.

How Are Bids Awarded?

- Informal bids are submitted by the using department to the Procurement Division for approval. Upon approval, a purchase order will be sent to the vendor. After acceptable delivery of the product or service, the vendor will submit an invoice for payment.
- Formal bids and proposals are opened publicly in the Procurement Division on the date and time specified in the bid. Bid tabulation is posted on the City's website 30 days after opening, except when there's an intent to award.
- ITB responses received by the Procurement Division are forwarded to the using department for acceptance of the lowest responsive and responsible bidder or rejection. A purchase order is sent to the awarded Vendor.
- RFP responses are evaluated and scored by a committee, with a recommendation to the City Commission for award. Cost is not the primary factor in sealed proposals. The highest ranked proposal based on criteria usually will include a narrative addressing all of the technical requirements, as well as the facilities, resources, experience, qualifications and past performance.
- Any award over \$100,000 in value requires City Commission approval.