



CITY PROCUREMENT CODE

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

<http://miramarfl.gov/165/City-Code-Policies>



**BEAUTY AND PROGRESS
EST 1955**

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Procurement Director

PROCUREMENT DEPARTMENT

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<http://miramarfl.gov/160/Procurement-Department>

it's
**RIGHT
HERE**
in MIRAMAR...



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WELCOME
TO 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.

Obtaining The Solicitation

Copies of Solicitation packages may be obtained from Onvia DemandStar at www.demandstar.com or by calling (800) 711-1712. A link to Onvia DemandStar may also be found on the City's website, under the Bid Opportunities tab. Proposers are not required to register with DemandStar to receive a copy of any City solicitation. In addition, the City encourages vendors to register directly with the City, through the Vendor Registration self service module on the City's website. To request any 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, telephone number, and fax number.

Proposers who obtain copies of a 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, 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 called 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.

Vendor Visits

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 Miramar 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 **(SBE) Small Business Enterprise OR (CBE) County Business Enterprise** on most bids or proposals for commodities and services.

City Departments may make purchases of \$2,500.00 or less in the aggregate, without quotations, from **local Miramar businesses** if feasible, when price, quality and service are comparable to non-local vendors.