



January 14, 2009

TO: Public Works Personnel
FROM: Carrie Keohane/Procurement Specialist I
SUBJECT: Procurement Services Department Procedure Reference Booklet

Attached is a purchasing procedure guideline booklet for use in processing purchasing related paperwork. The attached information is provided for quick and easy reference and should answer questions you may have. For more detailed information please contact the Procurement Services staff and/or your Procurement Specialist stated below:

SUPPORT STAFF

Elizabeth Cohen, Administrative Aide (5144)
Admin Aide to Dept Director, Authorized Signature List,
Posts to Procurement website, Timekeeper, Office Manager
Stephanie Gordon, Purchasing Assistant (5142)
Prepares auction information, Updates vendor list, M/WBE Outreach,
Coordinates insurance requirements (City Contracts)
Receptionist, Mails bids and RFP's,
Processes & files RP's, PO's, Requisitions
Provides Sales Tax Exempt Certificates,

DIRECTOR OF PROCUREMENT SERVICES

Kirk Buffington (5145)

MANAGER OF PROCUREMENT AND CONTRACTS

Michael Walker (5677) Finance, Police, City Manager

PROCUREMENT SPECIALISTS

James Hemphill, Sr. Procurement Specialist (5143)
Engineering Projects, Fire-Rescue
Richard Ewell, Procurement Specialist II (5138)
City Attorney/City Clerk/Commission, Planning & Zoning,
HR, ITS, PIO, OMB, Business Enterprises, P-Card Administrator
Co-Op Representative
Robert McKenney, Procurement Specialist II (5139)
Public Works, Building Services
Rick Andrews, Procurement Specialist II (4357)
Engineering Projects, Sanitation
AnnDebra Diaz, Procurement Specialist II (5949)
Parks & Recreation, Economic Development,
Parking & Fleet Services, Procurement Services
Carrie Keohane, Procurement Specialist I (5141)
CD Rehabs, OPS, Prepares Purchasing Agenda,
Contract Administrator, Maintains monthly contract lists
Kyle Carter, Procurement Specialist I (5142)
Process Travel requests, Change orders, Auction,
Posts to Procurement website

**PROCUREMENT SERVICES DEPARTMENT
PROCEDURE GUIDELINES
RULE #1 - WHEN IN DOUBT, CALL YOUR PROCUREMENT SPECIALIST OR
x5933**

1) MATERIALS & SERVICES – UNDER \$1,000

Inquire if it is presently under a contract

The P-card can be used if it is a “non-service” purchase

RA's are usually after the fact purchases, you purchase the item the invoice is received and then processed.

RA's DO NOT encumber funds, vendors normally do not receive a copy of the RA.

2) MATERIALS & SERVICES – OVER \$1,000

Ensure the item is NOT a Capital Outlay item (equipment at a value of \$1,000 or more, software over \$2,000 is considered capital). Do NOT use an RA for a capital purchase, it will be returned.

Purchase Requisitions are required for purchases OVER \$1,000
(see attached Memo 04-11, exceptions are allowed)

Is it under contract? Or a service? A period of time? Purchase Req should be used

If authorization is obtained from Procurement Services to take bids,

1. Obtain three (3) “good” bids, a “no bid” is not a “good bid”
2. Fill out yellow quotation form (G-133) completely, including signatures if required. This form is available on line.
3. Submit your request with backup information to your department coordinator
4. Department Coordinator will process RA/Req as required and a PO will be issued.

Purchase Orders encumber funds, a copy is mailed (or faxed) to the vendor.

If you have any questions, your Procurement Specialist will let you know if a requisition can be used or an RA. The Procurement Services Department reserves the right to make final determination of action to be taken on all requirements in excess of \$1,000. Contact the Procurement Services Department if you have any questions.

NOTE: The Minority Directory (located in Lauderlink) should be referenced when taking bids (at least one MBE/WBE should be contacted). If the service category is not shown, contact x5933 for assistance. If the Procurement Services Department approves the department to take bids, written bids should be secured, or written confirmation of telephone quotes received. These quotes will be submitted with your Purchase Requisition and the quotation form.

QUOTATION, PROPRIETARY & EMERGENCY FORM
(Form G-133)

QUOTATON FORM

ALL BLOCKS MUST BE COMPLETE! Completion of all information is vital. FOB point, delivery date, or payment terms can determine the actual low bidder. Wherever equipment is involved a warranty period must be noted.

If the paperwork is not correct it will be returned to you, which may require you to again call the vendor for additional information. Time is wasted when incomplete paperwork must be returned to the department.

PROPRIETARY PURCHASE- SOLE SOURCE

Purchases over \$1,000 - you must complete this form (backside of form G-133) Material or service available from one source (ie. Xerox parts for a Xerox copier) DETAILED JUSTIFICATION section MUST be completed if your purchase has been declared proprietary. This form MUST be signed by your department head or designee ONLY. If this form is attached to your on-line req, the department head or designee must be on the approval path.

EMERGENCY PURCHASE

Emergency purchases are to be made by the department (**approval of the department head and Director of Procurement Services is required**). Only when the normal function and operation of the department would be hampered to such an extent that by submitted a requisition in the unusual manner the life, health or convenience of citizens would be affected. Just because you need it quickly does not make it an emergency.

- (a) Call your Procurement Specialist for an emergency purchase order number (**RA's ARE NOT TO BE USED**) and give them your requisition number.
- (b) Forward your on-line req, with the completed emergency form attached and an emergency PO will be issued by Procurement Services.

THIS FORM IS AVAILABLE ON-LINE IN DIRECT PURCHASE and LAUDERLINK

QUOTATION

EMERGENCY PURCHASE
 PROPRIETARY PURCHASE

Secured by Telephone (Attach written documentation)
 Secured by Written Request

EMERGENCY PURCHASE: The Purchasing Division must be contacted immediately, unless danger to life or health prohibits, if the situation did not allow you to contact Purchasing at the time of the emergency, you must do so at the earliest possible opportunity. We want to assist you in any way we can.
PROPRIETARY PURCHASE: A Proprietary Declaration is a two part process. #1 You must determine whether the item specified is the only one available in the market place that can fill your requirements. Are there others that can fill your needs? #2 Is there more than one vendor who can supply the specified item? This information must be submitted to the Purchasing Division for review and approval, prior to a proprietary declaration and purchase.

| | | | | | | | | | | |
|---|----------|---------------------------|-------------|--------------|--|---------------------------|------------|---------------------------|-------|-----|
| Dept./Div. | | Person Initiating Request | | Phone # | | VENDOR PUR. ORDER ADDRESS | | JUSTIFICATION (in detail) | | |
| Requisition # | | RPA # | | PO # | | CITY/STATE ZIP | | | | |
| Quotations secured by | | Phone # | | PHONE # | | QUOTED BY & DATE | | DELIVERY DATE | | |
| Date | | Bid No. | | F.O.B. POINT | | PAYMENT TERMS | | | | |
| (MBE) or (WBE) Vendor <input type="checkbox"/> Check If Appropriate | | | | | | | | | | |
| Item | Quantity | Unit | Description | | | | Unit Price | Extended Price | MBE | WBE |
| OTHER VENDORS AND PERSONS CONTACTED | | | | | | | | | | |
| TOTAL | | | | | | | NET TOTAL | | AWARD | |
| Disc. (if Terms Subtotal) | | | | | | | | | | |

DATE _____

SIGNATURE _____

(Department Head)

REQ/RA APPROVAL PROCESSING

Requisition and RA's for the following items must be approved by the City personnel noted below. Please forward your on-line requisition to the person below. The personnel listed below must be on the approval path before Finance and your Procurement Specialist can approve the requisition. The requisition will be returned if not appropriately approved.

| | |
|--|---|
| Temporary Personnel (clerical/non-clerical) | City Manager/Asst. City Manager <u>AND</u> OMB |
| All Capital Outlay purchases | Bobbi Williams/OMB (x5425) |
| Minutes Secretary Services | Jonda Joseph/City Clerk (x5006) |
| Communications/Sound Equipment (Radios) | Troy Bailey/Radio Shop (x5790) |
| Copiers (ALL lease/maintenance agreements) | Ronna Adams/Bus. Enter. (x5889) |
| Road Equipment (vehicles, cranes, ditchers) | Ken Kalen/Fleet Services (x5781) |
| Printing, ALL TYPES | Rick Keiser/Print Shop (468-1664) |
| Engineering funds spent by other depts. (Projects/GOB Projects) | Mike Nokolny/Engineering (x5767) |
| Automated equipment (ALL computer hardware, software, printers, training, MUST HAVE VERBAL PERMISSION BEFORE PURCHASING ANY COMPUTER RELATED ITEMS, including Police and PBS) | Kevin Keimel/ITS (x5878) |
| Grant Money Expenditures | Dawn Johnson/Treasury (x5187) |
| Space lease or rental agreements | Gene Schlanger/Real Estate (468-1528) |
| Emergency purchases (over \$1,000) | City Manger or Procurement Director |
| Telephones/ALL TYPES (Wireless Phone Request Form needs to be completed on all new phones) | Troy Bailey/Radio Shop AND for any new phones City Mgr approval |

purchbook4

Note: Donna Perez, x 5133, is responsible for maintenance
of typewriters and calculators

GUIDELINES TO SECURING "GOOD BIDS"

City Responsibility

Quantity
Model or Stock # / or approved equal
Color or size
Accessories itemized, if any
Complete description of item
Delivery requirements, costs
Warranty

Vendor Questions

Full vendor name and mailing address
Telephone No.
Name of person quoting and date quote taken
Delivery time after receipt of purchase order
FOB point (*we should request delivered prices wherever possible*)
Additional charges applicable (ie. Insurance, handling, minimum, permit fees, minimum order)
Invoice payment terms (ie. 2%10 days, Net 30)
Warranty coverage (ie. Parts and labor, on-site, mail in or off-site)

Other Possible Questions

Item installed, uncrated, inside delivery, fabric grades, sizes, up charges for Custom finishes/colors, licensed distributor or authorized distributor, etc.

Problem Areas

Service requirements, installation or labor requirements, custom requests. These areas require special coverage by Procurement Services such as: insurance, City indemnification, performance terms, etc. **PLEASE CALL x5933 PRIOR TO PROCEEDING.**

Good Shopping Tips

Whenever possible, request vendors fax a written quote, versus a telephone quote. Prices are usually lower, and terms are formalized.

Attach all information applicable to the Purchase Requisition and forward through the approval process.

Good bids are quotes secured for the same item, the same description, same terms and conditions. **"NO BIDS" are not good bids!!**

Unless there is documentation, limited sources of authorized distribution, three bids are required from vendors who can supply the item.

PURCHASING THRESHOLDS

OVER \$10,000 / FORMAL BIDDING

Any purchase over \$10,000 must have a formal bid issued, contact the Procurement Services Department. A Purchase Requisition needs to be sent to the Procurement Services Department with appropriate bid specifications attached. A formal bid will then be issued by Procurement.

OVER \$25,000 / CITY COMMISSION APPROVAL REQUIRED



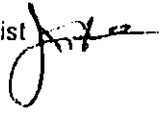
If the purchase is over \$25,000, it must be taken to the City Commission for approval (ie. state contract, formal bid, professional services). Contact your Procurement Specialist for a list of Purchasing Agenda deadline dates.

OVER \$10,000 / CITY COMMISSION APPROVAL REQUIRED PROPRIETARY PURCHASES (SOLE SOURCE) OR PROFESSIONAL SERVICES –

Any proprietary purchase or professional services over \$10,000 must also be approved by the City Commission. Submit a requisition to Procurement Services Department with any appropriate backup/documentation.

OVER \$10,000 / CITY COMMISSION APPROVAL REQUIRED SINGLE BID RECEIVED –

Any single formal bid received over \$10,000 must also be taken to the City Commission for approval. Submit a requisition to Procurement Services Department with any appropriate documentation/backup.

MEMORANDUM NO. 04-11
DATE: May 4, 2004
TO: All Department Directors and Division Managers
FROM: Kirk W. Buffington, C.P.M., Assistant Director, Administrative Services 
Joanne Rizi, Controller 
BY: James T. Hemphill, Senior Procurement Specialist 
SUBJECT: Proper use of Procurement RPA's

There has been an increased use of RPA's for commodities and services that are traditionally paid for by purchase orders. As a reminder, the Purchasing Manual states that these documents are to "facilitate payment of those purchases which by their nature are confirming or require prepayment. This includes blanket orders, orders called in for delivery, small pickup orders, orders from established contracts, items and services less than \$1,000, and the like".

Limitations were placed on these forms because funds are not encumbered prior to their use. In the majority of cases, RPA's are issued after services are rendered, resulting in the City's obligation to pay the vendor. Because of the current budgetary concerns, even more stringent limitations are now required.

Effective June 1, 2004, and until further notice: RPA's cannot be used for any purchase over \$1,000, and cannot be used for monthly payments of current Procurement issued contracts unless their purpose/use is listed under the following exceptions or prior approval is granted by your assigned department Procurement Specialist.

Identified exceptions are as follows:

- Registrations
- Program Service Contracts and Performance Agreements (Parks & Recreation)
- Payment to other governmental agencies
- Publications
- Subscriptions
- Utility payments

RPA's cannot be used where grant funds are expended, or for emergency purchases.

Please be aware that change orders are not allowed on RPAs. Change orders are allowed for Purchase Orders only. All change orders that do not effect the price/quantity of the original purchase order, may be sent directly to Accounts Payable for processing.

As a reminder: ALL invoices should be sent to Accounts Payable and should have a current purchase order or RPA number referenced.

If you have any questions, please do not hesitate to call your assigned department Procurement Specialist or contact the Procurement Division.

cc: Alan A. Silva, Acting City Manager
Bud Bentley, Assistant City Manager
Procurement Staff

CAPITAL OUTLAY

A "capital outlay" item is any item that individually costs in excess of \$1000 (effective 10/1/02), and has a life expectancy of more than (1) one-year, and is not a component part of something else.

Examples: radios, tables, desks, cabinets, furniture, cameras, truck tool box, computer equipment, typewriters, modular workstations, SOFTWARE OVER \$2000 IS CONSIDERED CAPITAL OUTLAY

REQUISITIONS ONLY – RA'S ARE NOT TO BE USED

ALL CAPITAL OUTLAY PURCHASE REQUISITIONS MUST HAVE BOBBI W, OMB ON THE APPROVAL PATH PRIOR TO PROCUREMENT RECEIVING THE REQUEST.

**TO PROCESS A SUPPLEMENTAL CAPITAL OUTLAY FORM,
PLEASE CONTACT THE BUDGET OFFICE AT 5425**

PROCUREMENT SERVICES - MOST COMMON PROBLEMS LIST

PROBLEM IDENTIFICATION:

1. Apparent lack of advance planning coupled with failure to request assistance from your department Procurement Specialist.
2. Failure to obtain advance approval for purchases over \$1000.
3. Purchasing goods or services over \$1000 without taking bids.
4. Taking bids for goods and services over \$1000 without approval from your department Procurement Specialist.
5. Failure to get three (3) "good bids". (No bids are not good bids)
6. Submitting requisitions with insufficient or incomplete specifications and information; i.e.: "water fountain", instead of: "water fountain, foot pedal, water spout facing left, stainless steel, Otis Model #441.
7.
 - a) Incorrect or incomplete information referenced on paperwork; (i.e. correct City Commission approval date, Resolution, Motion or Consent Agenda number references).
 - b) Unauthorized approval or lack of approval on paperwork.
 - c) Lack of back-up with paperwork (i.e. copy of Resolution, quotation form, etc.)
8. Agreements signed by unauthorized personnel. (Authorized signatures are the CITY MANAGER or PURCHASING DIRECTOR only)

RESULT:

Delays! When your Procurement Specialist is not contacted far enough in advance, it results in panic buying, panic payments and disruptions caused to three areas, yours, Procurement & Materials Management and Finance.

SUGGESTION:

When in doubt, CALL Bob McKenney x5139 or 7816

SOLUTION:

Follow the 5 P's, "Prior Planning Prevents Poor Performance (yours and ours!)

Finance / Accounts Payable is responsible for:

W-9

FAMIS vendor numbers

Processing VP's/Partials, petty cash and check requests. These forms do **NOT** come to Procurement.

Travel check questions contact ValerieH x 5173

Check run deadlines contact ValerieH x 5173

Invoice questions/problems

Accounts Payable phone numbers:

| | | |
|---------|------|----------------------------------|
| Arlene | 5184 | (Vendors A-J) |
| Ruby | 5175 | (Vendors K-Z) |
| Jamilla | 5274 | (VP's) |
| Kim | 5176 | (Purchase Orders) |
| Miriam | 5174 | (Purchase Orders, Change Orders) |
| Valerie | 5173 | (A/P Supervisor) |
| A/P Fax | 6033 | |

AWARD AGREEMENT

CITY OF FORT LAUDERDALE
PROCUREMENT SERVICES DEPARTMENT
100 N. ANDREWS AVENUE, ROOM 619
FORT LAUDERDALE, FL 33301
(954) 828-5933

City Commission Approval: 7/18/06 Pur- 18 **Period Covered:** 7/19/06 – 7/18/07 **Contract No.:** 462-9504

Vendor: MBE_ WBE_ **Invoice To:**
National Waterworks, Inc. City of Fort Lauderdale
4310 NW 10 Avenue Accounts Payable
Oakland Park, FL 33309 100 N. Andrews Avenue
Fort Lauderdale, FL 33301

Attn: Jeff Brouillette **Payment Terms:** Net 30
954-772-7343 **Delivery:** Per ITB
Fax: 954-772-0443 **Commodity Code:** 670.75
Email: jeff.brouillette@nalww.com

GATE VALVES

| | <u>Unit Price</u> |
|--|-------------------|
| MJ-MJ | |
| 4", F6100la4 | \$ 237.82 |
| 6", F6100la6 | 307.21 |
| 8", F6100la8 | 484.65 |
| 10", F6100la10 | 745.49 |
| 12", F6100la12 | 943.31 |
| FL-FL | |
| 4", F6102la4 | 234.13 |
| 6", F6102la6 | 312.98 |
| 8", F6102la8 | 498.08 |
| 10", F6102la10 | 777.21 |
| Repair parts, discount off list price | 15% |
| Larger meters, discount off list price | 23% |

Insurance Coverage Required: Yes No
Authorized for Purchases: Under \$25,000 Over
Extension Options: Yes No Years: 3

We hereby accept this award and all terms, conditions, and specifications of the bid referenced, Invitation to Bid 962-9424. The contract signor must be an officer or authorized to bind the company to the terms, conditions and specifications set forth in the agreement.

Authorized Signature Date

Printed Name and Title

Department Contract Co-Ordinator: Bob Bucher, Public Works (954) 828-7877

Procurement Specialist: David Nash, CPPO, CPPB

Kirk W. Buffington, C.P.M., MBA
Director of Procurement Services



SAMPLE

Contract No.: 362-9508-2

Agreement to Supply: PLANS REVIEW SERVICES, NON-EXPEDITED

This agreement, made and entered into this the _____ day of _____, 2006, is by and between the CITY OF FORT LAUDERDALE, a Florida municipality, City Hall, 100 North Andrews Avenue, Fort Lauderdale, FL 33301, hereinafter called the "City" and

Name of CONTRACTOR: Sanall Inc.

Address: 600 N. Pine Island Road, Suite 450 City: Plantation State: FL Zip: 33324

A Corporation A Partnership An Individual Other: _____

authorized to do business in the State of Florida, hereinafter called the "Company" or "Contractor." Witnesseth that: Whereas, the City did advertise and issue a Request for Proposal (RFP) for supplying the requirements of the City for the items and/or service listed above for a period of one year with two one-year extension options and the Contractor submitted a proposal that was accepted and approved by the City.

Formal authorization of this contract was adopted by the City Commission on: July 6, 2006 Pur-13

Now, therefore, for and in consideration of the premises and the mutual covenants herein contained, the parties covenant and agree as follows:

1. The Company agrees to sell to the City and the City agrees to buy from the Company, during the period beginning 07/06/06 and ending 07/05/07 for the requirements listed above and according to the following specifications, terms, covenants and conditions:

a. The Request for Proposal containing General Conditions, Special Conditions, Specifications, addenda, if any, and other attachments forming a part of RFP Number 362-9508, the Contractor's proposal in response to the RFP, and the Addendum to Agreement for Plans Review Services (Non-Expedited) form a part of this contract and by reference are made a part hereof.

b. In construing the rights and obligations between the parties, the order of priority in cases of conflict between the documents shall be as follows:

- 1) This contract Form G-110, Rev. 12/00
- 2) Addendum to Agreement for Plans Review Services (Non-Expedited)
- 3) The City's RFP and all addenda thereto
- 4) Contractor's proposal in response to the City's RFP

c. **Warranty:** The Company by executing this contract embodying the terms herein warrants that the product and/or service that is supplied to the City shall remain fully in accord with the specifications and be of the highest quality. In the event any product and/or service as supplied to the City is found to be defective or does not conform to specifications the City reserves the right to cancel that order upon written notice to the Contractor and to adjust billing accordingly.

d. **Cancellation:** The City may cancel this contract upon notice in writing should the Contractor fail to reasonably perform the service of furnishing the products and/or services as specified herein upon 30 days written notice. This applies to all items of goods or services.

e. **Taxes Exempt:** State Sales (#16-03-196479-54C) and Federal Excise (#59-600319) Taxes are normally exempt, however, certain transactions are taxable. Consult your tax practitioner for guidance where necessary.

f. **Invoicing:** Contractor will forward all invoices in duplicate for payment to the following: Finance Department, 100 N. Andrews Avenue, 6th Floor, Fort Lauderdale, FL 33301. If discount, other than prompt payment terms applies, such discount MUST appear on the invoice.

2. Contract Special Conditions: The following special conditions are made a part of and modify the standard provisions contained in this contract Form G-110.

3. Contract Summary:

a. Attachments:

Sanalil, Inc.'s response to the RFP, a copy of the RFP document and Addendum, and the Addendum to Agreement for Plans Review Services (Non-Expedited)

b. Payment Terms: Per RFP

c. Delivery: Per RFP

d. Insurance: Yes No

e. Performance Bond/Letter of Credit: Yes No

f. Procurement Specialist's Initials: KB

4. Contractor's Phone Numbers: Office: 954-344-4616 Toll Free

5. Contractor's Fax Number: 954-344-6350

6. Contractor's E-Mail Address: sanalil@aol.com Website:

City of Fort Lauderdale

By: _____
Director of Procurement Services (City Manager's Designee)
Auth: Sec. 2-180(8) of Code and Procurement Memo No. 04-03

Date: _____

Assistant City Attorney (approved as to form)

Date: _____

Contractor/Vendor

Name of Company Officer (please type or print)

By: _____
Authorized Officer's Signature

Title: _____

Date: _____

Secretary (please type or print)

Attest: _____
Signature of Secretary

**CITY OF FORT LAUDERDALE
VENDOR/PRODUCT COMPLAINT REPORT**

Date: **THIS FORM AVAILABLE IN LAUDERLINK**

To: Procurement Services Dept.

From:

Dept/Div:

Subject: Vendor

Agency Contact:

PO/RP Number

Bid Number

Product/Service:

Nature of Complaint:

- | | |
|---|---|
| <input type="checkbox"/> Late Delivery | <input type="checkbox"/> Shipment made collect |
| <input type="checkbox"/> Unauthorized Substitution | <input type="checkbox"/> Failure to replace damaged goods |
| <input type="checkbox"/> Poor Quality | <input type="checkbox"/> Poor workmanship |
| <input type="checkbox"/> Failure to respond to letter or call | <input type="checkbox"/> Failure to honor warranty |
| <input type="checkbox"/> Incorrect invoices | <input type="checkbox"/> Shipment of used goods |
| <input type="checkbox"/> Failure to meet specs | <input type="checkbox"/> Short weight/overship |
| <input type="checkbox"/> Failure to identify shipment | <input type="checkbox"/> Poor service |
| <input type="checkbox"/> Request to cancel due to error | <input type="checkbox"/> Other |

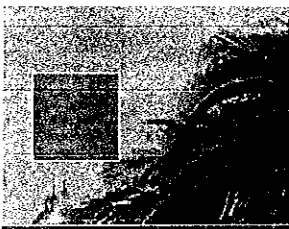
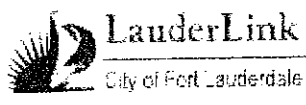
Details of Complaint: (attach second page if necessary)

Has complaint been resolved? Yes No

Submitter's Signature: _____

Title: _____

Date: _____



CITY DEPARTMENTS

Home > City Departments

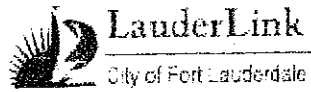
City Departments and Divisions

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- ▶ [Fleet Services](#)
- ▶ [Geographic Information System](#)
- ▶ [Office of Professional Standards](#)
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January 31, 2007

Fort Lauderdale, FL
*Committed to
 Excellence Today
 for a
 Better Tomorrow*



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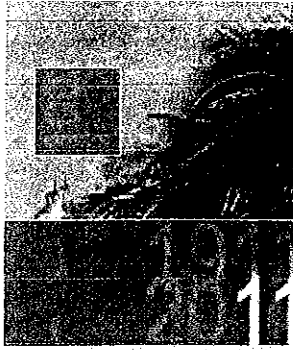
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January 31, 2007



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PURCHASING

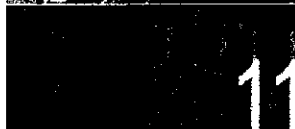
Procurement Services

Contract and Insurance Updates Lists

- [Contract List and Insurance Updates List Online Search](#)
 - [How to Search the Contract List](#)
 - [How to Search the Insurance Updates List](#)
 - [Search the Contract List](#)
 - [Search the Insurance Updates List](#)

Forms and Documents

- [Class Codes \(NIGP Commodity Codes in Numerical Order\)](#)
- [Direct Purchase Manual](#)
- [Informal and Proprietary Quote Forms](#)
- [MBE/WBE Directory](#)
- [Optional Sources for Items Previously Stocked by Central Stores](#)
- [P-Card Program](#)
 - [P-Card User Manual](#)
 - [Missing Receipt Documentation](#)
 - [SUNTRUST VISA Purchasing Dispute Form](#)
 - [VISA P-Card Application Form](#)
 - [P-Card PSM \(Policies and Procedures\)](#)
- [Purchasing Ordinance](#)
- [Vendor Complaint Form](#)



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Fort Lauderdale 2011

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Excellence Today
for a
Better Tomorrow*



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December 4, 2006

Risk Management

City of Fort Lauderdale Risk Manual

The Risk Management Division has updated the [City of Fort Lauderdale Risk Manual](#)

The purpose of the Risk Manual is to provide all City Departments with a reference source for information about the general procedures to be followed by City employees toward the management of risk.

The Risk Manual covers the following programs: General Liability, Automobile Liability, Police Professional Liability, Vehicle Collision and Comprehensive, Workers Compensation, Property Insurance, Fidelity and Robbery, and Insurance Requirements for Contractors.

The manual outlines the purpose of each program and provides examples, reporting procedures, and supervisor and employee responsibilities associated with each program. In addition, samples of several supplementary forms are included in the document which, in the event of an accident, incident, damage or employee injury, are required to be submitted per the stated reporting procedures.

The final section of the manual includes information about the Insurance Requirements for Contractors, which should be referenced by any City employee writing a Request for Proposal (RFP).

If you have any questions or comments about the Risk Manual, please contact the City of Fort Lauderdale Risk Management Division at (954) 828-5177.

CONTRACTOR'S INSURANCE AND INDEMNITY REQUIREMENTS

It is possible for the City to be held legally liable to third parties for the negligence of contractors or others who perform services (construction services, maintenance services, trucking services, etc.) on behalf or for the City. In addition, the City may be held liable for Worker's Compensation benefits to an injured employee of a contractor, should the contractor fail to provide Worker's Compensation Insurance for his employees.

To protect the City's interest from these contingencies, the following requirements have been drafted by the Risk Management Division and must be followed in order to properly protect the City's interest from possible legal liabilities. Risk Management must review all insurance requirements.

These guidelines are extended:

1. To establish a consistent practice with regard to insurance and other matters;
2. To avoid utilization of City insurance coverage where a contractor should be protecting the City; and
3. To provide further protection against the negligent acts of contractors and subcontractors.

A. Insurance Requirements

1. Worker's Compensation and Employer's Liability Insurance

Limits: Worker's Compensation -- Statutory 440.055
Employer's Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Worker's Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Worker's Compensation Division at phone number (850) 413-1601 or on the web at <http://www.fldfs.com/WC/>

2. Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors, and contractual liability.

Limits: Combined Single Limit Bodily Injury/Property Damage \$1,000,000.

This coverage must include:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.

- b. Coverage for hazards commonly referred to as "Explosion, Collapse and Underground" exclusions – on construction contracts only.

3. Automobile Liability Insurance

Covering all owned, hired and non-owned automobile equipment.

| | |
|-----------------------|--|
| Limits: Bodily Injury | \$250,000 each person \$500,000 each occurrence |
| Property Damage | \$100,00 each occurrence |
| Combined Single Limit | \$1,000,000 (Bodily Injury and Property Damage Combined) |

Note: Since services will be performed by a wide variety of independent contractors ranging from the one-man business to the large nationally known companies, and since the work or services to be performed will vary from non-hazardous to very hazardous, it may be possible or necessary, with the prior approval of the Risk Management Division, to reduce or increase the aforementioned limits of insurance on specific contracts.

4. Construction Insurance (Builder's Risk)

The contractor, at his own cost and expense, shall provide and maintain the applicable construction insurance until the work is accepted by the City of Fort Lauderdale. Said coverage shall be written for 100% of the completed value, covering the City of Fort Lauderdale as an insured with a deductible as provided by contract. All premiums and deductibles shall be at the expense of the contractor.

5. Hold harmless/Indemnity Agreement

The following Indemnity Agreement shall be incorporated in all contracts where feasible:

"The Contractor agrees to protect, defend, indemnify and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, costs, changes or other expenses or liabilities of every kind including Attorney fees in connection with or arising directly or indirectly out of the work agreed to or performed. Without limiting for foregoing, any and all such claims, suits, etc., relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The Contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his sole expense and agrees to bear all other costs and expense related thereto.

Travel Contacts

Procurement

| | |
|----------------|--------|
| Kyle Carter | x 5142 |
| James Hemphill | x 5143 |
| Fax | x 5576 |

Accounts Payable

| | |
|--------------------|--------|
| Valerie Holt Wilds | x 5173 |
|--------------------|--------|

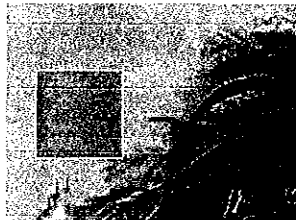
Universal Travel Agency

Main Number 954-525-5000

Kathy x 258
Sue Ann x 255

Fax 954-524-6642

Avis Rental Car (#A113400, State Contract exp. 6/30/09)
For reservations call 1-800-338-8211, or visit www.avis.com
or use Universal Travel



Fort Lauderdale 2007

*Committed to
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for a
Better Tomorrow*

FORMS & DOCUMENTS

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Forms & Documents

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City of Fort Lauderdale POLICY AND STANDARDS MANUAL

CHAPTER: 9 FINANCIAL AND PURCHASING
SECTION: 2 SPECIAL PURCHASE INFORMATION
SUBJECT: 3 FOOD/BEVERAGE AND GIFT GUIDELINES

POLICY

1. To establish a consistent policy and procedure for appropriate purchase of food, beverage, gifts and related expenses associated with official City functions.

2. BACKGROUND. The achievement of the City's public service missions occasionally necessitates the hosting of conferences, seminars, receptions, as well as various committee meetings. Because these are accepted and essential activities, the payment of food, beverage and related expenses for such events is appropriate.

PROCEDURE

3. It is expected that payment for food and beverage purchases made from City funds be reasonable, allowable, and allocable. To be reasonable, the purchase must be made in a rational and cost effective manner. To be allowable and allocable, the purchase must be related to official City business and the program purpose.

4. This policy does not pertain to food purchases paid for by program participants through registration fees or food purchased for the purpose of resale.

5. GUIDELINES FOR SPECIFIC EXPENDITURES. The following policies and procedures have been established to cover certain specific expenditures for specific items.

Funds may be used to pay for those food, beverage and gift expenses associated with events that are clearly associated with the City's "public service mission". They are to be used for reasonable and moderate expenditures associated with hosting events that include visitors, guests and other persons that are not City employees, but may be volunteering their time to assist in City missions.

a. Examples of events considered appropriate include:

- (1) Receptions: as to community leaders, prominent visitors or leaders and for ceremonies.

City of Fort Lauderdale POLICY AND STANDARDS MANUAL

- (2) Workshops, meetings, seminars and assemblies - functions must be specifically related to the employees job function or official City business representation. Funds should NOT be used to purchase food and beverage for employees when said employees are engaged in City business during normal business hours, unless there is a majority of outside City guests that are being hosted by the City. In cases where outside guests are in the minority, departments may pay their guest meals by way of petty cash or other appropriate means. Examples of appropriate City business may include: Request for Proposal evaluation meetings with outside members, planning sessions with consultants, job candidate assessment activities and meetings with individuals/groups who may be here at the invitation of the City; or, the schedule of such meetings does not allow for employees to have a regular meal break or an authorized department retreat.
 - (3) Purchase of food and beverage is appropriate for City employees when it is necessary for employees to work beyond or outside of their normal working hours. This may include required attendance at City Commission meetings and workshops held during employees' non-working schedule.
 - (4) Employee Recruitment: when luncheon and/or dinner meetings are held for the purpose of interviewing job candidates for appointment, purchase of meals is allowed for the job candidates, their spouse or guest, and those City employees involved in the decision making process or required to facilitate.
 - (5) City of Fort Lauderdale sponsored programs. This may include Parks and Recreation programs for seniors, teens and children as well as 'years of service' lunches for City Employees.
 - (6) City meetings with Union officials related to City employee business representation.
- b. As a general rule, City funds should not be used for food and beverage expenses for:
- (1) Staff department/division meetings held during normal work hours.
 - (2) Personal celebrations such as retirements, birthdays, holiday parties and similar functions.
 - (3) Staff morale and recognition presentations.
 - (4) General office "coffee" and "water" funds.
 - (5) In accordance with PSM 9.2.2.2, reimbursement for meals of Advisory Board members is not permitted. However, refreshments may be purchased on occasion.
- (6) PAYMENT AND APPROVAL PROCEDURES:
- Payment of food and beverage expenses may be made via a purchase requisition/purchase order, RPA, or City Procurement Card. Proper documentation must accompany payment request. Payment request should include the following information:
- (a) Specific nature of City business conducted; Purpose and location of the function; copies of competitive bids for services (caterers, etc.) where applicable.

- (b) Names of City participants and their relationship to the business conducted.
- (c) Original, itemized receipts. If only a non-itemized receipt is available, attach a statement indicating the amount per meal and other pertinent information.
- (d) A copy of program agenda or schedule.
- (e) All meal reimbursements shall be in accordance with the City's travel reimbursement guidelines, as found in the City's Travel PSM 9.4.1.7(11).

7. GIFTS / FLOWERS: This section does not include gifts as indicated in Chapter 6, Section 21, of the PSM "Gifts upon leaving service of City" or department safety awards.

This section also does not pertain to items purchased for City marketing and promotional purposes or to Employee Service awards.

Gifts and flowers given by the City Commission on behalf of the City for specific purposes are exempt from this section.

This section pertains to gifts given to City employees, immediate family, friends, etc. for reasons such as: weddings, funerals, graduations, birthdays, employee morale, retirements, etc.

(a) As a general policy, all gifts given to employees for general reasons as listed above are not allowed to be purchased with City funds.

(b) However, upon approval by a Department Director Gifts/Flowers, purchased by the Department, may be given to a City employee, or their immediate family, under the following circumstances:

- 1) If a current full or part-time City employee has passed away, the Department may choose to send/give gifts/flowers, on behalf of the City, to the employee's immediate family.
- 2) If a member of the immediate family of a current full or part-time City employees passes away, the Department Director may approve the giving of gifts/flowers.
- * 3) For purposes of this section, immediate family is defined as spouse/domestic partner/father/mother/sister/brother/son/daughter. At the discretion of the Department Director, this policy may also be extended to include adopted and step children siblings of the City employee.
- 4) Department expense under this section shall not exceed \$100.00.

(c) Other exceptions to this policy shall have the written approval of the appropriate Assistant City Manager or City Manager.

(d) Payment shall be in accordance with payment procedures for food and beverage.

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Online Contract List

You can view the complete Contract List sorted Alphabetically by Item, by Vendor, by Expiration Date or by Procurement Specialist (PS) in two easy ways.

1. From this page, click on one of the following choices:
 - o [View Contract List sorted by Vendor](#)
 - o [View Contract List sorted by Expiration Date](#)
 - o [View Contract List sorted by Procurement Specialist](#)
 - o [View Contract List sorted alphabetically by item with links to contract documents and awards](#)
2. Or, from within any Contract List, click on the desired link at the top or bottom of the list.

You may also search the Contract List by **contract number**, **item** or **vendor**.

1. From within any searchable Contract List, click in the **Search Box** and type the number or text for which you wish to search.
2. Click in the radio button (circle) next to the criterion by which you want to search (you can only search by one criterion at a time).
3. Click the **Search** button to the right of the text, or press the **Enter** key. The **Search Results**, if any, will appear.
4. To return to a complete list, click on one of the links at the top or bottom of the list.

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City of Fort Lauderdale



CITY OF FORT LAUDERDALE

Contract List SORTED BY VENDOR

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[View Contract List sorted by Expiration Date](#)

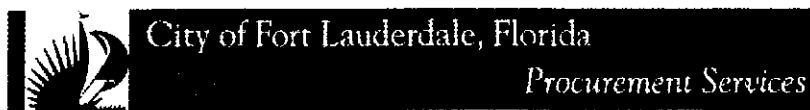
[View Contract List sorted by Procurement Specialist](#)

View Contract List alphabetically with links to contract documents and awards

Search

By Contract Number By Item By Vendor

| EXP DATE | CONTRACT NO. | PS | ITEM | VENDOR | EXT | COMMENTS | \$25,000 |
|------------|--------------|----|--|--|-------|------------------------------|----------|
| 4/16/2009 | 572-9717 | AD | Vehicle Decal Material | 3M Company | E/4/1 | | Under |
| 3/7/2009 | 182-9954 | MW | Window Tinting, Police Dept. | A Perfect View Window Tinting, Inc. | E/4/0 | | Under |
| 2/5/2009 | 472-9658 | RM | Board Up Services, Emergency | A Quick Board Up Service, Inc. | E/4/1 | | Over |
| 7/19/2009 | 472-9721-1 | RM | Water Distribution Parts (Group A,B,C,D,E,I) | A&B Pipe & Supply, Inc. | E/4/1 | | Over |
| 6/1/2009 | 452-9153-2 | RM | Water Meter Installation Services | A-1 Paradise Plumbing, Inc. | E/4/3 | | Over |
| 6/1/2009 | 452-9178 | RM | Plumbing Maintenance | A-1 Paradise Plumbing, Inc. | E/4/3 | | Over |
| 5/1/2009 | 452-9171 | RM | Sanitary Sewer Connections | A-1 Underground Services, Inc. | E/4/1 | | Over |
| 11/15/2009 | 942-9082 | CK | Drainfield and Septic Tank Repair | A-Al-Gator, Inc. | E/2/2 | Rehab/Repl Program | Over |
| 3/3/2009 | 685-9855-1 | RA | General Construction Services | A.C.T. Services, Inc. | E/4/0 | | Over |
| 2/19/2013 | 28-086N | AD | School Bus Transportation | A1A Transportation, Inc. | | School Board | Under |
| 2/7/2009 | 462-9235 | RA | Special Event Clean up Services | AAA Plus Maintenance Services, Inc. | E/4/2 | | Over |
| 2/6/2009 | 962-9326-1 | CK | Roof Repair and Replacement Services | Above All a Good Roof, dba/Fleming Enterprises of S. Fla. Inc. | E/4/2 | Emergency Rehab Program | Over |
| 9/5/2009 | Proprietary | AD | Technology Strategist | Academy Design & Technical Services, Inc. | E/3/1 | Admin Ext List (\$129,651) | Over |
| 2/19/2009 | 662-9400 | RA | Architectural | ACAI Associates | | Engineering, CC 2/20/07 M-27 | Over |
| 8/31/2011 | 775-9747 | RE | School Crossing Guards | Adecco | E/1/0 | | Over |
| 10/31/2008 | BP-00076 | RE | Security System Services | ADT Security | | Citywide - renew annually | Under |
| 10/31/2008 | BP-00080 | RE | Security System Services | ADT Security | | Citywide - renew annually | Under |
| 9/8/2009 | 162-9503 | JH | EMS Ambulance Billing Services | Advanced Data Processing, Inc. | E/3/0 | | Over |
| 6/11/2009 | 262-9489 | AD | Fuel Equip Inspection & | Advanced Petroleum | E/2/1 | | Over |



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Contract Documents and Awards (alphabetically by item)

02

| EXP DATE | CONTRACT NO. | PS | ITEM | VENDOR | EXTENSION LETTERS/COMMENTS | Approval \$ Amount |
|------------|--------------|----|---|---|----------------------------|---------------------------|
| 06/01/2009 | 462-9316 | RM | A/C Fan Coils, purchase & install | Airmatic Controls, Inc. | E/4/2 | Under |
| 09/14/2008 | 582-8008 | MW | Actuarial Services | Insurance Industry Consultants, LLC | E/5/5 | Over |
| 07/30/2009 | 542-9049 | MW | Actuarial Services for Self-Insured Health Benefits Plans | Wakely Consulting Group | E/5/0 | Over |
| 07/02/2009 | 2007-018-1 | RM | Aggregates, Topsoil and Sand | Austin Tupler Trucking, Inc. | E/2/1 | Co-Op Margate Over |
| 07/02/2009 | 2007-018-2 | RM | Aggregates, Topsoil and Sand | Tenex Enterprises, Inc. | E/2/1 | Co-Op Margate Over |
| 04/30/2009 | 742-9013-1 | AD | Aikido & Yoga | Mark Roberts | E/4/4 | Revenue Over |
| 04/30/2009 | 742-9013-2 | AD | Aikido & Yoga | Aikido Florida Aikikai | E/4/4 | Revenue Over |
| 06/30/2009 | 762-9369 | RE | Aircraft Owner Information Services | Jetnet, LLC | E/4/2 | Under |
| 03/27/2009 | 182-9988 | MW | Alterations, Sewing Services | Cassini Taylor Shop | E/4/0 | Police Under |
| 09/14/2008 | 252-9234 | AD | Ambulances - Multi Year Contract | Bridgers Coaches, Inc. | E/1/1 | Over |
| 09/19/2008 | 462-9584 | RM | Ammonia, Aqueous | Airgas Specialty Products, Inc. | E/4/1 | Over |
| 02/12/2009 | 762-9290 | RE | Appraisal Services- Real Estate | Maximus Inc | E/4/2 | Executive Airport Under |
| 07/16/2010 | 175-9776 | MW | Arbitrage Rebate Compliance and Opinion Services | American Municipal Tax- Exempt Compliance Corp. (AMTEC) | E/3/0 | Over |
| 11/20/2008 | 662-9400 | RA | Architectural | B.E.A. International | | CC 11/21/06 M-4 Over |
| 11/20/2008 | 662-9400 | RA | Architectural | PBS&J | | CC 11/21/06 M-4 Over |
| 02/19/2009 | 662-9400 | RA | Architectural | ACAI Associates | | CC 2/20/07 M-27 Over |
| 06/30/2009 | 542-9019 | MW | Armored Car Service | Brinks | E/3/0 | Over |
| 03/04/2009 | 483-9948 | RM | Asphaltic Concrete | Hardrives of Delray, Inc. | E/1/0 | Over |
| 07/17/2008 | 662-9346 | RA | Assessment & Recovery, A/E Wilma | PBS&J | | CC 7/18/06 M-22 Over |
| 09/04/2009 | 673-9701 | RA | Assessment & Recovery, A/E | PBS&J | | CC 9/5/07 M-21 Over |
| 09/30/2009 | 552-9075 | RE | Audio Visual Services For Public Address Systems | Business Informations Systems, Inc. | E/3/2 | Various City Depts. Under |
| 09/30/2011 | 762-9434 | MW | Audit Services, Financial | Ernst & Young, LLP | E/3/0 | Over |
| 10/31/2009 | 0709-003 | MW | Audit Services, Risk Mgmt. | Audit Services Incorporated | E/4/1 | Under |
| 06/04/2009 | 285-9966 | JH | Auctioneering Services | Rene Bates Auctioneers, Inc. | E/4/0 | Revenue Over |
| 07/05/2009 | 952-9221 | AD | Awards, Plaques, Trophies | Ampros Trophy Kings, FL, Inc. | E/4/3 | Over |
| 12/12/2008 | 562-9322 | JH | Bags, Trauma & Airway | Bound Tree Medical, LLC | E/2/0 | Under |
| 12/31/2010 | 552-9100 | MW | Banking Services | Wachovia Corporation | E/5/0 | Over |



Send Dispute To

SunTrust BankCard, N.A.
Attn: Corporate Disputes
P.O. Box 4910
Orlando, FL 32802

Dispute Inquiry

Toll Free 1-877-864-0197
Fax 1-407-762-5405

- Corporate Card
- Purchasing Card

Company Name _____

Cardholder Information

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone Number - - Business Phone Number - - Ext. _____

Individual Account Number _____

Dispute

Incorrect Amount \$ _____ Correct Amount \$ _____ Attach Sales Receipt

Transaction Posting Date _____ Duplicate Posting _____

Credit Not Processed \$ _____ Attach Sales Receipt

Other _____

Vendor _____ Product Service _____ Amount \$ _____

Details About the Disputed Item(s)

Cardholder's Signature _____ Date _____

Agreement to Accept the Visa Purchasing Card

Your participation in the Visa Purchasing Program is a convenience that carries responsibilities along with it. Although the card is issued in your name, it should be considered **City property** and should be used with good judgement. Your signature below verifies that you understand the Visa Purchasing Program guidelines outlined below and agree to comply with them.

1. The Visa Purchasing card is provided to employees based on their need to purchase **business-related** goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
2. The card is for **business related** purchases only; personal charges are not to be made on the card.
3. You are the only person entitled to use the card and are accountable for all charges made against the card.
4. Improper use of the card can be considered misappropriation of City funds that may result in disciplinary action, up to and including termination.
5. All charges are billed directly to and paid directly by the City. Any personal charges on the card could be considered misappropriation of City funds since the cardholder cannot pay the bank directly.
6. Cardholders are expected to comply with internal control procedures in order to protect City assets. This includes keeping **receipts**, reconciling Visa Purchasing monthly memo statements and following proper card security measures. No purchase should be made without obtaining a receipt.
7. Supervisory staff will be responsible for reconciling Visa Purchasing monthly memo statements and resolving any discrepancies by contacting the supplier or the bank.
8. Each account is assigned a cost accounting code by management and purchases are automatically charged to that code. The code can be changed by management approval. If changed, a new accounting code does not affect past charges, only future charges.
9. All City purchases are exempt from sales tax. The sales tax exemption number is printed on the front of the card. If tax is charged, the employee is responsible for either obtaining a credit or personally paying the sales tax.
10. A **lost or stolen card should be reported immediately by telephone to SunTrust Customer Service at 1-800-836-8562. It should also be reported to your Procurement Specialist or Kirk Buffington, Visa Program Administrator at 828-5933.**
11. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.

Cardholder Signature

Cardholder Printed Name

Date