

## CITY OF SUNRISE PURCHASING DIVISION

### Mailing Address:

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### Business hours:

Monday through Friday, 9:00 am to 5:00 pm



## FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT PURCHASING DIVISION

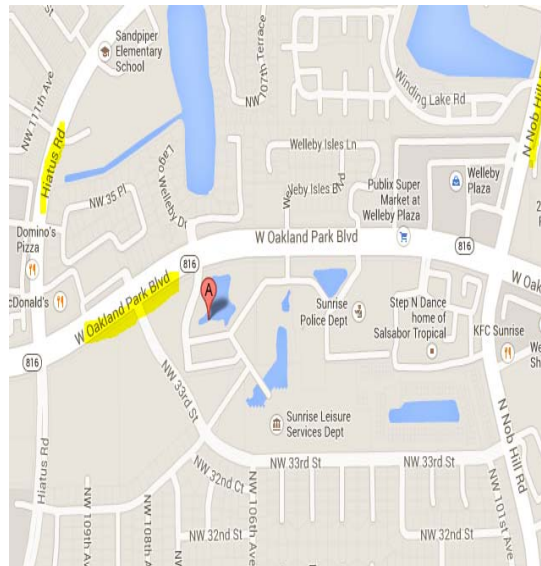
## PURCHASE ORDER TERMS

To get a copy of the Standard Terms and Conditions of Purchase Orders for the City of Sunrise please go to: [www.sunrisefl.gov](http://www.sunrisefl.gov); then click on Department & Services; then click on Purchasing; then click on Vendor Information; then Click on Standard Terms and Conditions of Purchase Orders.

## CODE OF ETHICS

City of Sunrise Ordinance No. 296 established a Code of Ethics for officers, employees and members of any boards, commissions or agencies of the City of Sunrise. To get a copy of Ordinance No. 296 Contact the City Clerk's office at 954-746-3333.

## MAP



## VENDOR GUIDE

*Doing Business with the  
City of Sunrise*

This brochure is designed to provide general summary information to those wishing to do procurement business with the City of Sunrise.

## ABOUT CITY OF SUNRISE

The City of Sunrise, located in western Broward County, is home to about 90,000 residents and host to several million national and international visitors each year. Situated in the heart of the tri-county region (Miami-Dade, Broward and Palm Beach), we're proud to be the gateway to a vast number of residential, business, entertainment and cultural opportunities - and the stage for spectacular, color-washed sunsets.

Sunrise is the 26th largest of Florida's 400+ municipalities, as well as one of its most progressive.

A full-service city with a staff of approximately 1,200 and an annual budget of approximately \$380 million, we pride ourselves on providing an exceptional environment in which to live, work and play. That's why we're South Florida's leader in providing quality-of-life facilities and superior city services.

## ABOUT PURCHASING DIVISION

Purchasing - a Division of the Finance & Administrative Services Department - coordinates the procurement of commodities and services required by the City. To fulfill this responsibility, the Division works with City Departments to develop bid packages, requests for qualifications, requests for proposals, and quotation requests. The Purchasing Division also maintains vendor information, reviews and evaluates all solicitations received, and recommends award of the solicitation. Additionally, the Division coordinates the disposal of surplus City property through auction and other means.

## PURCHASING PROCESS

The City's procurement process varies, often depending upon the cost of the product or service required. All requests for written bids or quotations are posted on DemandStar at [www.demandstar.com](http://www.demandstar.com).

### Formal Bids and Proposals (exceeding \$25,000)

Specifications and, if applicable, evaluation criteria are determined. A public notice is placed in a newspaper with general circulation. The Purchasing Division makes available a detailed solicitation including the date and time set forth for the public opening and submittal of sealed documents. The best offer is determined and authorized by the City Commission. A contract and/or purchase order is processed.

### Quotations (\$2,500 - \$25,000)

Specifications are determined and solicitations made by the Purchasing Division. (Quotations are not subject to advertising but a weekly generic Advertisement is placed in the Sun-Sentinel for all solicitations.) A specific vendor response date and time is established. The best offer is determined and authorized by the Purchasing Director. A contract and/or purchase order is processed.

### Quotations (not to exceed \$2,500)

Written quotations are requested by the using department. The best offer is determined by the Using Department, and recommended to the Purchasing Director for approval. A contract and/or purchase order is processed.

### Professional Services - Consultants Competitive Negotiations Act (CCNA)

The City of Sunrise complies with Section 287.055 F.S., known as the Consultants Competitive Negotiation Act (CCNA). Under the CCNA:

A public announcement for professional services is published in a newspaper with general circulation and on DemandStar. Respondents are required to submit a full statement of their qualifications.

Purchase Orders and Contracts A purchase order will be issued for all purchases and serves as a binding contract between the vendor and the City. In addition, a formal contract may be required for services and construction projects. Any vendor recommended for award must submit a completed W-9 form to the Purchasing Division prior to award.

## BUSINESS OPPORTUNITIES

The City of Sunrise utilizes DemandStar to better connect with vendors regarding bidding opportunities. DemandStar's automated notification services will send new opportunities via email. In order to receive these notifications, your company must activate an Onvia Demand Star account. Please have a member of your company visit the Onvia Demand Star registration site at [www.demandstar.com](http://www.demandstar.com) and click on Subscribe now! to register for a complimentary FREE AGENCY subscription. On the registration form, enter the required information for your business and be sure to enter the City of Sunrise in the Agency Name field.

## ONLINE SURPLUS SALES (AUCTIONS)

Tangible surplus property will be sold to the highest bidder through an internet auction process utilizing services of René Bates Auctioneers, Inc. at [www.renebates.com](http://www.renebates.com). All surplus property sold by the City is sold as is, with no additional warranty provided.

## P-CARD PROGRAM

P-Card purchasing provides an efficient manner to acquire small dollar purchases without losing oversight and control over the expenditures. Most items or services that do not require a Vendor to work on City property, and are less than \$1,000 are purchased by P-Cards. Procurement cards (P-Card) may only be used by the employee whose name is shown on the face of the card. All items purchased over-the-counter must be immediately available. No back ordering is permitted. All items purchased by telephone or the Internet must be delivered by the vendor within the 30 day billing cycle and delivered in single shipments. If the billing is for the complete amount while the card holder has received only a partial shipment, the unreceived billing amount must be credited by the vendor or disputed.