

## Bid Notification System

The City of Tarpon Springs Bids and RFPs are available through DEMANDSTAR by ONVIA.

1-800-711-1712

[www.demandstar.com](http://www.demandstar.com)

If you wish to receive bids from the City of Tarpon Springs only there is no charge. If you would like to receive bids from 4 counties the price is \$100 annually.

The Cities of Tarpon Springs, Oldsmar, Dunedin and Tampa as well as Hillsborough and Pinellas Counties all utilize Demandstar for bid notifications.



### *Purchasing Department*

#### **Purchasing Staff Contact List**

Jay Jackus, CPPO, CPPB  
Purchasing Administrator,  
Telephone (727) 943-4871

Theresa Kempa, CPPO, CPPB  
Purchasing Coordinator  
Telephone (727) 943-4870

Cathy Morgan, CPPO, CPPB  
Purchasing Coordinator  
Telephone (727) 942-5615

Jim Davis  
Stores Clerk  
Telephone (727) 937-1113

[www.ctsfl.us](http://www.ctsfl.us)

Right Price, Right  
Quality, Right Time,  
Right Quantity,  
Right Place

### **How To Do Business with The City of Tarpon Springs – Vendor Guide**

#### **Responsibility**

It is the goal of the Purchasing Department to procure the necessary supplies, equipment, and services at the lowest possible cost consistent with the quality needed to meet the requirements for the City of Tarpon Springs and to ensure that the taxpayers receive the maximum value for each dollar expended. All qualified vendors are, therefore, invited to share in the volume of City of Tarpon Springs purchases. The City of Tarpon Springs assumes no liability for payments of obligations except those incurred in accordance with the City's Policies and Procedures.

Communication is the key to good vendor relations.

## Public Bid Openings

All bid openings are open to the public and are conducted in City Hall. The specific location, date, and time of the opening is indicated on the bid or proposal. The stated deadline for submitting sealed solicitations will generally be 3 p.m.

## Minority Business Enterprises

The City of Tarpon Springs currently has no policy of offering bid preference or set-asides to minority owned businesses. Such status will not be considered in awards.

## Taxes

The City of Tarpon Springs is exempt from all Federal excise and State sales taxes. An exemption certificate will be provided by the Purchasing Department upon request.

## Billing instructions

Our purchase order number MUST appear on all packages, packing lists, invoices, etc. Your invoice must state prices and terms. Unless otherwise stated, all prices are delivered F.O.B. Tarpon Springs, Florida. Mail Original Invoice to:

City of Tarpon Springs  
Finance Department  
P.O. Box 5004,  
Tarpon Springs, Florida 34688-5004

## Location / Hours

**City of Tarpon Springs**  
Purchasing Department  
P.O. Box 5004  
324 East Pine Street, 2nd FL  
Tarpon Springs, Florida 34688-5004  
Fax (727) 937-1766

Business hours are from 8:00 a.m. to 5:00 p.m., Monday thru Friday. Visits by sales representatives to the Purchasing Department are always welcome. It is recommended, whenever possible, to schedule visits by telephoning for appointment.

## Other Procurement Tools

City Departments are authorized to make VISA card purchases for small dollar amounts (no more than \$999).

The City of Tarpon Springs also utilizes:

- Florida State Contract
- Co-op and GPC Contracts
- GSA Schedule 70 or 84 Contracts
- Other Government Agency Contracts.



## Methods of Procurement

Quotations are not required for purchases up to \$2,000. Purchases exceeding \$2,000 are subject to the following quote requirements:

### **\$2,000.00 to \$4,999.99**

A minimum of three (3) verbal quotations are required. The quotes must be submitted to the Purchasing Department before an authorized purchase order is issued.

### **\$5,000.00 to \$24,999.99**

A minimum of three (3) written quotations are required. The quotes must be submitted to the Purchasing Department before an authorized purchase order is issued.

### **\$25,000.00 or More**

Sealed Bids or Requests for Proposal are required. After specifications (if applicable) have been determined, bids are posted on [www.DEMANDSTAR.com](http://www.DEMANDSTAR.com). The contract award must be approved by the Board of Commissioners before an authorized purchase order is issued to the successful bidder.