

## 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)

Single agency subscriptions are available at no cost. You may also subscribe for up to 4 counties for \$100 per year with free downloads. A basic subscription is available at no cost, however document downloads are \$5.00 each.

Agencies that utilize DemandStar include the cities of Tarpon Springs, Oldsmar, Dunedin, St. Petersburg and Tampa as well as Pinellas and Hillsborough counties.



## *Procurement Services*

### Staff Contact List

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[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 Procurement Services 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 Procurement Services 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**  
Procurement Services  
P.O. Box 5004  
324 East Pine Street, 2nd FL  
Tarpon Springs, Florida 34688-5004  
Fax (727) 937-1766

Business hours are from 7:00 a.m. to 3:30 p.m., Monday thru Friday. Visits by sales representatives to Procurement Services 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 \$1,999).

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.

## Terms and Conditions

Purchase Order Terms and Conditions can be found on our website.

## 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 Procurement Services before an authorized purchase order is issued.

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

A minimum of three (3) written quotations are required. The written quotes must be submitted to Procurement Services 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.