

Bid Notification System

The City of Tarpon Springs Bids and RFPs are available through the Bonfire website:

[https://
ctsfl.bonfirehub.com/
portal/?
tab=openOpportunities](https://ctsfl.bonfirehub.com/portal/?tab=openOpportunities)

The City has partnered with Bonfire Interactive to create a new procurement portal that will allow you to receive notifications of business opportunities and submit bids and proposals to the City of Tarpon Springs digitally.

Vendors are requested to visit the City of Tarpon Springs Purchasing Department website URL, then follow the link to the Bonfire vendor registration page to register your company.

Registration is easy and free. Please be sure to select NIGP Commodity codes associated with your type of business or organization. Our solicitations will be set up using those codes and will be matched to vendors and contractors with the same codes.



Procurement Services

Staff Contact List

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Procurement Services Director
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Senior Procurement Analyst
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Jim Davis
Stores Clerk
Ph.(727) 937-1113

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 needed supplies, equipment, and services at the lowest cost consistent with the quality needed to meet all required specifications for the City of Tarpon Springs, and ensure that taxpayers receive the maximum value for each dollar expended. Therefore, all qualified vendors are 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 that are 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 virtually via our online Microsoft (MS) Teams platform.

The date, time, and location of the bid/proposal opening will be posted on the Bonfire portal with the corresponding bid/proposal. The stated deadline to submit sealed solicitations will generally be 3 p.m. local time.

Minority Business Enterprises

The City of Tarpon Springs currently has no policy 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

The purchase order number issued by the City of Tarpon Springs 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. Vendor Introduction days are once a quarter by appointment only. Vendor representatives to Procurement Services are encouraged to use the City website for more information.

Other Procurement Tools

City Departments are authorized to make VISA card purchases for small dollar amounts (no more than \$2,999).

The City of Tarpon Springs also uses:

- Florida State Contracts
- 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.

<https://www.ctsfl.us/document-library/>

Methods of Procurement

Quotations are not required for purchases less than \$5,000. Purchases that equal to or exceed \$5,000 are subject to follow these quote requirements:

\$5,000.00 to \$24,999.99

A minimum of three (3) valid, written quotations are required. Written quotes must be submitted to Procurement Services before an authorized purchase order will be issued.

\$25,000.00 or More

Sealed Bids or Request for Proposals are required. After the specifications (if applicable) have been determined, bids are posted on 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.



Scan QR Code for City of Tarpon Springs, Procurement Services webpage.