



## **DOING BUSINESS WITH THE CITY OF DORAL**

**Welcome** to the City of Doral's Procurement Management Division. We realize that for many of you, Procurement Services is your initial contact with the City. This guide has been prepared to acquaint you with the City's policies and procedures in an effort to make your business and visits with us pleasant and mutually beneficial.

### **Procurement & Contract Service's Role**

Our responsibilities are dictated by Code and include the acquisition of materials, supplies, equipment, and services for all City departments. We strive to acquire the quality, quantity, and delivery required by departments at the least overall cost to the City ethically.

### **Interviews / Appointments**

Though not required, appointments are preferred and will help you to complete your business with a minimum of lost opportunity. We suggest that initial visits be somewhat general, giving us an introduction to you and product lines. Subsequent visits are ideal opportunities to explain in detail a single item or service that you provide. Line cards, catalogs and price lists are always helpful.

### **Vendor / Bidder List**

The Procurement Division maintains a list of prospective vendors and bidders classified by commodity or service. You may be placed on this list by completing the City's vendor application and commodity listing detailing the items or services that you provide. To assure that you are included under all of the appropriate categories, we ask that you be specific about the items or services that you provide. You may obtain a vendor application by visiting our website at <https://www.cityofdoral.com/all-departments/procurement-division/>.

### **Quotations**

It is the policy of the Procurement Management Division to seek quotations, whenever possible, within the scope of efficient operation. Purchases where the total amount to be expended is not in excess of \$5,000.00 may be made or entered into by the City Manager or Designee without submittal to the City Council and without competitive bidding. Purchases of more than \$5,000.00 but less than \$15,000.00 may be made or entered into by the City Manager or Designee without submittal to the City Council and without competitive bidding but shall require that the City Manager or Designee obtain quotes from at least three different vendors. Purchases in excess of \$15,000.00 require competitive bidding.

### **Formal Competition (ITB's/ RFQ's/ RFP's)**

All Bids and information can be found for review and downloading on our web site.

Public sealed bids are required for any item whose price exceeds \$15,000.00 and must be submitted in accordance with the terms of the formal solicitation.

All advertised sealed bids received by the City shall be opened and read publicly. All bids received after the posted opening date and time shall be returned, unopened, to the respective bidder.

Vendors are invited to attend bid openings. Upon submission of the bid tabulation and recommendation to the City Council, the City Council shall either award, reject or refer for additional review the bid tabulation and recommendation.

### **Purchase Authorizations**



All purchases made on behalf of the City must be supported by an authorized Purchase Order. Under no circumstances should a vendor fill an order for any City department without a Purchase Order number.

### **Taxes**

The City of Doral is exempt from all federal excise and state sales taxes. Exemption certificates will be executed by the Finance Department upon written request by the vendor.

### **Invoices / Payments**

All invoices must be addressed to:

**City of Doral**  
**Finance Dept. Acct. Payables**  
**8401 NW 53 Terrace**  
**Doral, FL 33166**

Invoices must indicate the department that received the material/ services and the Purchase Order number. Invoices without Purchase Order numbers will be returned to the vendor and will unnecessarily delay payment.

Packing slips and / or delivery receipts must accompany every delivery and will be used to verify invoices. The City makes payments against properly documented invoices within thirty (30) days.

### **Samples**

Samples may be requested by the City for the purpose of product evaluation. All samples should be submitted to the Procurement Management Division unless we instruct otherwise. Samples should be clearly marked "Sample" and be clearly labeled with complete instructions for use. It is understood that samples will be provided at no charge to the City and with no obligation that the City will follow up with a purchase.

### **Required Documents and Forms**

Vendor is responsible for ensuring it has met all federal, state, and local requirements for operation of its business in the State of Florida Miami-Dade County and the City of Doral. Vendors operating on City park property are subject to review of pertinent licensing, certifications, and inspection reports. A Vendor found not to be in compliance with federal, state, and local business requirements will have its Registered Vendor status suspended until such time as it can demonstrate compliance.

- Vendor Application – An application must be submitted every three (3) years.
- Business Entity Affidavit – The Affidavit must be submitted every three (3) years or upon expiration of the notary if sooner.
- Conflict of Interest Disclosure Form – This form must be completed on an annual basis at the beginning of the fiscal year.
- Local Business Tax Receipt (County/ City) – In accordance with Florida Statute 205.053 - Business tax receipts; dates due and delinquent; penalties. A BTR must be submitted each year for firms located within the tri-county area (Miami-Dade, Broward and Palm Beach Counties). This is applicable to home based businesses as well where applicable.
- W9 – A completed IRS W-9 form must be signed annually at the beginning of the new year (January).
- Proof of insurance (if applicable) – Any work being completed on City property requires a COI.

If any information changes, it is the vendor's responsibility to provide the City with updated documents.

### **Business Entity Code of Business Ethics and Conduct – Conflict of Interest**

Ordinance No. 2021-34, Secs. 2-384 - Business Entity Code of Business Ethics and Conduct



**CITY OF DORAL**  
**PROCUREMENT MANAGEMENT DIVISION**  
8401 NW 53<sup>rd</sup> Terrace,  
Doral, Florida 33166  
[procurement@cityofdoral.com](mailto:procurement@cityofdoral.com)

The City will not contract or transact business with a person, corporation, partnership, firm or other business entity in the event of a conflict of interest -under state or local law if: (1) neither an exemption nor opportunity to waive the conflict of interest exists; or (2) an opportunity to waive the conflict exists, but the City does not waive it. If a conflict of interest is waivable, the City Council shall have the sole Authority for waiving it.

The Conflict of Interest Disclosure Form must be completed at the beginning of each fiscal year (October of each year) and provided to the Procurement Management Division for review.



**VENDOR APPLICATION**

Business Name: \_\_\_\_\_

D.B.A.: \_\_\_\_\_

Federal I.D. No.: \_\_\_\_\_ Date Business Established: \_\_\_\_\_

Business is:  Corporation  Proprietorship  Partnership  LLC Other: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Pay to Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(if different)

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Website URL: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Title: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Title: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Title: \_\_\_\_\_

**All applicants are required to provide a copy of their Occupational License(s)/ BTR as well as a Certificate of Insurance with the City of Doral as the certificate holder.**

Please return the completed Vendor Application including the notarized Affidavit, Local Business Tax Receipt (County/ City), Conflict of Interest Disclosure Form, an updated WV9 and proof of insurance (if applicable) to [procurement@cityofdoral.com](mailto:procurement@cityofdoral.com).

The undersigned does hereby certify that the foregoing and subsequent statements (including Business Entity Disclosure form) are true and correct.

Print Name: \_\_\_\_\_ Title \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CONFLICT OF INTEREST DISCLOSURE FORM**

All business entities (“Vendor”) interested in or conducting business with the City of Doral, must complete and return the Conflict-of-Interest Disclosure Form.

Please note that all business entities interested in or conducting business with the City are subject to comply with the City of Doral’s conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Doral official or employee, an immediate family member of a City of Doral official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee’s immediate family member has an ownership interest in vendor’s company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor’s Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.

<b>Conflict of Interest Disclosure*</b>	
Name of City of Doral employees, elected officials, or immediate family members with whom there may be a potential conflict of interest:  _____  _____	<input type="checkbox"/> Relationship to employee <input type="checkbox"/> Interest in vendor’s company <input type="checkbox"/> Other (please describe below):  _____  _____  <input type="checkbox"/> No Conflict of Interest

*\*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.*

**I certify that this Conflict-of-Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:**

<b>Vendor Name</b>		<b>Vendor Phone Number</b>	
<b>Signature of Vendor Authorized Representative</b>	<b>Date</b>	<b>Printed Name of Vendor Authorized Representative</b>	



**BUSINESS ENTITY STATEMENT**  
**(VENDOR/BIDDER DISCLOSURE)**

Bidder or Vendor hereby recognizes and certifies that no elected official, board member, or employee of the City of Doral (the "City") shall have a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no City employee, nor any elected or appointed officer (including City board members) of the City, nor any spouse, parent or child of such employee or elected or appointed officer of the City, may be a partner, officer, director or proprietor of Bidder or Vendor, and further, that no such City employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Vendor or Bidder. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Vendor or Bidder. Any exception to these above-described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by City. Further, Bidder or Vendor recognizes that with respect to this transaction or bid, if any Bidder or Vendor violates or is a party to a violation of the ethics ordinances or rules of the City, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to City, or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Bidder or Vendor may be disqualified from furnishing the goods or services for which the bid or proposal is submitted and may be further disqualified from submitting any future bids or proposals for goods or services to City. Bidder or Vendor must complete and execute the Business Entity Affidavit form. The terms "Bidder" or "Vendor," as used herein, include any person or entity making a proposal herein to City or providing goods or services to City.



**BUSINESS ENTITY AFFIDAVIT  
(VENDOR/BIDDER DISCLOSURE)**

I, \_\_\_\_\_, being first duly sworn state:

The full legal name and business address of the person(s) or entity contracting or transacting business with the City of Doral ("City") are (Post Office addresses are not acceptable), as follows:

\_\_\_\_\_  
Federal Employer Identification Number  
(If none, Social Security Number)

\_\_\_\_\_  
Name of Entity, Individual, Partners or Corporation

\_\_\_\_\_  
Doing Business As (If same as above, leave blank)

\_\_\_\_\_  
Street Address    Suite    City    State    Zip Code

**OWNERSHIP DISCLOSURE AFFIDAVIT**

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows:

Full Legal Name	Address	Ownership
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

2. The full legal names and business address of any other individual (other than subcontractors, materialmen, suppliers, laborers, or lenders) who have, or will have, any interest (legal, equitable, beneficial or otherwise) in the contract or business transaction with the City are (Post Office addresses are not acceptable), as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

The foregoing Affidavit was acknowledged before me, by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year), by \_\_\_\_\_ who is personally known to me or who has produced a Florida driver's license as identification.

Personally known \_\_\_\_\_

OR

Produced identification \_\_\_\_\_

Notary Public-State of \_\_\_\_\_

\_\_\_\_\_ My commission expires: \_\_\_\_\_  
Type of Identification

\_\_\_\_\_  
Printed, typed, or stamped commissioned name of Notary Public