



CITY OF DORAL
DEPARTMENT OF PROCUREMENT
& ASSET MANAGEMENT
8401 NW 53rd Terrace,
Doral, Florida 33166
procurement@cityofdoral.com

DOING BUSINESS WITH THE CITY OF DORAL

Welcome to the City of Doral's Department of Procurement and Asset Management ("Department"). For most vendors, the Department 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

The responsibilities of the Department include the acquisition of materials, supplies, equipment, and services for all the City's departments. We strive to acquire the quality, quantity, and delivery required by departments at the least overall cost to the City.

Vendor / Bidder List

The Department 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 the items or services that you provide. To assure that you are included under all the appropriate categories, we ask that you be specific about the items or services that you provide.

Purchasing Thresholds

Purchases where the total amount to be expended is not more than \$10,000.00 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 \$10,000.00 but less than \$30,000.00 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 greater than \$30,000.00 require formal competitive bidding.

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

All formal competitive solicitations and information relating thereto can be found for review and download online at: <https://www.cityofdoral.com/all-departments/procurement-division/>

It is important that vendors interested in bidding pay close attention to the terms of the solicitation to ensure they are responsible and that their bid or proposal is responsive and timely. Any bids or proposals received after the posted opening date and time shall be returned, unopened, to the respective bidder. After the deadline to submit a response to a solicitation, the City will review in accordance with the process set forth in the solicitation. Upon the Manager's final recommendation, 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 having first received a Purchase Order.

Taxes

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

Invoices / Payments

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.

All invoices must be addressed to:

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

Samples

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

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

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. Please refer to City of Doral Code Section 2-384 for details.

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 that fails to comply with federal, state, and local business requirements will have its Registered Vendor status suspended until such time as it can demonstrate compliance or may be debarred.

- **Vendor Application** – An application must be fully completed and provided to the City every three (3) years or upon expiration of the notarization if sooner.
- **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.
- **IRS Tax Form W9** – A completed IRS W-9 form must be signed annually and submitted to the City at the beginning of the new calendar year (January).
- **Proof of insurance** (if applicable) – the City shall specify whether and to what extent insurance shall be required based on the goods and/or services to be provided. Vendors shall ensure that the certificate of insurance provided does not expire during the term of the agreement.

If any of the information set forth in the above-referenced forms changes, it is the vendor's responsibility to provide the City with updated documents.



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: _____

(if different than above)

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Fax: (____) _____

Email Address: _____ Website URL: _____

Contact: _____ Email: _____ Title: _____

Contact: _____ Email: _____ Title: _____

Contact: _____ Email: _____ Title: _____

Classification	Certificate No.	Certifying Agency	Expiration Date
Minority/Women Owned			
Small Business			
Veteran Owned			
Women Owned			
Other:			

COMPLETE ENTIRE APPLICATION AND CONFIRM THE FOLLOWING ARE COMPLETED AND ATTACHED:

- ☐ IRS Tax Form W-9
- ☐ Local Business Tax Receipt
- ☐ Proof of Insurance, if applicable with City of Doral as Additional Insured
- ☐ Proof of Classification Certification, if applicable

CONFLICT OF INTEREST DISCLOSURE

All entities interested in conducting business with the City must complete and return this Conflict-of-Interest Disclosure Form. All 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 below.

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

Applicant certifies as follows:

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 employed or prospectively will be employed by 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.

Conflict of Interest Disclosure*	
Name of City employees, elected officials, or immediate family members with whom there may be a potential conflict of interest: _____ _____ _____	() Relationship to employee () Interest in vendor's company () Other (please describe below): _____ _____ _____ () No Conflict of Interest

**Disclosing a potential conflict of interest does not automatically disqualify vendors. In the event vendors do not disclose conflicts of interest and they are detected by the City, Vendor may be disqualified from doing business with the City.*

COMPLIANCE WITH FOREIGN ENTITY LAWS CERTIFICATION

Applicant certifies the following:

1. The Vendor is not owned by the government of a foreign country of concern, as defined in Section 287.138, Florida Statutes.
2. The government of a foreign country of concern does not have a controlling interest in Vendor, as defined in Section 287.138, Florida Statutes.
3. Vendor is not organized under the laws of a foreign country of concern, as defined in Section 287.138, Florida Statutes.
4. Vendor does not have a principal place of business in a foreign country of concern, as defined in Section 287.138, Florida Statutes.

VENDOR AFFIDAVIT

I, the undersigned affiant, being first duly sworn, do hereby attest to the following:

1. I am an agent of _____ ("Vendor") authorized to make the statements contained in this application on behalf of the Vendor.
2. The full legal name and business address (post office address not acceptable) of the Vendor is as set forth in Page 1 of this Vendor Application.
3. I certify that the Conflict-of-Interest Disclosure on Page 2 of this Vendor Application has been examined by me and that its contents are true and correct to my knowledge and belief.
4. I certify and attest that the Compliance with Foreign Entity Laws Certification on Page 2 of this Vendor Application has been examined by me and that its contents are true and correct.
5. The following individuals are the officers of the Vendor (supplement chart, if necessary):

Name	Title/Role
_____	_____
_____	_____
_____	_____

6. The following individuals or entities hold, directly or indirectly, five percent or more of the Vendor or are the beneficiaries of such Vendor in trust (supplement chart, if necessary):

Name	Percentage Interest
_____	_____
_____	_____
_____	_____

I hereby declare under penalty of perjury that the foregoing representations are true and correct.

_____ Company Name	_____ Affiant Name & Title (Printed)
_____ Affiant Signature	_____ Date Signed

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged, subscribed and sworn to before me this ____ day of _____, 20__ by means of ☐ physical presence or ☐ online notarization, by _____ who is personally known to me or who produced the following identification: _____.

[Notary Seal]

Notary Public for the State of _____
My commission expires: _____