THE VILLAGE OF WELLINGTON

PURCHASING HANDBOOK for Vendors

HOW-TO INFORMATION

FOR VENDORS INTERESTED IN DOING BUSINESS WITH THE VILLAGE OF WELLINGTON, FLORIDA- PURCHASING DIVISION

Welcome vendors! The Village of Wellington is constantly seeking new sources of supply, as well as expansion of business into new areas with our current vendors. The mission of the Purchasing Division is to economically procure materials, supplies, equipment, and services by conducting fair and open competition within applicable Florida Statutes, Wellington Ordinances and Resolutions.

All purchases are made through a competitive system of formal and informal bidding which awards contracts to the lowest responsive and responsible bidder who meets all of the specifications, terms and conditions of the bid. If you require any additional information please call (561)791-4055 or access Wellington's website at wellingtonfl.gov.

This guide is not intended and should not be relied upon, to be a complete statement of all legal requirements applicable to Wellington contracts. Both Wellington and proposers must at all times be guided by the applicable requirements of law notwithstanding anything contained in this guide.

BID NOTICES:

If you wish to receive a notice of bid opportunities in your product or service area, simply fill out a Vendor Application Form in the Purchasing Section of the Wellington website: wellingtonfl.gov.

Fill out the Vendor Application Form and choose the products or services your firm provides and you will be automatically notified of formal bid solicitations involving the product or service categories selected. There are instances where it may be unclear whether a firm can provide the specific goods and services required and may not be notified. Vendors are encouraged to regularly visit www.demandstar.com or Wellington's website wellingtonfl.gov to view a list of current solicitations.

ADVERTISEMENT/PUBLIC NOTICE:

DemandStar by ONVIA

All formal solicitations issued by Wellington's Purchasing Division are advertised in the Palm Beach Post or can be accessed through Demandstar www.demandstar.com or by visiting Wellington's website wellingtonfl.gov. All formal solicitations are also posted in Wellington's Clerk's Office.

PROCUREMENT THRESHOLDS FOR SECURING BIDS:

Amount	Procurement Method	Authorization
Equal To or Less Than $2,500	Verbal Quotation	Department Manager, Purchasing Manager
Greater Than $2,500 But Less Than $10,000	3 Verbal Quotes Required	Department Manager, Purchasing Manager
Greater Than or Equal to $10,000 but Less Than $25,000	3 Written Quotes Required	Department Manager, Purchasing Manager, Director of OFMB, Deputy Village Manager/ Asst. Village Manager/ Senior Manager
Greater Than $25,000	RFP, RFQ, Sealed Bid	Department Manager, Purchasing Manager, Director of OFMB, Deputy Village Manager/ Asst. Village Manager, Manager, Council/Senior Manager

HOW DO I BID ON WELLINGTON CONTRACTS:

- Obtain bid documents (www.demandstar.com or wellingtonfl.gov)
- Follow the instructions on the bid package.
- Submit bid to Wellington Clerk's Office by due date and time.

SPECIFICATIONS:

Specifications are detailed descriptions of the intended purchase, establishing the minimum acceptable standards. These are included as part of the bid document. Proposers with questions, concerns, or objections regarding specifications may contact the person indicated on the solicitation. Wellington requires that questions concerning interpretations of plans, specifications, or the bid document be made in writing to the Purchasing Division before the deadline to submit questions as described in the solicitation. Responses to questions or clarifications shall be made in writing in the form of addenda and will be made available to all potential proposers. These changes shall become part of the solicitation and must be signed and returned by each proposer.

HOW ARE AWARDS MADE:

- Wellington will evaluate all of the proposals.
- Purchasing Division will ensure proper signatures and documents are provided as well as check references and local preference eligibility.
- User Department will ensure specification requirements are met.
- Notice of Intent to Award will be issued.
- Council approval required (+25K Only).

BID TABULATIONS:

Bid tabulations showing bid results are posted on www.demandstar.com and on the Purchasing section of Wellington's website wellingtonfl.gov.

LOCAL PREFERENCE POLICY:

Preferable consideration is given when awarding contracts in accordance with Wellington's Local Preference Policy (R2009-91). In competitive bid solicitations, if a non-local business submits the lowest price bid, and if a Palm Beach County local business submits a bid within 5% of the lowest submitted price, the Palm Beach County local business shall have the opportunity to match the price. If a local Western Communities local business submits a bid within 5%, the Western Communities local business shall have the opportunity to match the price first. In a solicitation where selection criteria exists, 3% of the total available points will be added to a Palm Beach local business and 5% shall be added to a Western Communities local business, upon completion of the selection committee rankings. In order to qualify as a local business, a firm must meet the criteria as described in Resolution R2009-91.

DISPUTES:

Proposers aggrieved in connection with a solicitation or award of bid may protest Wellington's decision. Wellington's protest policy is summarized below:

- Proposer may file written protest to Purchasing Division within 72 hours of bid release (specification protest) or award posting (excluding Friday, Saturdays, Sundays).
- Director of Purchasing will respond with decision within 7 days.
- Proposer may appeal decision to the Village Manager within 7 days.
- Village Manager will render a decision within 7 days.
- Proposer may appeal the Manager's decision directly to Council within 3 days.

REJECTION OF BIDS:

Wellington reserves the right to reject any or all bids.

COUNCIL APPROVAL:

All purchases in excess of $25,000 require prior Council approval.

TAXES:

Wellington is exempt from all Federal Excise and State Sales Taxes. Exemption certificates can be found in the Purchasing section of Wellington's website at wellingtonfl.gov.

VENDOR PAYMENT:

Payments are approved by the user departments. Invoices, unless otherwise indicated, must show purchase order numbers and shall be submitted to:

Accounts Payable
12300 Forest Hill Boulevard
Wellington, Florida 33414

Payment will be made pursuant to Florida Statute 218.70 Local Government Payment Act.

PURCHASING CONTACTS:

Ed De La Vega
Purchasing Director
561-791-4055
edelavega@wellingtonfl.gov

Jim Goodwin
Contract Specialist
561-791-4112
jgoodwin@wellingtonfl.gov

Danielle Zembrzuski
Purchasing Agent
561-791-4107
dzembrzuski@wellingtonfl.gov

Emma Ramirez
Risk Benefits Specialists
561-791-4021
eramirez@wellingtonfl.gov

NOTES:

COMMODITIES AND SERVICES:

This list shall serve as an example not a complete list of Wellington's contracted services and commodities.

- Air Conditioning Services
  - Repair and Install
- Anhydrous Ammonia
- Asphalt Milling and Resurfacing
- Aquatic Vegetation Control
- Barricade Rentals
- Bulk Quicklime
- Bus Rental and Driver Services
- Carbon Dioxide, Liquid, Bulk
- Corrosion Inhibitor
- Debris Management Services
- Electrical Contractors
  - Service and Installation
- Engineering Services
- Fertilizers, Herbicides, Pesticides
- Fill Materials
  - Clay, Sand, Top Dressing
- Financial Auditing Services
- Fireworks
- Food and Refreshment Concessions
- Furnish and Install Chain Link Fence
- Gasoline and Diesel Fuel
- Granular Quicklime
- Ground Preparation
  - Mulch, Sod, Pinestraw
- Guardrail Repair and Install
- Heavy Equipment
- Hydrofluosilicic Acid
- Insurance Health – Employees
- Insurance Property and Casualty
- Investment Advisory Services
- Irrigation Supplies
- Janitorial Supplies
- Landscape Maintenance
- Lighting – Security and Sports
- Liquid Dispersion Polymer
- Motor and Pump Repair Services
- Office Furniture
- Office Supplies
- Pathway and Minor Construction
- Planning Zoning and Building Inspection Services
- Playground Equipment and Installation
- Professional Consulting Services
- Public Works Annual Contract
- Roadway Striping/Pavement Marking
- Shellrock
- Signalization
- Sludge Hauling Services
- Sodium Hydroxide
- Sodium Hypochlorite
- Sports Uniforms
- Swimming Pool Chemicals
- Taxi Service -Senior Transportation
- Tennis Management Services
- Tires
- Trash Containers
- Trophies, Plaques and Medals
- Uniform Rental
- Utility Billing Services
- Utility Process Control
- Vending Services
- Water Control Structure Repair and Maintenance
- Water Meter Fitting and Water Line Accessories

12300 Forest Hill Boulevard
www.wellingtonfl.gov