

ABOUT THE CITY

The City of Parkland was incorporated in 1963 and is located in the northwest corner of Broward County. The City has a park-like setting and is a predominately single-family residential community with small portions zoned for commercial use. The population is 32,000 with a median income of approximately \$132,000.



MAYOR

Christine Hunschofsky

COMMISSIONERS

Bob Mayersohn, Vice Mayor

Ken Cutler

Stacy Kagan

Rich Walker

CONTACT

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THE CITY OF PARKLAND

Business with the City of Parkland



VENDOR GUIDE

BUSINESS OPPORTUNITIES

The City of Parkland (City) utilizes DemandStar and Vendor Registry to reach out to prospective vendors regarding bidding opportunities. These systems' automated notification services will send new opportunities via email. In order to receive these notifications, prospective vendors must activate an account or register.

Visit demandstar.com and click on "Get More Leads" to register for a free agency subscription.

To utilize Vendor Registry, visit cityofparkland.org/purchasing click "Vendor Registration" and complete required information for your business. Be sure to enter the City of Parkland in the "Agency Name" field.

THE PURCHASING DEPARTMENT

This department coordinates the procurement of commodities and services required by the City. To fulfill this responsibility, Purchasing works with City departments to develop bid packages, requests for qualifications, requests for proposals, and quotation requests. The Purchasing Department also maintains vendor information, reviews and evaluates all solicitations received, and recommends awards to the City Commission.

The City's procurement process varies, often depending on the cost of the products or services required. All invitations to bid or requests for proposals are posted at demandstar.com and on the Vendor Registry at cityofparkland.org/purchasing.

QUOTES AND BIDS

QUOTATIONS (MICRO PURCHASES - UP TO \$5,000)

A City department requests a written quotation from a prospective vendor and, if the quote is fair and reasonable, the Purchasing Director can approve it and issue a contract and/or purchase order.

QUOTATIONS (SMALL PURCHASES - \$5,000.01 - \$50,000)

A City department requests three written quotations from prospective vendors or the Purchasing Department issues solicitations based on applicable requirements. The Purchasing Department selects the lowest, responsive and responsible quote and the Purchasing Director can approve it and issue a contract and/or purchase order.

FORMAL BIDS AND PROPOSALS (EXCEEDING \$50,000)

The Purchasing Department issues solicitations based on applicable requirements. The City Commission awards the lowest, responsive and responsible bid or the highest ranked proposal. The Purchasing Director can issue a contract and/or purchase order.

PROFESSIONAL SERVICES—CONSULTANTS COMPETITIVE NEGOTIATIONS ACT (CCNA):

The City of Parkland complies with Section 287.055 F.S., known as the Consultants Competitive Negotiation Act (CCNA).



PURCHASE ORDER TERMS

To obtain a copy of the Purchase Order General Terms and Conditions for the City of Parkland please visit: cityofparkland.org/purchasing.

Broward County Ordinance No. 2015-55 (Ord. 2011-19) establishes a Code of Ethics that applies to municipal elected officials, their families, and office staff. To obtain a copy of Ordinance No. 2015-55 visit broward.org.