

## Purchase Order Terms

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To obtain a copy of the Purchase Order General Terms and Conditions for the City of Parkland please visit:

[www.cityofparkland.org/purchasing](http://www.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](http://Broward.org)

## City's Mission Statement

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To provide superior City services that add value to the resident's lives while maintaining the City's financial stability. We assure quality development while protecting our environment and character. We build our community and advocate to protect Parkland's interests.

## About City of Parkland

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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 and industrial development.

The current population is estimated at approximately 32,800 residents with the median income estimated at approximately \$132,000.

### City of Parkland

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6600 University Drive  
Parkland, Florida 33067

Phone: 954-757-4177  
Fax: 954-341-5161

E-mail: [purchasing@cityofparkland.org](mailto:purchasing@cityofparkland.org)

Business Hours:  
Monday through Friday , 8 a.m.—5 p.m.



## City of Parkland

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## Purchasing Department

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## *VENDOR GUIDE*

*Doing Business with the City of Parkland*

## Business Opportunities

The City of Parkland utilizes Demand Star and Vendor Registry to better connect with vendors regarding bidding opportunities. These systems' automated notification services will send new opportunities via email. In order to receive these notifications, your company must activate an account or register.

Please have a member of your company visit the Onvia Demand Star website at [www.demandstar.com](http://www.demandstar.com) and click on Subscribe now! to register for a complimentary FREE AGENCY subscription.

To utilize Vendor Registry, visit the City's website purchasing page and on the registration form, enter the required information for your business. Be sure to enter the City of Parkland in the 'Agency Name' field.



## The Purchasing Department...

coordinates the procurement of commodities and services required by the City. To fulfill this responsibility, Purchasing works with the 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 award of the solicitation.

The City's procurement process varies, often depending on the cost of the product or service required. All requests for written bids or quotations are posted on Demand Star at [www.demandstar.com](http://www.demandstar.com) and on Vendor Registry on the City's website at [www.cityofparkland.org/purchasing](http://www.cityofparkland.org/purchasing).

### Quotation (not to exceed \$2,500):

A written quotation is requested by the using department. The best quote is determined by the using department, and recommended to the Purchasing Director for approval. A contract and/or purchase order is processed.

### Quotations (\$2,500—\$25,000):

Three written quotations are requested by the using department, or specifications are determined and solicitations made by the Purchasing Department. A specific vendor response date and time is established. The best quote is determined and authorized by the Purchasing Director. A contract and/or purchase order is processed.

## Purchasing continued....

### Formal Bids and Proposals (exceeding \$25,000):

Specifications and if applicable, evaluation criteria are determined. The Purchasing Department makes available a detailed solicitation including the date and time set forth for the public opening and submittal of sealed documents. The best offer is determined and authorized by the City Commission. A contract and/or purchase order is processed.

### 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).

### Under the CCNA:

The Purchasing Department makes available a detailed solicitation for professional services. Respondents are required to submit a full statement of their qualifications.

### Purchase Order and Contracts:

A purchase order will be issued for all purchases and serves as a binding contract between the vendor and the City. In addition, a formal contract may be required for services and construction projects. Any vendor recommended for award must submit a completed W-9 form and certificate of insurance to the Purchasing Division prior to award.