

current contracts, bids, quotes, Vendor Manual,  
and Purchasing Terms and Conditions.

**Please contract us if you have any  
questions!!!**

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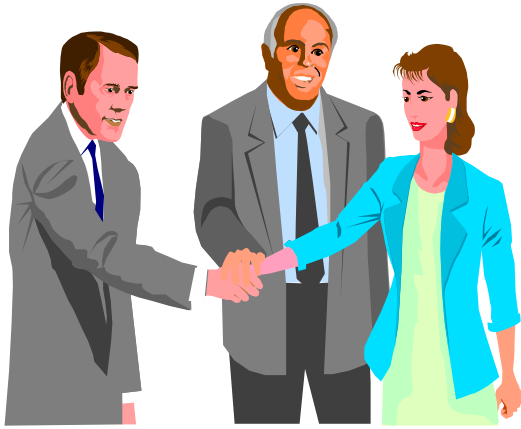
*"A City for All Ages"*

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[www.cityofpsl.com](http://www.cityofpsl.com)

Doing Business  
with the  
City of Port St. Lucie





The City of Port St. Lucie Office of Management & Budget/Purchasing Division is responsible for the annual procurement of commodities, equipment, professional and construction services necessary for the operation of the City. The Budget Division is responsible for appropriation of funds for each department within the City.

#### **Mission**

To procure goods and services for the City of Port St. Lucie in order to provide the “Best Value” for the citizens of our community.

The Purchasing Division manages the bidding/contract solicitation process to insure compliance with all legal requirements. Purchasing Division staff assists City departments by conducting training, research on products, methods, services, and suppliers.

#### **How to do business with the City?**

By becoming a registered vendor with DemandStar.com you will be notified of request for quotes for goods and services over \$1,000 up to \$25,000 and formal bid notification for items over \$25,000.

#### **How do I become a registered vendor?**

Sign up with DemandStar by Onvia by calling 800-711-1712 or sign up on line at their web site [www.demandstar.com](http://www.demandstar.com).

#### **Is there a fee?**

No, if you choose the City only however, there is a low yearly fee depending on the number of entities you want to receive bid notices from. You can choose the County, school board, fire district, Ft. Pierce, the City, the entire state or the entire country.

#### **What information will I receive for my money?**

1. Notification by fax or e-mail of all formal bid opportunities (those over \$25,000)
2. Request for quotes by fax of all informal bids (those over \$1,000)
3. Current List of Bids & Quotes
4. View Invitations to Bid
5. Request for Proposals
6. Request for Bids
7. Requests of Quotations
8. Bid Tabulations
9. Current Award Recommendations

#### **Do I have any other options?**

1. You can find a list of the formal bids posted in the lobby in Building A of the City complex.
2. A list of formal and non-formal bids is published on the City's web page [www.cityofpsl.com](http://www.cityofpsl.com), under PSL Current Bid list.
3. You can always call our office and we can print you a current bid listing, telephone number is (772) 871-5223.
4. You may have access to a computer from our office or any public library.

#### **How much business does the City have?**

Last year the City expended over \$116 million dollars for goods and services.

#### **How often do the contracts become available?**

The time periods vary on individual contracts. Contracts for commodities or goods have the shortest time span to ensure a competitive price.

These include chemicals, pipe, stationary, and office supplies that are generally a 2-year contract or a 1-year with a renewal option for another year. Contracts for services can be as long as 10 years but are usually written for 2 to 5 years, and include renewal options. These include janitorial, mowing and fleet maintenance.

#### **How do I know when these contracts are available?**

That is the positive aspect of being a registered vendor. You will automatically be sent a fax broadcast or e-mail every time the City request a quote or bid for the commodity or service you selected on the registration. A list of all contracts are published on the City's web page [www.cityofpsl.com](http://www.cityofpsl.com) under OMB contracts.

#### **I am a small business and would like jobs under \$1000.00.**

You may contact our office for information on departments that use your products or services.

The goal of the Office of Management and Budget is to protect the monetary assets of the taxpayer. To accomplish this, the City must maintain an active and competitive vendor source. Our office intends to provide quick and easy vendor information to serve all City Departments.

#### **How do I receive payment?**

When an order is placed you will be given either a Purchase Order number or a Visa Account number. The City is not obligated for any purchase that is requested without a Purchase Order number or a Visa Account number. This number must be included on the invoice or receipt to receive payment. Payment by Purchase Order is net 30 days. Payment by Visa may be within the same day.

#### **[www.cityofpsl.com](http://www.cityofpsl.com)**

Please visit our web page at [cityofpsl.com](http://cityofpsl.com); select departments; then Office of Management and Budget. Information available includes our