

PURCHASING 101

City of Lakeland
Risk Management & Purchasing Department
Purchasing and Stores Division

Revised 3/23

PURCHASING 101

SECTION I - How to Begin

Is the purchase available from one of the City's annual contracts?

Does the City have an annual contract? If so, you may be able to purchase directly from the contract (contact Purchasing). If not, determine if another governmental agency has a bid or contract for the item/service and piggyback:

- Polk County BoCC
(<https://www.polkcounty.net/procurement>)
- Polk County School Board
(<https://polkschoolsfl.com/purchasing>)
- Cities within Polk County and other statewide governmental agencies
- National cooperatives, such as OMNIA Partners, Sourcewell, BuyBoard, HGAC, etc.

Is the purchase on a State Contract?

- Departments can use State Contracts, Agreements and Price Lists when the contract offers products/services that meet user requirements.
- You can access a list of the State Contracts on the purchasing website at:
https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreement.
Click on the “State Term Contracts” link.

Is the Total Purchase Less Than \$5,000?

The item/service is not available by an existing annual contract or State Contract does not exist:

Department may select the best source without seeking competitive quotes, however, since this is public funds, Purchasing encourages you to get quotes.

Is the Total Purchase Greater than \$5,000 and Less than \$35,000?

The item/service is not available by an existing annual contract or State Contract does not exist:

- Department shall obtain competitive quotes and purchase item/service from supplier offering the lowest quote meeting specifications.
- Exemptions include: sole source or emergency purchases, use of other governmental agency contracts.
- Three quotes preferred.
- Quotes must be attached to the purchase requisition (for auditing purposes).
- Work with Risk Liability (Unity Form) at your initial contact with the vendor to obtain insurance requirements for all purchases above.

Is the Total Purchase Greater than \$35,000?

- In OpenGov (<https://procurement.opengov.com/login>), enter a project request via the Intake process.
- Make sure the information includes a description of the project, document setup, introduction, scope of work and supporting documents attached (project manual, drawings, technical specifications, etc.).
- Exemptions to the competitive bid process include: sole source, emergency purchases or use of other governmental agency contracts. Work with Risk Liability (Unity Form) at your initial contact with the vendor to obtain insurance requirements for these purchases.

Tour Dashboard



Find Requests

- My Requests
- My Reviews
- Following
- All Requests

Add Filter

Save Filter

+ New Project Request

Search by title, project ID or contract ID

Sort By Created Date Filter All Statuses

Export

DRAFT 11 minutes ago

Untitled

MR Mark Raiford 3/22/23 9:06am

? Unassigned

REVIEW 4 days ago

MREP Medium voltage cable purchase

DH David Holdener 3/9/23 11:37am

MR Mark Raiford 3/9/23 3:19pm

DRAFT 13 days ago

SETTING XX(NUMBER) LARGE STEEL TRANSMISSION POLES AND CONSTRUCTION OF CONCRETE FOUNDATIONS AT THE DRANEFIELD SUBSTATION

Naomi Tillett 3/8/23 3:27pm

? Unassigned



Ready to Go!

Creator:  Mark Raiford  Edit

Project Contact:  Mark Raiford  Edit

Procurement Contact: None  Edit

Department: Purchasing  Edit

Project Type: Project Request

 **Create Project**



 Search Scope of Work Library

Close

Untitled

DRAFT

Type: Project Request

Department: Purchasing

Project ID: None

Project Information

Document Setup

Introduction

Scope of Work

[INTERNAL ONLY] Supporting Documents

Project Information

Title

Enter Project Title

Project Contact

Mark Ralford

[Edit Contact Display Information](#)

Procurement Contact

Select User...

[Edit Contact Display Information](#)

Department

Purchasing

[Edit Department Display Information](#)

Project ID (optional) [Get Auto Number](#)

Enter Project ID

Identification number or code for the project.

Requisition ID (optional)

Enter Requisition ID

Categories [+ add](#)

None selected

Are you purchasing an emergency good or service?



Untitled

DRAFT

Type: Project Request

Department: Purchasing

Project ID: None

Project Information

Document Setup

Introduction

Scope of Work

[INTERNAL ONLY] Supporting Documents

Document Setup

Provide the information below to configure your document

1. Pricing*

Electronic Pricing (automatic tabulation/reporting of results)

Vendor to Upload a Separate Pricing Sheet as Part of their Proposal

2. Budget or Project Cost

2.1. Total Cost*

Enter variable value

2.2. Is project state or federally funded?*

Federal

State

Not Applicable

3. Project Scope

3.1. Has there been a past similar project?*

Yes



Untitled

DRAFT Type: Project Request Department: Purchasing Project ID: None

- Project Information
- Document Setup
- Introduction**
- Scope of Work
- [INTERNAL ONLY] Supporting Documents

Introduction

Type: Introduction

Summary

Enter Text

B *I* U

Write a summary. Keep it short and snappy. Limit it to 1 to 3 paragraphs

Background (optional)

Enter Text (optional)

B *I* U

Add some background info. This is optional - Just leave it blank if you don't need it

[< Back](#)

[Next >](#)



Untitled

DRAFT Type: Project Request Department: Purchasing Project ID: None

- Project Information ✓
- Document Setup ✓
- Introduction ✓
- Scope of Work** ✓
- [INTERNAL ONLY] Supporting Documents ✓

Scope of Work

Type: Scope of Work

[Start Scope of Work](#)

Required section

[< Back](#)

[Next >](#)



Untitled

DRAFT | Type: Project Request | Department: Purchasing | Project ID: None

- Project Information
- Document Setup
- Introduction
- Scope of Work
- [INTERNAL ONLY] Supporting Documents**

[INTERNAL ONLY] Supporting Documents

Type: Attachments

Project Request Documents
Please upload the project documents

Drop some files here or click to select files to upload.



Project Request Attachments
Please upload all file attachments to include with your project request

Drop some files here or click to select files to upload.

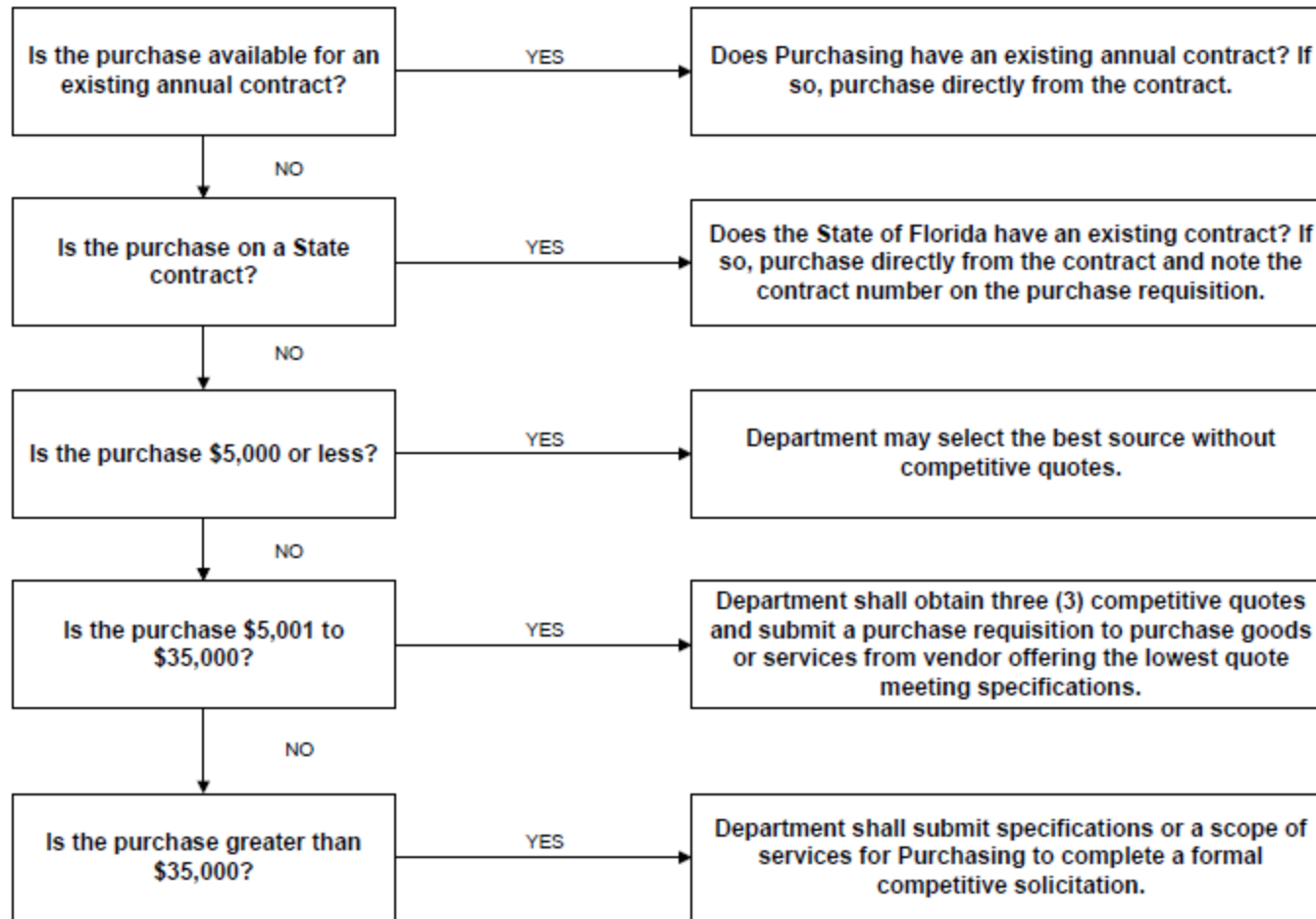


< Back

Check for Errors



Purchasing Flowchart

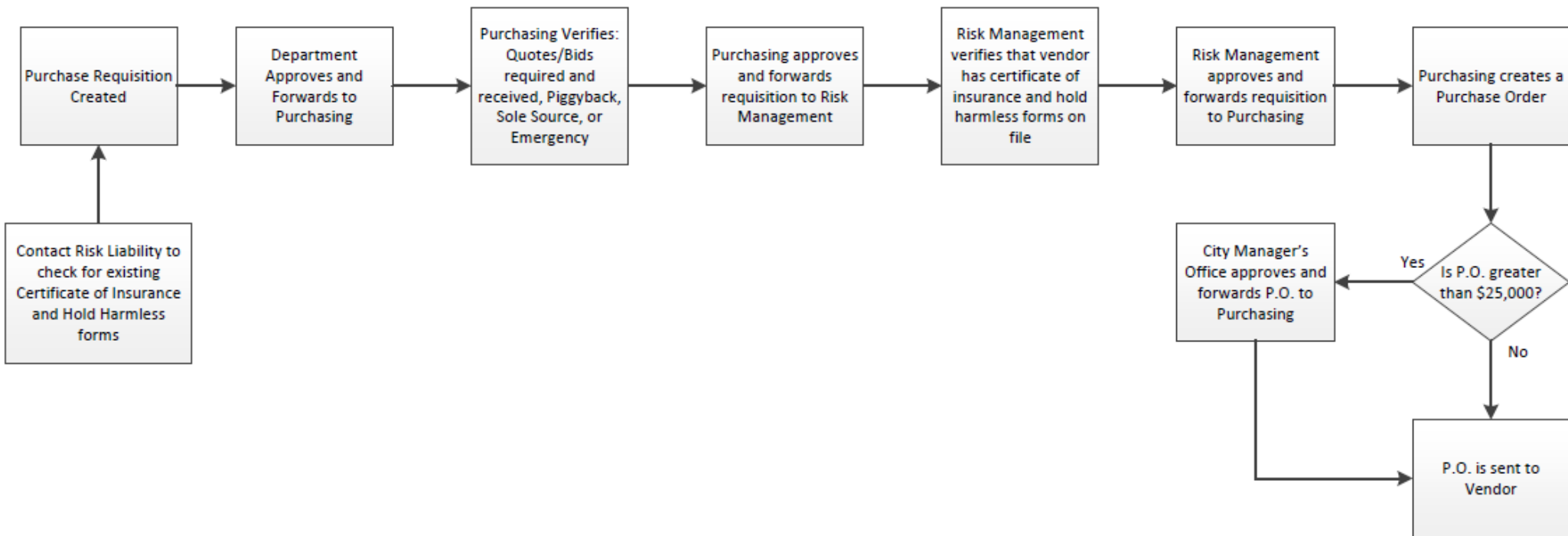


Sole source purchases greater than \$5,000 require Purchasing approval using the Sole Source Justification form. Purchasing staff will send an electronic version upon request.

Emergency purchases are processed in accordance with Purchasing Manual.

Purchasing Flowchart

Purchase Requisition Process



Section II

Common Procurement Methods

- Request for Quotation
- Competitive Sealed Bid, including Continuing Services contracts
- Request for Proposals
- Request for Qualifications (Competitive Consultants Negotiation Act - CCNA)
- Sole Source
- Emergency Purchase

- Work with a Purchasing Agent to determine which method is best for your requirements.
- Additional information is included in the City's Purchasing Manual at: <http://www.lakelandgov.net/purchasing>.

Request for Quotation

- Use: Low Dollar/Risk; May be Written (Fax or E-mail Quotes); less than \$35K
- A mandatory public posting is not required
- Method of Award: Low cost quote meeting minimum bid specifications

Competitive Sealed Bid

- Use: Solicitations where requirements are well defined and detailed for goods and/or services; greater than \$35K
 - Formal Process through Purchasing
 - Electronic submission process through OpenGov
 - Public Openings
- Bids are posted on Purchasing website.
- Method of Award: Lowest most responsible and responsive bidder.

Request for Proposals (RFP)

- **Uses:**

- Specifications can't be clearly defined.
- Several possible solutions
- Based on user needs, greater than \$35K
- Cost is only one factor in determining award.

- **Method of Award:**

- Best Offer (Best Value)
- Point Based Evaluation (determined before RFP is posted).
- Evaluation Team

- **Evaluation:**

- Technical Evaluation (per criteria and points posted in the RFP specifications)
- Cost Proposal Evaluation
- Possible Interviews
- Award to Offeror receiving the Highest Total Points

Request for Qualifications (RFQ)

Use:

- For professional services defined by FS 287.055: architectural, engineering and surveying, greater than \$35K
- Project specific.
- Continuing contract.

Method of Award:

- Qualifications based.

Evaluation: Professional Services

Selection Committee.

Current statements of qualifications and performance

- Possible Interviews
- Competitive Negotiation with top ranked firm

Sole Source Determination

The following conditions must be met:

- Attempts to identify alternate suppliers have been made.
- An explanation of the uniqueness of the product or service is given; accordingly, it is the responsibility of the requisitioner to justify and explain the need for any “sole source” purchase. Documentation must be provided through the use of the Sole Source Justification Form or Notice of Intent to Sole Source.

Sole Source Determination (cont.)

- Purchasing and/or the originating department may negotiate with a sole source provider under the following circumstances/examples:
 - The needed product or service is available from only one known source, and such determination has been made by the Purchasing Manager.
 - If there exists more than one responsible source, and a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the City, will otherwise injure the City's financial interests or will substantially impede the City's administrative functions or the delivery of services to the public
 - The product or service is wanted for experimental trial or testing.
 - The product is purchased for resale.
 - A product or service is purchased from, or a sale is made to, another unit of government.

Sole Source Determination (cont.)

- The product is a component or replacement part for which there is no commercially available substitute and is only available from the manufacturer, sole distributor or provider
- A specific material or service is required in order to standardize or maintain standardization for the purpose of reducing financial investment or simplifying administration.
- The needed product or service may be available from more than one source. However, due to documented advantages such as uniqueness, vendor qualifications, timeliness, etc., a sole source purchase may be initiated when such determination has been justified that there is only one practicable and reasonable source, with confirmation by the Purchasing Manager

Emergency Purchases

- Event of a disruption of essential operations caused by a natural or manmade event or civil unrest
- When there exists a potential or actual threat to the public's health, welfare or safety requiring disaster preparedness
- A written determination of the basis for the emergency purchase and why a specific vendor was selected shall be prepared and filed accordingly with the Purchasing Division.

Emergency Purchases (cont.)

- Purchase of goods and/or services not expected to exceed \$50,000 - the person designated per the City Manager shall have the authority to secure or cause to be secured, at the lowest obtainable and reasonable price(s), the goods and/or services necessary to alleviate the emergency.
- Purchases in excess of \$50,000, when deemed in the best interest of the health, safety or welfare of the City to alleviate the emergency - the City Manager (or authorized representative) must approve.
 - Emergency purchases in excess of \$50,000 will be reported at the next regularly scheduled meeting of the City Commission by the City Manager.

Local Vendor Preference

- Local Business:
 - Conducts business within the jurisdictional limits of Lakeland Electric's service territory
 - Maintains a physical business location within the jurisdictional limits of Lakeland Electric's service territory in an area legally zoned for conducting such business
 - Conducts business on a daily basis from the local business location; has conducted business from such location for at least twelve (12) consecutive months prior to the due date for the applicable bid or proposal
 - Provides a copy of its local business tax receipt, if located within the City of Lakeland, or a copy of its Polk County local business tax receipt, if located outside of the City limits but within Lakeland Electric's service territory.

Local Vendor Preference (cont.)

For purchases:

- Up to \$250,000 - within 10%
- \$250,001 - \$500,000 - within 7.5%
- \$500,001 - \$1,000,000 - within 5%
- Exceeds \$1,000,000 - within 2.5% and difference in price does not exceed \$100,000
- RFP's: additional points equivalent to five percent (5%) of their total combined evaluation score

Standard City Contract

- Reviewed by Risk, Purchasing, City Attorney's Office and Lakeland Electric (LE) Contracts Division (as applicable for LE.)
- Contains standard terms and conditions, indemnification and insurance requirements.

Section III Competition and Ethics

Your Responsibility:

- Make sure specifications are written to obtain adequate competition (not tight or restrictive).
- Planning a Procurement – Allow sufficient time to follow internal procedures and Purchasing requirements and procedures. (Lack of planning on your part does not justify an emergency on our part)
- If You Don't Know – Please Ask Purchasing
- Keep Good Documentation on your Purchases

Be Independent

Act Only in the Public Interest

**You are a Trustee of the Public's
Money**

Follow the Law

Strive for Efficiency

Do Not Accept Gifts from Vendors

Do Not Socialize with Vendors

Maintain Confidentiality

Do Not Play Favorites

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Purchasing and Stores Division

As always, please visit us at
www.lakelandgov.net/purchasing.