

What You Need to Know to Do Business with the City of Tampa



Presented by

Minority & Small Business
Development Office

Goods, Professional and Non-Professional Services

Contact Information ~

Purchasing Department -

306 E. Jackson Street; 2nd Floor East
Tampa, FL 33602
General Office Phone – 274-8351
Fax - 274-8355

Director – Greg Spearman, CPPO
Phone – 274-8353

Procurement Staff - Nelson Toretta (Manager) -274-8838

Linda Johnson	274-7490
Ivette Rosario	274-8837
Blake Leonard	274-8832
Michelle Rivera	274-8836
Karon Johnson	274-8354
Anthony McGee	274-3283
Celeste Gibbons-Peoples	274-8834

Be sure to register with DEMANDSTAR - Its FREE*

*For Single Agency Registration with City of Tampa

Valid e-mail required for Demandstar Registration. If you don't have one, log on to www.hotmail.com or www.gmail.com to set up a free active e-mail account

Registration must be renewed annually

For DEMANDSTAR Assistance/Information Contact:

Kevin Frye, Purchasing Systems Administrator - 274-8833
Sharon Hartman, Supervisor - 274-8351

CITY OF TAMPA PROCUREMENT THRESHOLDS

For

GOODS & NON-PROFESSIONAL SERVICES AND

PROFESSIONAL, TECHNICAL AND HIGHLY SPECIALIZED SERVICES

THRESHOLD	APPROVAL	REQUIREMENTS
\$0.01 - \$999.99	Department	<ul style="list-style-type: none"> • QuoteWire by DemandStar, or • 1 or more Phone Quotes when DemandStar is documented as unsuccessful • Insurance (if applicable **)
\$1,000.00 - \$1,999.99	Department	<ul style="list-style-type: none"> • QuoteWire by DemandStar, or • 2 or more Phone Quotes when DemandStar is documented as unsuccessful • Insurance (if applicable **)
\$2,000.00 - \$24,999.99	Purchasing	<ul style="list-style-type: none"> • QuoteWire by DemandStar, or • 3 or more Written Quotes when DemandStar is documented as unsuccessful (SLBE Requirement *) • Insurance (if applicable **)
\$25,000.00 - \$49,999.99	Purchasing	<ul style="list-style-type: none"> • Formal Competitive Bid (SLBE Requirement *) • Insurance (if applicable **)
\$50,000.00 - \$99,999.99	Purchasing Budget Office	<ul style="list-style-type: none"> • Formal Competitive Bid (SLBE Requirement *) • Insurance (if applicable **)
\$100,000.00 and greater	City Council	<ul style="list-style-type: none"> • Formal Competitive Bid (SLBE Requirement *) • City Council Resolution • Insurance (if applicable **)

***Small Local Business Enterprise (SLBE) Requirement:** If three or more SLBE firms provide the good or service being solicited, the solicitation shall be sheltered market and only offered to SLBE firms for quote or bid.

**** Insurance Requirement:** All vendors/contractors performing work on City property, regardless of the dollar amount, are required to submit proof of insurance

Construction and Construction Related Services

Contact Information - Contract Administration (CA)
306 E. Jackson Street; 4th Floor North
Tampa, FL 33602
Phone – 274-8116 or 274-8546
Fax – 274-8080

Director – David L. Vaughn, AIA – 274-8568
Contract Management Coordinator – Jim Greiner – 274-8598

Information Resources –

The Contract Administration Department prepares and manages contracts for professional and construction services, including but not limited to, planning and design, contract execution, and construction phase administration for City of Tampa capital construction projects.

Bidding Schedules –

List of projects bidding is available at www.tampagov.net/dept_contract_administration under quick links. Construction project bids will be received no later than 1:30 p.m. on the indicated date for the project. Pre-Bid Conferences are held at the same location unless otherwise indicated.

Construction Related Professional Services – (Architects, Engineers, Construction Related RFQs)

Businesses that provide Architectural, Engineering and other professional construction related services must be pre-qualified and on the approved list to be eligible for consideration for Open Work Order Contracts (projects up to \$100,000). Pre-qualification form(s) (see [Architectural, Engineering, Construction and Related RFQ's](#) below) may be submitted at anytime. However, qualification reviews are conducted annually. The list of companies deemed qualified are then presented to City Council for Council approval. Dates for final submissions prior to review will be posted on the website (www.tampagov.net/dept_cocntract_administration) or you may call Contract Administration for information.

The City routinely relies on architectural and engineering firms for design, bid document preparation, construction inspection, survey, landscape design and related services. Open Work Order Contracts are established with a wide variety of firms to manage peak work load and to provide expertise which is not available within the City organization. For large design efforts independent selections are made by way of the State of Florida's Consultants Competitive Negotiation Act.

A list of forms needed to complete the current Requests for Qualifications (RFQs) follows. A brief description of the form's purpose is included.

Architectural, Engineering, Construction and Related RFQs

Forms needed to complete the current Requests for Qualifications (RFQs).

SF254 - Architect – Engineer and Related Services Questionnaire

Purpose: The policy of the Federal Government in acquiring architectural, engineering, and related professional services is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. Standard Form 254 (SF254) is provided for the purpose. Interested A-E firms (including new, small and/or minority firms) should complete and file the SF254 with each Federal agency and with appropriate regional or district offices for which the A-E is qualified to perform services. The agency head for each proposed project shall evaluate these qualification resumes, together with any other performance data on file or requested by the agency, in relation to the proposed project. The SF254 may be used as a basis for selecting firms for discussions, or for screening firms preliminary to inviting submission or additional information.

SF255 - Architect – Engineer and Related Services Questionnaire for Specific Project

Purpose: This form is a supplement to the “Architect-Engineer and Related Services Questionnaire” (SF 254). Its purpose is to provide additional information regarding the qualifications of interested firms to undertake a specific Federal A-E project. Firms or branch offices of firms submitting this form should enclose (or already have on file with the appropriate office of the agency) a current (within the past year) an accurate copy of the SF254 for that office.

SF330 - Architect – Engineer Qualifications

Purpose: Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40U.S.C. 1101 – 1104) and Part 36 of the Federal Acquisition Regulation (FAR).

The above forms may be downloaded at the Contract Administration website below.

www.tampagov.net/dept_contract_administration

Click on “Request for Qualifications” then click on individual form number to access form.

For more information or assistance call
Contract Administration
Jim Greiner
274-8598

IMPROVE YOUR OPPORTUNITIES FOR INFORMAL QUOTES

(Phone solicitations)

- ◆ Talk to the City procurement analyst (buyer) that handles your commodities/services to:
 - Identify departments that utilize your commodities/services
 - Identify the departmental contacts
- ◆ Make an appointment to meet w/the department contact(s) to inform them of your company/services or
- ◆ Call the contact and follow-up with letter, business card, company brochure, etc.

IMPROVE CHANCES OF AWARD

Informal quotes (phone solicitations, quote-wire) -

- ◆ Review quote tab sheets for previous solicitations, if available
- ◆ If your quote is unsuccessful, review successful quote
- ◆ Talk to procurement analyst to determine other criteria used for award
- ◆ Submit a quote at the next opportunity

Hard Bids, Requests for Proposals, Formal Requests for Quotes -

- ◆ Review past successful proposals/bids before preparing yours
- ◆ Be sure you understand all aspects of the project/services requested
- ◆ Be sure you understand, complete and submit all required documents/information in the bid, RFP or RFQ package
- ◆ Talk to Purchasing Procurement Staff or Soliciting Department if there's something you don't understand or are unsure of
- ◆ If your bid/proposal is unsuccessful, discuss your bid/proposal with the soliciting department/purchasing to find out why?
- ◆ Compare your bid/proposal to the successful bid/proposal to see what they did different

Minority & Small Business Development (MBD) Office

Equal Business Opportunity Program

MBD MANAGER - Gregory K. Hart, CPPA

274-5522

Direct Strategic Work Program and supervise staff's execution of services;
Develop and Administer rules and procedures to effect compliance with
City Ordinance; Develop City initiatives for SLBE/WMBE contracting;
Administrative Liaison to EBOAC Committee; Community Relations

PROGRAM OUTREACH & CERTIFICATION SERVICES

Ardail Allen, CCA (Program Analyst)

274-5522

Coordinate Outreach/Recruiting; Certification Application Assistance;
Business Consulting; Application Intake and Eligibility Evaluation;
Mandatory SLBE Orientation Workshops; Recertification; Marketing

274-5542

PROGRAM COMPLIANCE & MONITORING

George K. Suhr, CCA (Program Analyst)

274-5512

Project Goal Setting; Sheltered Market Procurements; Contract
Compliance Evaluations; RFP Technical Reviews; Project Monitoring;
Contract Pay Application Compliance; Mediation and Conflict Resolution

DATA MANAGEMENT SYSTEMS (DMI) & SPECIAL PROJECTS

Joe Cordero, CCA (Application Systems Coordinator)

274-5532

Administer Diversity Management Information System (DMI) processes;
Regulate Contractor and Subcontractor Reporting Requirements; Track,
Compile and Compute Contract Data; Analyze Vendor Availability and
Utilization statistics; Support Software Systems (VETS, Primavera)

Frank Cross, MCA, (Program Analyst)

274-5543

DMI Forms Management; Data Quality Assurance; Validate Subcontract
Participation Agreements; Verification of Subcontract and Prime Payments;
Administer WMBE/SLBE Initiatives via JOC Program; Ad-Hoc Reports

MBD FAX – (813) 274-5544

City of Tampa (JOC) Program



EGORDIAN TOOLS WEBSITE WINDOW

SUBCONTRACTORS and SUPPLIERS can search for Job Order Contracting opportunities by trade and location.

Projects listed on eGordian® come from Job Order Contracts around the country, including the City of Tampa. Projects that appear on this site are being managed by The Gordian Group's Job Order Contracting Management Software PROGEN®.

To find out more about Job Order Contracting opportunities in your area, please visit <http://tools.egordian.com/> to register your company and search the database. Once the City of Tampa's JOC Program is underway, opportunities with the City will also be listed on http://www.tampagov.net/dept_Purchasing/.



REGISTER WITH EGORDIAN®

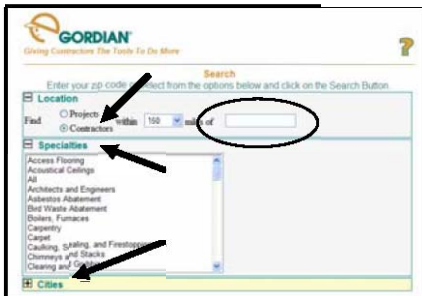
Register Now! (Subcontractors and Suppliers)

Registering on eGordian® ensures that any JOC contractors searching for subcontractors and suppliers can easily find you. Go to <http://tools.egordian.com/> and click on "Register Now" to open up the registration window.

Start your search

Search for Subcontractors and Suppliers

Click on "Start Search", select the "Contractors" button, enter your "Zip Code" in the box, and then select your "Specialty". Click the "Search" button and the list displayed will indicate the current subcontractors and suppliers entered. You can refine your search further by selecting the "City" in the drop down menu.



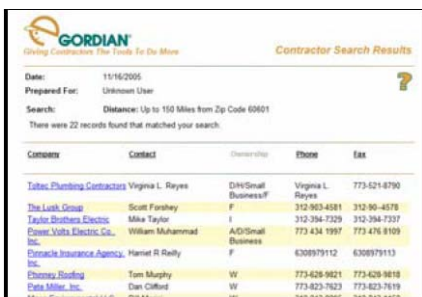
SEARCH CRITERIA WINDOW

Search for Contractor Projects

Click on "Start Search", select the "Projects" button, enter your "Zip Code" in the box, and then select your "Specialty". Click the "Search" button and the list displayed will indicate the current projects available. You can refine your search further by selecting the "City" or "Facility Owners" in the drop down menu.

Reap the benefits of eGordian®

- **FREE ADVERTISING** for the services your company offers increases your exposure locally and nationwide.
- **INCREASES MWBE and SLBE** solicitations and reduces red tape. Boosts MWBE opportunities within the community.
- **EASY TO USE** website with no software to download or training needed.
- **FULLY SEARCHABLE** database for a variety of locations and specialties.
- **JOB ORDER CONTRACTING** opportunities automatically listed on eGordian®. Search often for new projects.
- **OWNERS CAN VERIFY JOBS ARE ADVERTISED** to local businesses.
- **CONTRACTORS CAN EASILY ACCESS** more subcontractors and suppliers without extensive advertising of the projects.



CONTRACTOR SEARCH RESULTS

SLBE SUBCONTRACTING GOALS – FAQ’s

Q. If my company is a City of Tampa certified SLBE the contract amount ultimately will be credited to prime SLBE participation do I still have to meet the SLBE subcontracting goal?

A. Yes, the City expects all SLBE Prime bidders to make a good faith effort to achieve the SLBE subcontracting goals. SLBE primes are not exempt from soliciting SLBE subcontractors if subcontractors are to be used.

GOOD FAITH EFFORTS – FAQ’s

Bidders are to submit (as part of their bids) documentation of their good faith outreach to solicit SLBEs in providing the work for the contract, bid or proposal.

Q. What are good faith efforts?

A. Good faith efforts are the actions and methods taken by the bidder to achieve the SLBE subcontracting goals.

Q. How should I document my company’s good faith efforts?

A. All bidders must complete and submit (as part of their bid) the form entitled “Compliance Plan for Small Local Business Subcontracting.”

Q. If my company achieves the SLBE subcontracting goals do I have to document its good faith efforts?

A. No, however, all bidders must submit the Compliance Plan form at a minimum. Bidders that meet or exceed the SLBE goal need only mark the first check-box on the form. The ten (10) action steps required under the Compliance Plan documentation need not be reported.

Q. Who will review my documentation and why?

A. The staff of the MBD Office will review the veracity of good faith efforts. The information will assist the City in determining bidder responsiveness to bid requirements for award.

Q. How do I identify the City of Tampa certified SLBEs that perform the type of work I plan to subcontract?

A. The listing of City certified SLBEs is updated monthly and is available on-line at: http://www.tampagov.net/dept_minority_business_development/information_resources/publications.asp Bidders should use the most current SLBE directory on that site at the time the bid is advertised.

Q. Must I solicit all SLBEs listed under each trade or service identified for subcontracting opportunities or is it sufficient to solicit only a few under each category?

A. We encourage bidders to solicit **all** SLBEs listed under the trades or services identified for subcontracting.

Q. Can I solicit SLBE subcontractors by fax?

A. Yes. We encourage SLBE solicitation by fax. Fax confirmation reports should be included with the completed Compliance Plan form as part of the documentation of SLBE solicitation efforts.

Q. What should I do if the fax transmission does not go through or if I cannot find a fax number for a SLBE?

A. Make at least two attempts to send the fax. If you cannot identify a fax number for an SLBE, send the solicitation letter by standard U.S. mail and try to telephone the SLBE. Keep a copy of the mailed letter and, if necessary, include it in the bid package with notes explaining what occurred. Send all solicitations in sufficient time to allow SLBEs to prepare a bid or quote. Keep a log of all outreach.

Q. To show good faith efforts, is it enough for me to submit a statement that economically feasible portions of work were selected for subcontracting to SLBEs?

A. No, you should submit a copy of the lists of the trades and services which you sent to SLBEs when you solicited their bids and quotes.

Q. How do I determine the “economically feasible portions of work” for subcontracting opportunities?

A. Bidders should review the City’s plans and specifications to determine the trades and services required to complete the project and review the current SLBE Directory to identify the SLBEs that provide those trades and services.

Q. The City’s plans and specifications include a copy of the goal setting worksheet that lists scopes of work with the names of SLBEs. Am I required to use those scopes of work as my subcontracting opportunities?

A. Yes, we suggest those scopes of work as a minimum guideline where availability has already been determined for you. However, the goal setting worksheet is sometimes prepared months in advance. Therefore, you should also use the current monthly SLBE directory for currently certified SLB

Q. Should I also identify additional subcontracting opportunities?

A. Copies of the goal setting worksheets are provided for the bidders’ convenience. When you have not met the goals, you should also consider other subcontracting opportunities for which SLBEs are available

Q. If I can do the work with my own employees, do I still have to try to use certified SLBEs?

A. Bidders should make a “good faith effort” to meet the goals. If a bidder intends to self-perform a scope of work that is listed on the goal setting worksheet, he should try to identify other subcontracting opportunities of equal or greater value that will assure the possibility of meeting the goals. In this instance, submit a written statement identifying the substituted trade or service and its estimated dollar value.

Q. Is there ever an instance when I do not need to document negotiations with an SLBE?

A. Bidders do not need to document negotiations with an SLBE when another SLBE will be performing the same scope of work.

Q. On what type of negotiations with SLBEs must I submit documentation? What if an SLBE’s price is too high?

A. Never ask an SLBE if it can “beat” a certain price. It is O.K. to ask for the SLBE’s “best and final” offer or to discuss incomplete scopes of work or to negotiate with the SLBE about performing only a specific portion of work within a trade or service. Negotiating is not bid shopping.

Q. At what point in the process should I offer assistance and to what extent am I required to assist SLBEs?

A. The offer of assistance should be made in the solicitation letter. Bidders should offer to make plans and specifications available to SLBEs. Additionally, bidders might refer SLBEs to the bidders bonding company, insurance company or financial institutions to meet the bidders’ requirements in these areas.

Q. Am I ever required to waive bonding, insurance or financing requirements for a SLBE subcontractor?

A. No, SLBEs should be held to the same standards as non-SLBE subcontractors (no more, no less). However, a bidder may choose to waive requirements for SLBEs at the bidder’s discretion.

Q. Must I use a SLBEs quote even if I receive a lower quote from a non-SLBE?

A. No, however, you should ask SLBEs for their “best and final” offer and submit, as part of your bid, applicable documentation (for example: a copy of the SLBE’s quote, a copy of the quote for the non-SLBE that will be used instead, an estimate of the fair market value of the work, or whatever is applicable) and submit a written statement about negotiations with the SLBE.

Q. Can a determination of non-qualification be made prior to contacting the SLBE?

A. Yes, a SLBE can be determined unqualified if you are currently in litigation with the SLBE or if you have a preponderance of evidence of the SLBE’s demonstratable inferior performance.

Q. For what other reasons might an SLBE be considered unqualified?

A. Reasons for which an SLBE might be considered unqualified are (but are not limited to) failure to meet licensing, bonding, insurance, financial, or experience requirements that are expected of any other non-SLBE subcontractor.