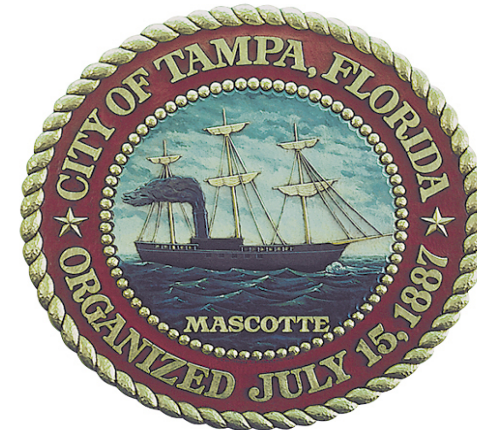


# HOW TO DO BUSINESS WITH THE CITY OF TAMPA

PLEASE VISIT THE  
PURCHASING DEPARTMENT  
WEBSITE AT:  
[www.tampagov.net/dept\\_Purchasing/](http://www.tampagov.net/dept_Purchasing/)  
FOR MORE INFORMATION



City of Tampa, Florida  
Purchasing Department  
306 E. Jackson Street, 2E  
Tampa, Florida 33602  
Phone: (813) 274-8351  
Fax: (813) 274-8355

Office Hours: Monday–Friday, 8:00 AM–5:00 PM





*We know the success of your business is crucial to our success as a city. Whether you're an established Tampa business, looking to start a business, or want to move your business to Tampa, find out what we can do to make it easy for you to do business in Tampa*



The Purchasing Teams work together to “Complete the Puzzle” and make Tampa a City that will be recognized as diverse and progressive; celebrated as the most desirable place to live, learn, work, and play.

### ***Which Department Handles Major Construction Projects?***

The **Contract Administration Department**, from time to time, bids out construction and/or engineering, architectural and consulting projects for other City Public Works and Utility Service Departments (such as the Stormwater Department, the Wastewater Department, the Water Department and the Department of Public Works).

For information on possible projects in these areas please go to [www.TampaGov.net/dept\\_Contract\\_Administration](http://www.TampaGov.net/dept_Contract_Administration) or contact Jim Greiner, P.E., Contract Manager, Contract Administration Department at (813) 274-8598.

### ***Who in Purchasing Handles What I Sell?***

In Purchasing, the Buyers are assigned certain products and services, based on the National Institute of Governmental Purchasing (NIGP) commodity class numbers. The Buyer Commodity Class Table, which lists which buyer handles what groups of goods and services, can be found on the Purchasing Department’s website.

The Purchasing Phone Directory, located in the center of this brochure, lists the telephone numbers for key personnel in the Purchasing Department.

The Weekly Bid Schedule, which is hosted by DemandStar and published to the Purchasing Department’s website, contains a listing of the Purchasing Department’s upcoming Bids and Request for Proposals (RFPs) with their opening dates and times. Tabulation information can be found on the DemandStar website for bids opened since November 2004.

## How Do I Sign Up to Receive Bids?

After doing the necessary research to determine that the City buys what you sell, and that it would be worthwhile for your firm to become aware of upcoming bids, you may register to receive such bid notifications through City of Tampa service partner **DemandStar**. Registering at [www.DemandStar.com](http://www.DemandStar.com) will provide automatic notification, via email or fax, of upcoming bid solicitations that match your business. The bids you are sent will depend on the commodities or services identified with this service and the Counties for which you register. If you wish to only sign up to receive bids from one agency the service is FREE.

Please note that completing a Vendor Form (subscribing with DemandStar) is not the same as getting certified as a Women/Minority Business Enterprise (W/MBE) or signing up for the City's Small Local Business Enterprise (SLBE) Program. You must submit a separate W/MBE certification form or SLBE Application to the **Minority Business Development Office** located at the Tampa Municipal Office Building (TMOB), 306 East Jackson Street, 7th Floor, Tampa, FL, 33602. The phone number for the MBD Office is (813)274-5522.

Also, the **Contract Administration Department**, which bids out major construction/engineering projects, has an independent vendor list for many of these services. Please contact this department at (813)274-8598 to learn more about their procedures.

In June 2007, the City implemented a Job Order Contracting (JOC) program for small to medium sized construction projects. Subcontracting opportunities within the JOC program are posted on **eGordian**. Go to [tools.eGordian.com](http://tools.eGordian.com) for further information about registering for this system.

## City of Tampa Dollar Thresholds

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

\* **Small Local Business Enterprise (SLBE) Requirement:** If three or more SLBE firms provide the good or service being solicited, the solicitation shall be set aside 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. Refer to the [Insurance Requirements](#) and [Sample Certificate of Liability Insurance](#) on the Purchasing Department webpage for further information.

## ***What are the Requirements to do Business with the City?***

**All purchases over \$100,000, or those with a formal agreement, require City Council Approval by Resolution.**

City Council meetings are held the first and third Thursday of each month at 9:00 a.m. in Council Chambers (Located on the third floor of historic City Hall, 315 E. Kennedy Blvd.) to enact legislation pertaining to general city business. All meetings are open to the Public to participate in our legislative process.

The Tampa City Council is a legislative branch of City Government and operates in accordance with the provisions of the 1974 Revised Charter of the City of Tampa. The City Council is responsible for enacting ordinances and resolutions that the Mayor of Tampa administers as chief executive officer.

For further information, please contact the **Tampa City Council** at (813)274-8131 or visit their website at [www.TampaGov.net/dept\\_City\\_Council](http://www.TampaGov.net/dept_City_Council).

**All vendors/contracts performing work on City property, regardless of the dollar amount, are required to provide proof of insurance.**

The Insurance Requirements and a Sample Certificate of Liability Insurance can be found on the Purchasing Department's Information Resource Webpage at [www.TampaGov.net/dept\\_Purchasing](http://www.TampaGov.net/dept_Purchasing).



## ***Additional City of Tampa Resources***

- **Contract Administration Department:**  
[www.TampaGov.net/dept\\_contract\\_administration](http://www.TampaGov.net/dept_contract_administration)  
306 E. Jackson St., 4th Floor North, Tampa, FL 33602  
Phone: (813)274-8456 Fax: (813) 274-8080
- **Minority Business Development Office:**  
[www.TampaGov.net/dept\\_minority\\_business\\_enterprise](http://www.TampaGov.net/dept_minority_business_enterprise)  
306 E. Jackson St., 7th Floor East, Tampa, FL 33602  
Phone: (813)274-5522 Fax: (813)274-5544
- **Revenue and Finance:**  
[www.TampaGov.net/dept\\_revenue\\_and\\_finance](http://www.TampaGov.net/dept_revenue_and_finance)  
306 E. Jackson St., 8th Floor North, Tampa, FL 33602  
Phone: (813)274-8151 Fax: (813)274-8127

## ***External Resources***

- [www.DemandStar.com](http://www.DemandStar.com)
- [tools.eGordian.com](http://tools.eGordian.com)
- [www.PublicSurplus.com](http://www.PublicSurplus.com)
- [www.GovDeals.com](http://www.GovDeals.com)

**MAIN OFFICE**

Tampa Municipal Office Building (TMOB)  
306 East Jackson Street, 2nd Floor East  
Tampa, FL 33602

Phone: (813) 274-8351

Fax: (813) 274-8355

Office hours: 8 a.m. to 5 p.m., Monday through Friday.

**Gregory K. Spearman, CPPO**,.....274-8353  
Director

**Michelle (Bliz) Blizard** .....274-8353  
Executive Aide

**GOODS AND SERVICES TEAM**

**Nelson Torretta, CPPB**.....274-8838  
Procurement Manager

**Kevin Frye, CPPB** .....274-8833  
Certified Senior Procurement Analyst

**Linda Johnson, CPPB**.....274-7490  
Certified Senior Procurement Analyst

**Blake Leonard, CPPB**.....274-8832  
Certified Senior Procurement Analyst

**Karon Johnson, CPPB** .....274-8354  
Certified Procurement Analyst

**Ivette Rosario, CPPB**.....274-8837  
Certified Procurement Analyst

**Celeste Gibbons-Peoples** .....274-8834  
Procurement Specialist

**Michelle Rivera** .....274-8836  
Procurement Specialist

**Penny Hammock** .....274-8638  
Contract Services Technician

**PURCHASING SYSTEM ADMINISTRATION TEAM**

**Joe Benjamin, CPPB**.....274-7399  
Purchasing System Manger

**Min Nemoy, CPPB** .....274-8835  
Certified Purchasing Methods Analyst

**Sharon Hartman** .....274-7711  
Administrative Assistant II

**Tony McGee, CPPB** .....348-1017  
Certified Surplus Property Technician

**Acquanetta Grant** .....274-8351  
Purchasing Technician

**Roxanne Williams** .....274-8642  
Purchasing Technician

**Barbara Norton**.....274-8351  
Office Support Specialist I

**INVENTORY AND STORES TEAM**

**David Peon** .....274-8014  
Inventory Manager

**INVENTORY LOCATIONS**

Electronics: 3701 N. 12th St. (33603) ..... 348-1021

Fire Maintenance: 2519 W. Chestnut St. (33607) ..... 348-1062

Fire Supply: 3806 E. 26th Ave. (33605) ..... 622-1981

Fleet Maintenance: 1508 N. Clark Ave. (33607) ..... 348-1019

Parks: 7525 North Blvd. (33604) ..... 235-3407

Public Works Streets: 3806 E. 26th St. (33605) ..... 622-1982

Sewer AWT Plant: 2700 Maritime Blvd. (33605) ..... 247-3451

Water Main: 2603 N. Rome Ave. (33607) ..... 259-1654