

HOW TO DO BUSINESS with the CITY OF TAMPA



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

Purchasing
Department

Office Hours: 8:00am–5:00pm, Monday–Friday



For the thirteenth year in a row (2007-2019) the City of Tampa has received the prestigious “Achievement of Excellence in Procurement” award from the National Purchasing Institute.

This award is designed to recognize organizational excellence in public procurement.

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.

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The City of Tampa Purchasing Department, as provided for in the City Charter, is responsible for all aspects of the City's centralized procurement process. Its objective is to acquire needed goods and services as efficiently and as inexpensively as possible, while assuring fair and equal opportunity to all qualified vendors. The Purchasing Department's primary function is to assist other City Departments in their procurement efforts, securing materials and services, which meet necessary standards. Concurrently, the Purchasing Department monitors all procurement to ascertain compliance with applicable laws, rules and regulations.



Gregory K. Spearman, CPPO
Director of Purchasing

What does Purchasing do?

Purchasing is organized as follows:

- The **Goods and Services Division** buys most of the items and services used by the City; schedules all bid openings; generates bid and resolution documentation and sells used materials and equipment.
- The **Purchasing Systems Administration Division** performs computer and financial systems support; administers the P-Card program; tracks supplier insurance compliance and facilitates contract renewals.
- The **Inventory Division** provides the materials necessary to support City operations in an efficient manner utilizing mechanisms to guide, control, and account for its inventories.

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* 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 our 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 **Equal Business Opportunity Office** located at the Tampa Municipal Office Building (TMOB), 306 East Jackson Street, 3rd Floor North, Tampa, FL, 33602. The phone number for the EBO Office is (813) 274-5522.

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 **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.

Which Department Handles Major Construction Projects?

The **Contract Administration Department** bids out construction and/or engineering, architectural and consulting projects for other City Public Works and Utility Service Departments (such as Transportation & Stormwater Services, the Wastewater Department, the Water Department and Logistics & Asset Management).

For information on possible projects in these areas please go to www.tampagov.net/contract-administration or contact Jim Greiner, P.E., Contract Manager, Contract Administration Department at (813) 274-8598.

City of Tampa Dollar Thresholds

THRESHOLD	APPROVAL	REQUIREMENTS
\$0.01 - \$1999.99	P-Card	<ul style="list-style-type: none"> • One phone/written quote • Insurance (if applicable **)
\$2,000.00 - \$24,999.99	Purchasing	<ul style="list-style-type: none"> • QuoteWire by DemandStar, or • 1 or more Written Quotes when DemandStar is documented as unsuccessful (SLBE/WMBE Requirement *) • Insurance (if applicable **)
\$25,000.00 - \$99,999.99	Purchasing	<ul style="list-style-type: none"> • Formal Competitive Bid (SLBE/WMBE Requirement *) • Request for Proposal (SLBE/WMBE Goal Setting Requirement *) • Insurance (if applicable **)
\$100,000.00 and greater	City Council	<ul style="list-style-type: none"> • Formal Competitive Bid (SLBE/WMBE Requirement *) • Request for Proposal (SLBE/WMBE Goal Setting Requirement *) • City Council Resolution • Insurance (if applicable **)

*** Small Local Business Enterprise (SLBE)/Women & Minority Business Enterprise (WMBE) Requirement:** If 3 or more eligible SLBE/WMBE firms provide the good or service being solicited, the solicitation shall be set aside and only offered to SLBE/WMBE 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. See the Purchasing Internet Page – Information Resources for current [Insurance Requirements](#).

City Council Approval Requirement

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/city-council

Additional City of Tampa Resources

- **Contract Administration Department:**
www.tampagov.net/contract-administration
306 E. Jackson St., 4th Floor North, Tampa, FL 33602
Phone: (813) 274-8456 • Fax: (813) 274-8080
- **Equal Business Opportunity Office:**
www.tampagov.net/msbd
306 E. Jackson St., 5th Floor North, Tampa, FL 33602
Phone: (813) 274-5522 • Fax: (813) 274-5544
- **Revenue and Finance:**
www.tampagov.net/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

Contacts

Gregory K. Spearman, CPPO 274-8353
Director

Michelle (Bliz) Blizzard 274-8353
Executive Aide

GOODS AND SERVICES TEAM

Kevin Frye, CPPO, CPPB 274-8833
Procurement Manager

Blake Leonard, CPPB 274-8832
Certified Senior Procurement Analyst

Ivette Rosario, CPPB 274-8837
Certified Senior Procurement Analyst

Joe Benjamin, CPPO, CPPB 274-8354
Certified Senior Procurement Analyst

Constance Andrews 274-7490
Senior Procurement Analyst

Inger Welch 274-3283
Procurement Analyst

Celeste Gibbons-Peoples, CPPB 274-8834
Certified Procurement Analyst

Michelle Estevez 274-8836
Procurement Specialist

Karon Johnson, CPPB 247-3451 ex.55298 (WW-AWT)
Certified Procurement Analyst

Bobby Baker 348-3235 (SW-McKay Bay)
Procurement Analyst

Katrina House 274-7711
Contract Services Technician

Acquanetta Grant 274-8351
Purchasing Technician

Lewina Woodard 274-8351
Purchasing Technician

PURCHASING SYSTEMS/INVENTORY TEAM

Deanna Marshall, CPM, CPPO, CPPB	274-8838
Purchasing Systems Manager	
Cheryl Aldridge	274-8835
Purchasing Methods Analyst	
Penny Hammock	274-8638
Purchasing Methods Specialist	
Michael Ashby	274-8993
Inventory Field Supervisor	

INVENTORY LOCATIONS

Fire Supply:

3806 East 26th Ave. (33605).....	622-1980
Greg Wining , Lead Inventory Specialist	

Mobility:

3806 East 26th Ave. (33605).....	622-1980
Greg Wining , Lead Inventory Specialist	

Advanced Wastewater Treatment Plant:

2700 Maritime Blvd. (33605)	247-3451 ex.55214
Gino Gonzalez , Lead Inventory Specialist	

Water Distribution:

3807 East 26th Ave. (33605).....	274-8357
Ray Clark , Lead Inventory Specialist	

MAIN OFFICE

Phone: (813) 274-8351

Fax: (813) 274-8355

Office Hours: 8:00am–5:00pm, Monday–Friday



*Artist Carl Cowden III
Florida Avenue Mural
Commissioned by the City of Tampa, Art Programs Division*



FOR MORE INFORMATION, PLEASE VISIT THE
PURCHASING DEPARTMENT WEBSITE AT:

www.tampagov.net/Purchasing