

Guide to the Purchasing Process for the City of North Port

CITY STAFF DIRECTORY



About Purchasing

Purchasing is responsible for developing and implementing all policies and procedures related to purchases for the City of North Port.

To ensure the financial integrity of the City, purchases of various goods and services are reviewed and approved by the City's Purchasing Division.

Purchasing's mission is to help all City departments procure the goods and services necessary to preserve and promote the public welfare. We hope this is a helpful guide for all of our customers, both inside and outside City government.

We are dedicated to providing responsive, timely and courteous service for our City departments and the community by:

- Complying with all State laws, local ordinances and administrative procedures that govern the City's purchasing process;
- Buying competitively and wisely to maximize the value of every dollar;
- Supplying City operations with an uninterrupted flow of materials and services from reliable vendors;
- Promoting good relations with vendors;
- Training and developing highly competent personnel who are motivated to make the City, as well as Purchasing, succeed;
- Striving toward greater efficiency and more competitive pricing through the centralization of all purchasing and receiving functions in one City agency;
- Ensuring accountability and fairness in every aspect of the purchasing process;
- Promoting fair dealings which will result in obtaining the maximum value.

Bids & RFPs

Businesses interested in working for the City should register with DemandStar. The City of North Port uses DemandStar to distribute automatic solicitation notices to all interested businesses.

Businesses who have subscribed to DemandStar are notified by fax or email whenever a Request for Bid, Request for Proposal, Request for Qualifications or Request for Quote has been issued for the commodity or service offered by the vendor.

The City of North Port utilizes DemandStar for compiling an automated vendor list. The list categorizes each vendor by commodity codes for the specific goods or services which they have selected. Demandstar generally charges a fee to its members for their services. If you are interested in receiving free notification solely for the City of North Port's solicitation documents, please contact them directly at 1-800-711-1712 with your request.

View current formal solicitation opportunities (\$35,000 and over) at www.demandstar.com and on the City's website at www.cityofnorthport.com.

Neighborhood Development Services

Katrina Romano – Business Manager
941-429-7188

kromano@cityofnorthport.com

Community Outreach

Madison Heid – Community Coordinator
941-429-7161

mheid@cityofnorthport.com

Parks and Recreation

Cheryl Greiner – Business Svcs. Coordinator
941-429-7013

cgreiner@cityofnorthport.com

Information Technology

Vicki Edwards – IT Business Administrator
941-429-7141

vedwards@cityofnorthport.com

Fire Rescue District

Carol Hopkins – Administrative Coordinator
941-240-8158

chopkins@cityofnorthport.com

Police

Rachel Birkett - Executive Assistant
941-429-7405

rbirkett@northportpd.com

Public Works

Garrett Woods
Business Manager
941-240-8087

gwoods@cityofnorthport.com

Facilities Maintenance

Lisa Guerreiro - Staff Assistant II
941-429-3595

lguerreiro@cityofnorthport.com

Fleet Maintenance

Barbara Wolf – Staff Assistant
941-240-8532

bwolf@cityofnorthport.com

Utilities

Nicole Brown – Business Systems Admin.
941-240-8025

nbrown@cityofnorthport.com



Vendor List for Disaster Preparedness

If your firm, company, or agency would like to be included in the City of North Port Emergency and Disaster Assistance Program, please go to the City website at www.cityofnorthport.com under the Government tab – City Services – Purchasing and complete the associated documentation under the “Vendor List for Disaster Preparedness” section on the left-hand side. The documents required are the Vendor List for Disaster Preparedness Form, Conflict of Interest form, Scrutinized Company Certificate, and W9 form.

In the event of a disaster/emergency, the City of North Port could require outside emergency assistance from vendors for up to eight (8) weeks or until regular procedures could be followed.



For more information, please contact the City's Purchasing Division at: purchasing@cityofnorthport.com or (941) 429-7170.

Informal Quotes

The City of North Port has decentralized procurement depending on the threshold. Decentralized procurement refers to purchasing goods and services by all departments independently to fulfill their needs. For purchases between \$5,000.00 - \$34,999.99, City departments must provide backup documentation to the Purchasing Division.

The most common competitive method used is the informal quotation process. City Departments obtain a minimum of three (3) written quotes and provide the quotes to Purchasing for review and approval. The method of obtaining those quotes varies from department to department. If a vendor has a product or service they would like to offer the City, the best option is to contact the departments directly and offer their products or services via e-mail or scheduling an appointment with the department designee. **The Staff directory list is available on the City website at www.cityofnorthport.com.**

The City of North Port does not maintain an in-house vendor list. When a new vendor does business with the city, the applicable City department will provide the vendor with the necessary forms and requirements to complete vendor registration.



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