

Frequently Asked Questions

Q. How can I be placed on the City's approved vendor list?

The City does not maintain or keep an approved vendor list. However, you can be auto notified of business opportunities once you register at VendorLink.

Q. How do I get notified for new solicitations?

The City uses VendorLink, an online service, for notifying interested parties of solicitation opportunities. During registration you will select the commodity codes for the types of products or services you provide. You will receive an email when a solicitation matches your codes.

You can register for free at: <https://www.myvendorlink.com/common/register.aspx>.

Q. How can I find out about current solicitation opportunities for the City?

On the City website, <https://palmbayflorida.org>, under the Business Tab, select Bid Opportunities. Or can you click on the following link: www.pbfl.org/bids. You can also see these opportunities if you are registered with VendorLink.

Q. What is the difference between a QUO, IFB and an RFP?

QUO – a Request for Quote is for products or services valued under \$100,000. Award is based on price.

IFB – an Invitation for Bid for products or services valued at \$100,000 or more. Award is based on price.

RFP – Request for Proposal – is a best value procurement that evaluates factors such as qualifications and technical response, in addition to price. An RFP is scored by an evaluation team to determine rankings to recommend for award.

Q. How do I prepare a submittal?

- Read the entire document.
 - Introduction & Instructions
 - Minimum Requirements
 - Standard Terms & Conditions
 - Special Conditions
 - Scope of Work
 - Price Form
 - Insurance Requirements
 - Anticipated Timeline, Criteria – if applicable
- Read all attachments.
- Attend a pre-bid meeting if there is one.
- Follow the submittal checklist.
- Submit all required documents from the checklist.
- Any questions must be submitted via email before the deadline for questions, to the listed Procurement Agent.

- Be sure to check for and read any addenda posted to VendorLink.
- Include the proper number of copies on the solicitation checklist.
- Properly address your submittal (to include the bid name, bid # and your company name on the outside of the envelope).
- Submittal must be delivered in a sealed envelope.
- Ensure Procurement receives the submission before the deadline.
- **NO LATE SUBMISSIONS WILL BE ACCEPTED.**

Q. What are your vendor insurance requirements?

The minimum coverage limits and provisions are:

- General Liability - \$1,000,000/occurrence, \$2,000,000/annual aggregate
- Business Auto - \$1,000,000/accident, coverage for owned, hired, non-owned
- Workers' compensation – Each accident - \$100,000, disease – Policy Limit \$500,000, disease – Each employee \$100,000
- Waiver of Subrogation – required on General and Auto Liability
- Additional Insured - required on General and Auto Liability

Q. Once I submit a bid, can I withdraw it?

Yes, bids can be withdrawn any time before the bid opening by either calling Procurement at 321-952-3421 or emailing procurement@pbfl.org.

Q. Can I correct an error prior to bid opening?

Yes. Correction must be made in writing and submitted in a sealed envelope.

Q. Can I attend bid openings?

Yes, bid openings can be attended in person or by telephone. Information for all public meetings can be found on the City's website <https://palmbayflorida.org> under the Calendar tab. Then choose "Solicitation Openings" usually found on Wednesdays. Or can you click on the following link:
<https://www.palmbayflorida.org/our-city/calendar/-selcat-260>.

****Note that for most openings, only the names of the bidders are provided.**

Q. What information is available at a bid opening?

Only the bidder's names will be read aloud. In accordance with Florida Statute, sealed bids, proposals or replies received by an agency pursuant to a competitive solicitation are exempt from Public Record until Notice of Consideration is posted, or 30 days after opening, whichever is earlier.

****Note: In accordance with Florida Statute, exceptions are made for construction projects; for those projects, the Vendor's name and lump sum base bid will be read aloud.**

Q. When will I know if my bid is successful?

A notice of consideration will be posted to VendorLink five (5) business days prior to award. This notice will announce which vendor(s) the City intends to award.

Q. How will I know if my bid has been rejected?

Someone from Procurement, usually the primary contact, will call the submitter directly to inform them that their bid has been rejected, with an explanation of why it was rejected.

Q. What if a mathematical error is found in my submission?

Errors in the extension of unit prices stated in a bid or proposal, obvious errors submitted in the bid or proposal, or error in multiplications, division, addition, or subtraction in a bid or proposal may be corrected by the Chief Procurement Officer prior to award. In such cases, the unit prices shall not be changed. When bidders quote in words and in figures on items on the bid form, and the words and figures do not agree, the words shall govern, and the figures shall be disregarded. Errors must be readily apparent on the face of the bid form.

Q. How can I obtain bid results?

Bid results can be requested by emailing procurement@pbfl.org. Only the bidder's names will be given. Other results are not public record until Notice of Consideration is posted, or 30 days after opening, whichever is earlier. The tabulation sheet will be posted on VendorLink when the City issues the Notice of Consideration.

Q. If my bid isn't successful, can I talk to someone about how to do better next time?

Yes, you may call 321-952-3421 or email procurement@pbfl.org to schedule an appointment to discuss your submission.

Q. Who can I talk to about a current solicitation?

From the time the solicitation is posted until the award is made, you may only contact the Procurement Department by calling 321-952-3421 or emailing procurement@pbfl.org.

Q. How long does it take to get paid?

The City strives to pay its vendors as soon as possible, however, the City shall make payment to the vendor in accordance with the Local Government Prompt Payment Act, Chapter 218, Florida Statutes. You can also visit the City's website <https://palmbayflorida.org> under the Government tab, choose Finance, then select Accounting for more information. Or you can click on the following link: <https://www.palmbayflorida.org/government/city-departments-f-to-z/finance/accounting>.

Q. What number can I call to get more information about the Procurement process?

Contact the Procurement Department at (321) 952-3424.