



Vendor Information

About Palm Coast

The City of Palm Coast is a local government in Flagler County on the northeast coast of Florida. The City has nearly 100,000 residents and is a full-service city government offering a comprehensive list of services. City departments include Utility, Public Works, Administrative Services, Community Development, Finance, Information Technology, Parks & Recreation, Fire and Human Resources. The City of Palm Coast contracts with the Flagler County Sheriff's Office for law enforcement services.

Palm Coast was originally developed by ITT Community Development Corp. beginning in the 1970s, and it was incorporated as a City on Dec. 31, 1999. Palm Coast makes up the majority of Flagler County, which is currently one of the fastest growing counties in the state of Florida.

Facilities owned and operated by the City of Palm Coast include City Hall, the Utility Office, three water treatment plants, two wastewater treatment plants, a Public Works facility, the Palm Coast Community Center, five fire stations, and a myriad of recreational offerings that include parks, trails, a golf course, swimming pool, tennis and pickleball facilities, multiple recreation centers, and more.

City Hall is the main facility where citizens do business with the City, and is open to the public during business hours of Monday – Friday, 8 a.m. to 5 p.m.

Invoices

Invoices should be submitted to:
ap@palmcoastgov.com

Important Links

City Website:
www.palmcoastgov.com





Purchasing Procedures and Guidelines:
<http://www.palmcoastgov.com/government/purchasing>

Financial Forms:
<http://www.palmcoastgov.com/government/finance/forms>

Procurement Portal:
<https://palmcoastgov.bonfirehub.com/portal>

GovSpend Portal:
<https://www.govspend.com/>

Contact Us

-  Budget and Procurement Office
160 Lake Ave, Palm Coast FL 32164
-  Phone: 386-986-2360
-  Email: purchasing@palmcoastgov.com
-  www.palmcoastgov.com/government/departments/purchasing

Business Tax Receipt

A City of Palm Coast Business Tax Receipt is required of most persons/companies who transact or carry on business with the City. Please contact our Business Tax Receipt Division at 386-986-3774 to determine the requirements for your business. Additional information can also be found online at:
<http://www.palmcoastgov.com/government/local-business-tax-receipt>

How Formal Bidding Works

- The scope of work for a specific project is sent to the Purchasing Office by a City Department.
- The project is advertised in the News-Journal Tribune newspaper (Wednesday edition) and posted on the City's website.
- A pre-bid conference is held if necessary.
- Vendors' bid submittal is uploaded to the City's procurement portal (Bonfire) in accordance with the specific bid documents.
- Bids are publicly opened and read by staff.
- The evaluation committee reviews the submittals and scores the submissions based on the project criteria.
- Once the project has been evaluated and decision has been made the Notice of Intent to Award (NOIA) is posted on the City's procurement portal (Bonfire).
- Contract is executed.
- Notice to Proceed will be issued to begin work.

Procurement Portal

Vendors wishing to solicit business from the City of Palm Coast should register on the City's procurement portal. The procurement portal enables the City to accept and evaluate bids/proposals electronically. You must be registered on the procurement portal in order to download any solicitation documentation.

Register & view public bid opportunities:
<https://palmcoastgov.bonfirehub.com/portal>



The City of Palm Coast, Florida uses the GovSpend web tool to secure QUOTES for goods and services. This site is NOT used for bids, only for the collection of quotes for goods and services. Please register to ensure you receive notification for all requests for quotes at: <https://www.govspend.com/>

Bidding Information

✓ DON'T FORGET TO:

- Carefully review and submit all necessary documents requested in the required submittals packet (Including signed and dated addenda) through the procurement portal. Any emailed, mailed, or hand delivered submittals will not be considered.
- Advise us if you are experiencing any problems with the submission process so that a mutually agreeable solution can be worked out.
- Be timely with both your bid submittals and with your eventual invoices.
- Submit all questions regarding the project via the procurement portal.

✗ PLEASE DO NOT:

- Contact the City Council, City Manager or staff members, other than the noted contact person in the Central Services Division prior to the Council's vote on the solicitation response.
- Provide goods/services without a Purchase Order from the City.
- Respond to solicitations for which your company cannot provide the required goods, services, insurance or bonds.
- Provide substitute products, services and/or terms and conditions in a manner contrary to the instructions in the original solicitation.
- Ask to change your prices after the City opens your submittal.
- Offer Gifts—NO GIFTS ACCEPTED

Registering as a Vendor

Once a vendor is selected to do business with the City, the vendor will receive an email invitation to register as a vendor for the City.

Vendors wishing to solicit business from the City of Palm Coast should initially register on the City's Procurement Portal and the Quote Portal (GovSpend). This will allow them to receive notices of all solicitations from the City.

Please note that you may also be required to register with the State of Florida through www.sunbiz.org

Local Bid Preference Policy

The City has a Local Bid Preference Policy designed to aid local vendors. The Policy allows Local Vendors to be awarded a solicitation if their cost to is within 3%-5% (depending on amount) up to total of \$20,000. Preference is given first to a vendor/contractor with a business address located within the City of Palm Coast. If no vendors/contractors with a local business address respond to a solicitation, preference is then given to vendors/contractors with a business address located within Flagler County. Purchases that are funded in whole or part by assistance from any federal, state, or local agency that disallows local preference are exempt.