



PALM BEACH  
*Gardens*

**City of Palm Beach Gardens  
10500 N Military Trail  
Palm Beach Gardens, Florida 33410**



## **HOW TO DO BUSINESS WITH PALM BEACH GARDENS**

Each year, the City of Palm Beach Gardens contracts with various vendors for more than \$20 million of different types of goods, services, and commodities for the benefit of the constituents of Palm Beach Gardens. The Purchasing Department is the City's central purchasing unit with the responsibility for managing the City's purchasing and contracting processes. The City welcomes and encourages qualified vendors and contractors, including local businesses, minority-owned firms, small business enterprises, veteran-owned companies, to respond to solicitations by submitting offers and proposals.

Palm Beach Gardens does not require vendors or any firm, individual or organization to register with the City in order to do business. However, vendors are encouraged to visit the City's website at [www.pbgfl.com](http://www.pbgfl.com) and join the Vendors List to receive email notifications when solicitations are advertised. City solicitations are advertised in the Palm Beach Post, and are also available on Demand Star and Public Purchase. Vendors are encouraged to visit the Demand Star and Public Purchase websites at [www.demandstar.com](http://www.demandstar.com) and [www.publicpurchase.com](http://www.publicpurchase.com) to register with those companies to receive notices of City solicitations. When a vendor is awarded a contract with the City, the Finance Department contacts the vendor to obtain a copy of the vendor's W-9 and to register the vendor in the financial system for invoice processing and payment. Vendors may choose direct-deposit for payments, as this process results in quicker payment of invoices.

Palm Beach Gardens awards contracts and agreements to responsible and responsive bidders and proposers, and whose offers or proposals represent the lowest price or best value for the City. The City has a strict **No Gifts Policy**, observes a **Cone of Silence** on all advertised solicitations, and has a **Vendor Code of Conduct**, which outline expected ethical and professional behavior. The Purchasing Department also reviews vendor performance on City contracts, and other public entity contracts, in arriving at a determination if a bidder or proposer meets the definition of a responsible vendor and may be recommended for award.

For more information on the City's purchasing policies and procedures, and to learn more about doing business with Palm Beach Gardens, please visit City's website at [www.pbgfl.com](http://www.pbgfl.com) or telephone (561) 799.4197 to speak directly with the Purchasing Department.

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