

How to do Business with the Town of Davie

Vendor Information Guide

Town of Davie Purchasing Thresholds

Purchases between \$2,500.01 - \$25,000	Purchases of \$25,000.01 or more
<ul style="list-style-type: none">• Price Quotes – A minimum of three quotations if available• Invitation to Quote (ITQ) or DemandStar Quotewire	<ul style="list-style-type: none">• Formal Sealed Bids/Proposals/Qualifications• ITB (Invitation to Bid), RFP (Request for Proposals), RFQ (Request for Qualifications)

Departments at the Town of Davie

Parks & Recreation

Fire

CRA

Community Development

Budget & Finance

Utilities

Code Enforcement

Building

Engineering

- ▶ Public Works & Capital Projects
- ▶ Police Department
- ▶ Information Technology
- ▶ Town Clerk
- ▶ Planning & Zoning
- ▶ Human Resources & Risk Management
- ▶ Fleet Management
- ▶ Administration

*= Represents approximately **\$36 million** in spend per year*

Q: Where do I discover quoting/contracting opportunities?

A: The Town's Purchasing website

davie-fl.gov/purchasing →

Click "Bid Notice Board"

on left-hand side.

The screenshot shows the official website of the Town of Davie, Florida, specifically the Purchasing Division page. The header includes the town's logo and a navigation menu with links for Government Services, Community, Business Resources, and How Do I... A search bar is located in the top right corner. The main content area is divided into a green sidebar on the left and a white main area on the right. The sidebar contains links for Bid Notice Board, Register for Bid Notifications, Supplier Central, Core Values & Guiding Principles, Active Contracts, Professional Affiliations, and Contact Us. The main area features a breadcrumb trail, the title 'Purchasing Division', a welcome message, a mission statement, a vision statement, and a values statement. A 'Purchasing News' section is also present. The right-hand sidebar provides contact information for Brian O'Connor, C.P.M., Procurement Manager, including an email address and phone number. It also lists the physical address, hours of operation, and links for directions and a directory.

SEARCH...

Town of DAVIE Florida

GOVERNMENT SERVICES COMMUNITY BUSINESS RESOURCES HOW DO I...

Home » Government » Departments/Divisions » Purchasing

Purchasing Division

Welcome to the Town of Davie Purchasing Division!

Mission: The mission of the Purchasing Division is to provide for fair and equitable treatment of all persons involved in public purchasing by the Town; to maximize the purchasing value of public funds in procurement; and to provide safeguards for maintaining a procurement system of quality and integrity.

Vision: The Purchasing Division strives to join with vendors and Town departments to secure quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially.

Values: To support the Town's and Budget & Finance Department's overall mission to safeguard the Town's financial resources and ensure adherence to our fiduciary responsibilities.

For any questions in regards to Current Solicitations please email bids@davie-fl.gov.

Purchasing News

The Town of Davie now posts formal and informal solicitations on DemandStar! [Click here to be directed to our DemandStar landing page.](#)

Contact Us

Brian O'Connor C.P.M.
Procurement Manager
[Email Brian O'Connor](mailto:Brian.O'Connor@davie-fl.gov)
Phone: 954-797-1016

Purchasing

[Email Purchasing](#)

Physical Address

6591 Orange Drive
Building B - Purchasing
Davie, FL 33314

[Directions](#)

Hours

Monday - Friday
8:30 a.m. - 5 p.m. Eastern Time

[Directory](#)

Tip: The website's **Notify Me** feature will allow your business to choose from one of the following options in order to receive opportunity notifications:

- **Building & Roadway Construction**
- **Consumables & Equipment**
- **Police, Fire & Rescue-Related**
- **Professional Services**
- **All Other Services and Products (Miscellaneous)**



[Click here for a quick demo: https://www.davie-fl.gov/bids.aspx](https://www.davie-fl.gov/bids.aspx)

Q: What is DemandStar?

A: Many public agencies utilize DemandStar in order to notify businesses and their suppliers of quoting/contractual solicitation opportunities.

Login | Register

DEMANDSTAR
by ONVIA

Home My DemandStar Buyers Suppliers Account Info FAQs
About Onvia Investor Relations

MEMBER LOGIN
Username

Password
 GO
Forgot your Username / Password?
New to DemandStar? Create Profile

ONVIA RESOURCES

- Resource Hub
- Market Research
- Blog

SEE ALL YOUR OPPORTUNITIES


Market SnapShot

CONNECTING BUSINESS AND GOVERNMENT TO OPPORTUNITIES ONLINE

DO YOU WANT TO SELL TO GOVERNMENT?
Connect your business to the 21st century of government procurement - search sales leads online from nearly 400 agencies nationwide and submit your bids and proposals over the Internet. **Subscribe now!**

ARE YOU A GOVERNMENT AGENCY?
Reduce costs and save money by increasing competition for your bids, quotes and RFPs.

VIEW BID OPPORTUNITIES
View current DemandStar bid opportunities in your area -- or across the country -- that match your products and services.

DemandStar Customer Support
Suppliers: DemandStar@onvia.com
Government Agencies: AgencyServices@onvia.com

New Agencies in the Onvia Network:
Oakland Housing Authority, CA
Rockford Housing Authority, IL
City of Orange City, FL
City of Polk City, FL
City of Sebastian, FL
College of Central Florida, FL
Juvenile Welfare Board of Pinellas County, FL
Manatee County Port Authority, FL
St. Johns County VCB, FL
Suwannee County BOCC, FL
Town of Southwest Ranches, FL
Town of Surfside, FL
Village of Key Biscayne, FL
Village of North Palm Beach, FL
DeKalb County School District, GA
City of Nixa, MO
City of Peculiar, MO
Bucks County Free Library, PA
BlackHawk Technical College, WI
Milwaukee Area Technical College, WI

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[Click here for a quick demo of DemandStar](#)

Q: How can I find out about upcoming opportunities?

A: Visit the Town's Supplier Central website. This is where we post upcoming bids/quotes, forms and event information.

Things to remember before submitting your Quotations/Bids/Proposals

- Fill out all forms
- Sign all forms – especially the bid form!
- Be consistent
- Use the correct agency name & spell it correctly
- Check your mathematics
- Know your competition
- Check in with listed references
- Are required attachments included? (Addenda! Bid bond!)
- Double check **everything** before packaging

Local Preference

- In 2011, the Town Council enacted a Local Preference ordinance for both informal and formal solicitations.
- **“Local Davie Vendor”** = A person or business entity which has maintained a permanent place of business with full-time employees within the Town limits for a minimum of six months prior to the date of issuance of a bid or proposal solicitation. **(5% evaluation credit)**
- **“Local Broward County Vendor”** = A person or business entity which has maintained a permanent place of business with full-time employees within Broward County limits for a minimum of six months prior to the date of issuance of a bid or proposal solicitation. **(2.5% evaluation credit)**

Piggybacking

- **“Piggybacking”** is a form of intergovernmental cooperative purchasing in which an entity will be extended the pricing and terms of a contract entered into by a larger entity. A larger entity will competitively award a contract that will include language allowing for other entities to utilize the contract which may be to their advantage in terms of pricing, thereby gaining economies of scale that they normally would not receive if they competed on their own. *(Source: NIGP.org)*
- *If your company has a “piggyback-able” contract – it can be helpful to let your Town contact know about that.*

Cooperative Purchasing

- **Cooperative Purchase** = The Town provides usage and quantity information to a lead agency that competes the product/services on behalf of all the participating agencies.
- Agencies collectively achieve purchasing power to save money and administrative resources.
- Enhanced quantities and coverage areas provides vendor exposure and makes the contract more worthwhile for bidders.
- The Town is a member of the Southeast Florida Governmental Purchasing Cooperative Group. Visit www.nigpsefl.org for more info on contract expiration dates and lead agencies.

Fundamentals of Sound Public Procurement Practice

Economic

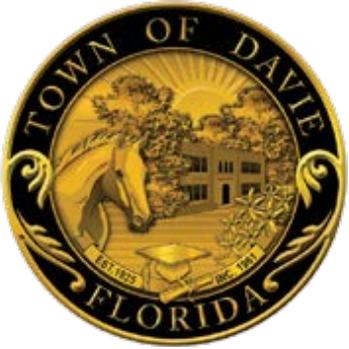
- Best value through competition
- Best value for the dollars spent – public funds

Equitable

- Fair and equitable contracting opportunities for vendors
- Qualified vendors have access to municipal market

Transparent

- Public confidence
- Improved ethical conduct
- Maximum disclosure benefits the public



Town of Davie Purchasing Division Contact Information

[HTTPS://WWW.DAVIE-FL.GOV/PURCHASING](https://www.davie-fl.gov/purchasing)

PURCHASING GENERAL EMAIL: PURCHASING@DAVIE-FL.GOV

EMAIL FOR BID INQUIRIES: BIDS@DAVIE-FL.GOV

TELEPHONE NUMBER: (954) 797-1016

THE PURCHASING DIVISION IS LOCATED AT DAVIE TOWN HALL 6591 ORANGE DRIVE, DAVIE, FL 33314 AT THE BACK OF BUILDING "B". OUR BUSINESS HOURS ARE MONDAY – FRIDAY 8:30 AM – 5:00 PM.