

Solid Waste Authority of Palm Beach County

SOLID WASTE AUTHORITY OF PALM BEACH COUNTY



VENDOR GUIDE

*Solid Waste Authority
of Palm Beach County*
7501 N. Jog Road
West Palm Beach, FL 33412

Purchasing Services
561-640-4000 ext. 4520

Hours: 8 a.m. to 5 p.m. M-F





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**How To Do Business
with the
Solid Waste Authority
of
Palm Beach County**



YOUR PARTNER FOR
SOLID WASTE SOLUTIONS

Dear Vendor:

The Purchasing Services Department for the Solid Waste Authority of Palm Beach County is responsible for all aspects of the Authority's centralized procurement process. Our objective is to acquire needed goods and services as efficiently and inexpensively as possible, while assuring fair and equal opportunity to all qualified vendors.

We are pleased that you are interested in becoming a supplier of goods and/or services to the Authority. In order for your firm to be considered for future solicitations please complete and submit the following documentation:

- A completed Vendor Registration Form with name and address as it appears on your invoices
- A copy of your W-9 form
- A copy of your current certification(s) as Minority/Woman/Small Business Enterprise, if applicable. Certification from any local or state governmental entity is acceptable

It is your responsibility to update your vendor registration information as necessary to ensure the information remains accurate and complete at all times. Your registration will be valid for three years from the date of application. The registration is provided as a courtesy only. Registration does not guarantee that you will receive all bidding opportunities and does not legally entitle a vendor to any particular solicitation. To receive notifications of Business Opportunities you must enter the commodity codes for all of the goods and services you are able to provide. Vendors are urged to check the local legal notices and our website at www.swa.org for contract opportunities.

Should you have any questions regarding the completion of this application, or any questions about the Authority's Purchasing Services Department, please call (561) 640-4000, extension 4520.

Thank you for your interest. We look forward to a mutually beneficial relationship.

Sincerely,

Saundra L. Brady, M.P.A., CPPB
Director Purchasing Services

TABLE OF CONTENTS

Preface.....	6		
Internet Site	7		
Purchasing Telephone Numbers	7		
How to Receive Notifications	8		
Bidders List			
Changes in Vendor Information			
Qualification of Bidders			
Publication of Solicitation			
Methods of Procurement	9		
Formal Solicitations			
Sealed Bid			
Two-Step Bid			
Negotiated Procurement			
Request For Proposal (RFP)			
CCNA Request For Proposal/Request For			
Qualification (RFP/RFQ)			
Construction Bid			
Alternative Method			
Verbal/Telephone or Written Quotes			
Personal Services Agreement (PSA)			
Blanket Purchase Order (BPO)			
Field Purchase Order (FPO)			
Special Requirements for Solicitations... 10			
Pre-Bid Conferences			
Bid Deposits			
Performance and Payment Bonds			
Insurance			
Samples and Testing			
Addenda			
Local Preference			
Small Business Enterprise			
		Special Requirements for Solicitations	
		Cont'd	11
		Contents of Solicitations	
		Adherence to Specifications	
		Public Entity Crimes Act	
		Public Records	
		Errors in Bidding	
		Bidding Offer	
		How Are Awards Made.....	12
		Acceptable Bids	
		Requestor Concurrence	
		Awards	
		Tie Bids	
		Rejection After Bid Opening	
		Vendors' Responsibility After Award....	12
		Contract Performance	
		Non-Performing Vendors	
		Change Orders and Modifications	
		Surplus Property	12
		Safety Standards.....	13
		Invoice and Payment Procedures	13
		Non-Binding Nature of this	
		Publication	13
		Information For Vendors.....	14
		Commercial Recycling.....	15



PREFACE

If you sell a commodity or service, you may find a market at the Solid Waste Authority of Palm Beach County (Authority). Purchasing Services contracts for more than \$200 million in goods, services and construction each year.

Since the principal objective of Purchasing Services is the acquisition of quality goods and services at the lowest cost, we are constantly seeking new sources of supply.

It is easy to do business with the Authority. All purchases are made through a comprehensive system of specifications and competitive solicitations, which assures that contracts are awarded to the lowest responsive, responsible bidders that comply with specifications, terms and conditions and have the capacity to deliver.

This pamphlet has been prepared to acquaint you with information you will need in order to bid for the Authority contracts.

The information set forth is intended as a general guide. You may have questions relating to your firm that are not answered in this booklet, if so, please call or write:

**Solid Waste Authority of Palm Beach County
Purchasing Services
7501 North Jog Road
West Palm Beach, FL 33412**

561-640-4000 ext. 4520



INTERNET SITE

Visit Purchasing Services online at: www.swa.org

Here you will find notices for all Contract Opportunities, Invitation for Bids (IFB), Request for Proposals (RFP), Request for Qualifications (RFQ), and Request for Information (RFI) that are presently being solicited.

The Vendor Registration site includes an up-to-date list of all members of Purchasing Services, including their position, phone numbers, e-mail addresses and a brief description of what the individual professionals procure. You will also find:

- On-line Vendor Registration section that will start the registration process for any individual or vendor wishing to do business with the Authority.

- Contract Opportunities
- Awarded contracts
- Notice of meetings
- Small Business Enterprise Policy
- A complete up-to-date copy of this pamphlet, *How to Do Business with Solid Waste Authority of Palm Beach County*.

If you have suggestions on how we can improve our site to better serve you, please drop us a line or an e-mail to: mkane@swa.org

Our website is continually updated. For the latest information, please check the Authority's Purchasing Services home page.

PURCHASING SERVICES PHONE NUMBERS

Solid Waste Authority Main Telephone Line: 561-640-4000

Title	Extension
Director	4522
Procurement Manager	4526
Contracts Specialist	4527
Purchasing Supervisor	4528
Buyer	4524
Purchasing Specialist	4520

See page 14 for additional Purchasing information

HOW TO RECEIVE NOTIFICATIONS

Bidders List: Purchasing Services maintains a list of potential bidders. If you wish to be included in a “Bidders List” for products and services you offer, please contact our office.

You will be asked to complete the Vendor Registration Form (VRF) which can be found online at www.swa.org. Click on Purchasing Services and then Vendor Registration. You can print the form fill it out and mail to the Authority. After receipt of the VRF the name of your firm will be added to the Authority Bidders List. When the Authority solicits goods/ services that match those for which you have registered, every reasonable effort will be made to notify your firm of such solicitation. However, the Authority has no legal duty to do so. No guarantee or warranty is made that you will be notified of any particular solicitation.

Changes in Vendor Information: It is your responsibility to keep Purchasing Services informed of subsequent changes that should be made to your registration information. Incidental correspondence and/ or bids received with different addresses will not be considered as requests for changes. Changes in vendor information on file with the Purchasing Services (such as company name, address, or services, supplies and equipment you wish to furnish) can only be accomplished by contacting the Purchasing Services Office in a written communication that includes your federal ID number, company name, address, telephone number, and information to be changed on your communication.

Qualifications of Bidders: Qualifications of bidders are not reviewed before they are placed on a Bidders List. Therefore, placement on a Bidders List does not mean that Purchasing Services considers your firm a “responsible” bidder. Purchasing Services reviews “responsibility” on an individual bid-by-bid basis.

How to Obtain Solicitations

Publication of Solicitations: In addition, solicitations can be viewed, downloaded, and printed from the web site: www.swa.org. You may learn of a bid request from advertisements in the following publications: *El Latino Semanal, The Palm Beach Post, PBC Channel 20 and PBC Resource Center; Trade Associations, Reed Construction Data, iSqFt Planroom, Central Florida Builders Exchange, McGraw-Hill and Bid Net*. You may also obtain a Bid Solicitation by visiting or calling SWA Purchasing Services at **561-640-4000, ext. 4520/4527**. When you request your **bid documents, please provide Bid Number, Title and Opening Date**. This information appears in all advertisements, solicitations and notices. Note that for certain construction bids, the web site includes only “notification” of bids along with instructions on how to obtain the bid documents. Addenda to bids are also noted on the web site.

No formal published advertisements are made for quotation requests. However, these solicitations are distributed to a number of vendors on our Bidders List.

All vendors are advised that the Authority is under no obligation to distribute Invitation For Bids, Request For Proposals, etc. to any vendor and the Authority disclaims any liability/ responsibility for doing so/or not doing so. All vendors must check public notices to determine when the bid responses are to be submitted.

BID OPENING

All solicitations are opened at the indicated time and date in public, and read aloud at the Authority’s Administrative Building. Bid Tabulation becomes available for public inspection and online at www.swa.org.



METHODS OF PROCUREMENT

The specific methods to be employed to satisfy the requirement for full and open competition are:

Sealed Bid — A method of competition in contracting used where there exist definitive specifications or a statement of work with price being the principal deciding factor for award.

Two-Step Bid — A modified form of sealed bid competition where a definitive specification or statement of work cannot be initially produced. Contact with prospective bidders, via RFI, would be required to reach a level of understanding of the proposed acquisition without discussion of price. After discussions, pricing data would be submitted by sealed bid with price being the principal deciding factor for award.

Negotiated Procurement — A method of contracting utilized when it is determined that the vendor is a sole source or when competitive bidding has failed to produce acceptable results.

Request For Proposal (RFP) — A method of seeking competition for complex goods and services when sealed bidding is neither practical nor advantageous to the Authority. Price data would be one of several determining factors in making the award.

CCNA Request For Proposal/Request For Qualification — A type of RFP/RFQ defined by the State of Florida under F.S. 287.055, known as “Consultants’ Competitive Negotiation Act” (CCNA). It is utilized specifically to select professional architect, engineer, landscape architect, or land surveying services. It is a two-step method with selection of vendor made by merit, followed by negotiation of a contract with the most qualified firm.

Construction Bid — A specialized type of sealed bid used for construction projects.

Alternative Method — A modification or combination of the methods described above defined by the Director of Purchasing Services at time of need. The method shall abide by the principles of open advertised competition and the award shall be to the firm that can provide the best value in goods or services to the Authority.

Verbal/Telephone or Written Quotes:

<\$5,000 no competition required.

\$5,000.01—\$20,000 verbal / telephone or written quotations with a minimum of three (3) vendors.

Written Quotations \$20,000.01 up to and including \$50,000 — Written quotations on an acceptable vendor form or an Authority quotation form shall be obtained from a minimum of three (3) responsible vendors, or solicitation through “mini” Request for quotation.

Personal Services Agreement (PSA) (non-CCNA) up to \$20,000: PSA may be utilized for contracts for professional services. PSA shall not require competition.

Formal Solicitations \$50,000 and up: Acquisitions in this category shall require full and open (advertised) competition before award and a formal official opening of solicitations viewed by witnesses at a prescribed time and date, except for those expressly exempted by the Executive Director or Director of Purchasing Services.

Blanket Purchase Order (BPO) up to \$20,000: This method is used to establish a relationship with a vendor for repetitively purchased goods and services. BPO shall be established via competitive procurement based on the estimated twelve-month dollar value of the request. A BPO shall not require competition if its value does not exceed \$5,000 per quarter and \$20,000 (\$5,000 x 4 quarters) per fiscal year.

Field Purchase Order (FPO) up to \$1,000: FPO is designed to make limited value non-recurring purchases of goods and services which do not require a formal purchase order.

SPECIAL REQUIREMENTS FOR SOLICITATIONS

Many solicitations are for specialized products or services and contain requirements designed to meet specific needs. The following are some of the more common special requirements:

Pre-Bid Conferences — Pre-Bid Conferences are designed to give you, the vendor, the opportunity to meet procurement professionals, ultimate users, as well as examine and discuss specifications, solicitation conditions, and delivery information. We welcome and value your input on these matters, and we encourage your attendance. If attendance is mandatory, bidders must attend or be disqualified.

Bid Deposits and Performance and Payment Bonds — Bid surety is designed to assure that bids are presented in good faith and unconditionally and may not be unilaterally withdrawn. Performance and Payment surety assures that a contract will be faithfully performed and paid for all supplied labor and materials.

Security is recognized as a possible impediment in your bidding and is not required on the majority of purchases made by the Authority. If security is required, the specific conditions contained in the solicitation will indicate the kind and amount of security. **If a bid bond security is required with the solicitation, the solicitation cannot be considered without it.**

Bid Deposit: Cash, money order, a bid bond executed by a surety company, certified check, cashier's check or bank draft of any national or state bank, or unconditional letter of credit may be required to be submitted with your bid as bid security. **A personal check or a company check of a bidder shall not be deemed a valid bid security.**

Performance and Payment Bond: The surety company acting as surety must appear and remain on the Treasury Department's most current list (Circular

570 as amended) during the project, guarantee and warranty periods, shall be licensed to act as surety in the State of Florida, shall be issued by a surety company fulfilling the provisions of Florida Statute 287.0935, and shall be subject to the Authority's approval.

Insurance — Whenever a solicitation requires you to provide insurance, the low bidder must provide this before Purchasing Services will issue a purchase order or vendor is allowed to perform any service or deliver any products. It will be necessary for you to furnish a certificate evidencing the insurance coverage required. All insurance requirements will be provided to all interested bidders.

Samples and Testing — Purchasing Services may require samples of goods being bid. If such a request is made, all samples must be furnished free of charge (including delivery charges) and will be returned at the vendors' request if not destroyed in testing.

Addenda in the Solicitation Process — During the course of a formal written solicitation procedure, changes may take place affecting the terms and conditions or the specifications of the solicitation. In these instances, vendors on the bidders list for a particular solicitation will be notified of an addendum. These changes become an integral part of the solicitation and may be required to be signed and returned with the submittal. Addenda and/or addenda notifications for all solicitations are also posted on the Purchasing website at www.swa.org.

Local Preference — All vendors located within Palm Beach County and providing a service within the County may be qualified for Local Preference.

Small Business Enterprise — The Governing Board of the Authority has set 15% as the Authority's goal for Small Business Enterprise (SBE) for participation in contracts and purchases. The goal is to encourage doing business with SBE'S certified



SPECIAL REQUIREMENTS FOR SOLICITATIONS cont'd

by other governmental entities (the Authority does not have a certifying office).

Contents of Solicitations: The solicitation package contains the specifications for the commodity, service or construction being procured and the terms and conditions governing the solicitation. If the solicitation is awarded to you the contract is issued either in the form of purchase order governed by the terms and conditions of the solicitation or in the form of actual contract.

Adherence to Contract Terms, Conditions and Specifications: Submitting a bid in response to a solicitation obligates you to honor your bid price and to meet the Authority terms and conditions for the full term of the contract. Your bid must remain valid for a certain period identified in the solicitation from the date of submission. Manufacturers' names, trade names, brand information and/or catalog numbers listed in a specification are for information and to establish the quality level desired. They are not intended to limit competition. If bids are based on equivalent products, indicate in the bid the manufacturer's name and catalog number. You should submit with your bid complete descriptive literature and/or specifications. You should also explain in detail the reasons why and how the proposed equivalent will meet the specifications, and not be considered an exception. Please submit adequate proof to substantiate this claim. The Authority reserves the right to be the sole judge of what is equal and acceptable. Bids that do not comply with these requirements are subject to rejection. If you fail to name a substitute, it will be assumed that you are bidding on goods identical to the bid standard. You will be required to furnish identical goods.

Public Entity Crimes Act: Pursuant to F.S. 287.133. (2)(a): "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or

reply on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for Category Two for a period of 36 months following the date of being placed on the convicted vendor list".

Public Records: Upon award recommendation any material submitted in response to the solicitation will become "public record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Public Records Law).

For questions regarding the solicitation, contact the procurement professional whose name appears in the solicitation.

Errors in Bidding: Your bid is your firm offer to enter into a contract with the Authority. However, if you discover that you have made an honest mistake in your bid, which can be supported by proof that has evidentiary value, you must notify the Director of Purchasing Services immediately. The Director of Purchasing may grant or deny relief on a case-by-case basis and in the exercise of professional discretion.

Bidding Offer: Submitting a bid in response to a solicitation obligates you to honor your bid price and to meet the Authority's terms and conditions. Your bid must remain valid for a certain period identified in the solicitation from the date of bid opening.

HOW ARE AWARDS MADE?

Acceptable Bids: After bids are read and tabulated, they are analyzed by Purchasing Services to determine the lowest responsive and responsible bid that meets specifications. To be responsive, a bidder must complete all applicable portions of the bid as instructed. Omission of signature, or any crucial requirement, will result in automatic bid disqualification.

In addition, all bids must meet the minimum acceptable quality level as stated in the specifications. Failure to meet the specifications will also result in disqualification of the bid. Quality that exceeds that specified will not be given special consideration in determining the low bidder. Although the time varies, analysis and award is normally completed within 7 days.

Requestor Concurrence: The Requestor will also provide input into the procurement professional's recommendation for award in the form of a

"concurrence" as to the low responsive and responsible bidder.

Awards: All awards are awarded either by the Director of Purchasing Services or by the Governing Board of the Solid Waste Authority.

Tie Bids: It shall be the policy of the Authority to give procurement/contracting preference to certain firms meeting specific criteria. Preference shall be given in order of precedence as follows:

1. Drug-Free Work Place Preference (in accordance with Florida Statute 287.087)
2. Local Presence Preference
3. Small Business Enterprise Preference
4. Coin Toss in the case of tie bids

Rejection After Bid Opening: As the best interest of the Authority may require, at its sole discretion, the right is reserved to reject any or all bids.

VENDOR'S RESPONSIBILITIES AFTER AWARD

Contract Performance: After you have been awarded a contract, the acceptance of your delivery is conditional upon inspection by the receiving party and its certification that you have fully complied with the terms of the contract. This includes, but is not limited to, on-time delivery of the exact items described in the purchase order.

Non-performing Vendors: In order to guarantee the contract price and ensure delivery of needed products and services, the Authority reserves a contractual right to terminate the contract of non-performing vendors. If a vendor fails to deliver in accordance with the terms and conditions, or otherwise breaches the

contract with the Authority, the non-performing vendor may be prohibited from doing business with the Authority for a time period determined by the Director of Purchasing Services, along with any legal action deemed appropriate.

Change Orders and Modifications: Occasionally, after a contract has been awarded, changes occur in either price or performance. If the contract provides for modifications, it is done by a written change order, which is sent to the vendor.

Please note that the contract will specifically state the circumstances under which changes are allowed.

SURPLUS PROPERTY

Vehicles and a wide variety of miscellaneous equipment surplus by the Authority are sold to the public by sealed bid, live or public auction.

Prospective buyers are encouraged to place their names on the Bidders Lists to be notified of surplus bids when items become available.



SAFETY STANDARDS

Occupational Health and Safety

The bidder warrants that the product/services supplied to the Authority shall conform in all respects to the standards set forth in the Occupational Safety and Health Act 1970, as amended, and the failure to comply with this condition will be considered as a breach of contract.

Bidder, as a result of award of the bid, shall furnish to Purchasing Services a Safety Data Sheet (SDS). The safety data sheet shall be provided with initial shipment and shall be revised on a timely basis as appropriate.

INVOICE AND PAYMENT PROCEDURES

The Accounting Department is responsible for ensuring that all legal and procedural requirements have been met before authorizing payments to vendors. In order to facilitate the timely processing of payments to vendors, the Accounting Department must have a proper invoice.

PROPER INVOICE

The Florida Prompt Payment Act provides that the Authority may set forth the requirements for an invoice to be a proper invoice. The requirements of a proper invoice shall be as set forth in the agreement or contract governing the purchase.

The Accounting Department must also have authorization from the using department purchasing the goods or services in order to pay amount invoiced.

Mail all invoices to:
Solid Waste Authority
Accounts Payable
7501 N. Jog Road
West Palm Beach, FL 33412

Payment to vendors is initiated by the department purchasing the goods or services from the vendor. Therefore, inquiries regarding payment of invoices shall initially be directed to the receiving department. Generally, invoices will be paid 30 days after the date of receipt of a proper invoice by the Accounting Department.

NON-BINDING NATURE OF THIS PUBLICATION

This publication is designed solely to provide general summary information to those wishing to conduct procurement business with the Solid Waste Authority of Palm Beach County. It is not binding in either a legal or regulatory sense. The procurement activity of the Authority is performed in accordance with the applicable laws, the Authority Procurement Policy, and

other applicable rules and regulations which govern the information in this publication notwithstanding.

This publication does not have the force or effect of any law, rule or regulation, and should not be relied upon by bidders in determining their actions or conduct.

INFORMATION FOR VENDORS

The Solid Waste Authority of Palm Beach County welcomes the opportunity to do business with interested firms in the community. SBE participation is encouraged.

We hope this information will foster your participation in our procurement process.

We are proud of our professional staff. The following personnel can be contacted at (561) 640-4000 regarding their areas of expertise. Our FAX numbers are 561-640-3400.

Saundra L. Brady, M.P.A., CPPB
Extension # 4522
E-mail: sbrady@swa.org

Director Purchasing Services

Procurement Manager

Construction and Professional Services, SBE Coordinator

Purchasing Supervisor

Major Commodities:

- Autos and Trucks
- Heavy Equipment
- Maintenance and Material
- Handling Equipment

- Building Materials
- Trade Services
- Grounds Maintenance
- Fuel and Lubricants
- Towing Services

Buyer

Major Commodities:

- Office Supplies and Equipment
- Temporary Personnel
- Safety Equip and Services
- Equipment Rental
- Fencing
- Furniture
- Hazardous Waste Disposal Services

- Uniforms
- Janitorial Service and Supplies
- Printed Materials and Media
- Promotional Items
- Communications
- Computers & Related Services
- Scales Service & Equipment

Contract Specialist

Processing of Construction and Professional Services Bids, RFQs, RFPs and Contracts

Purchasing Specialist

Processing of Commodities and Trade Services Bids and Purchase Orders

WE LOOK FORWARD TO DOING BUSINESS WITH YOU



SWA is your source for Commercial Recycling

Need help in making the recycling program at your business a success?

The Solid Waste Authority of PBC has qualified recycling professionals who will come to your place of business. These specialists are trained to help you start or restart your onsite commercial recycling program.

One of our goals is to keep as much material out of the waste stream as possible. By reducing, reusing and recycling your waste, you will help us achieve this goal.

Call 1-866 NEW BINS (639-2467) today!

Please recycle...

Office Paper
Building Plans
Envelopes/Folders
Flattened Cardboard
Boxes

Beverage Cartons /Cans
Dry Food/Tissue Boxes
Unwanted Mail
Newspapers

Magazines and Catalogs
Shredded Documents
Beverage Bottles



Call: 1 866 NEW BINS

THANK YOU FOR YOUR INTEREST IN
DOING BUSINESS WITH THE
SOLID WASTE AUTHORITY
OF
PALM BEACH COUNTY



WWW.SWA.ORG

561.640.4000