



How to do business with the City



Topics

Brief overview of City Purchasing

Procurement requirements

Types of Business Enterprise Programs

Program requirements & benefits

How to get certified



Purchasing Office Role

- To assist departments with obtaining the materials, goods and services they need to operate.
- To ensure items and services are purchased in a price competitive environment.
- To ensure that the purchasing process is fair to vendors.

Purchasing Policy Overview

- The City of Pensacola uses a partial decentralized purchasing system.



Requirements by Spending Levels

- [\$0-\$500]- Multiple quotes not required, but encouraged.
- [\$501-\$10,000]- Require at least 3 quotes, if practical.
- [\$10,000- \$100,000]- Require at least 3 quotes, if practical.
- Formal bid may be beneficial if specifications are technical.

Requirements by Spending Levels

\$100,001 and Above

- Formal bid recommended and preferred.
- Bid is posted on web sites and advertised in newspapers (**Notifications: Demandstar & Florida Online Bid System**).
- Responses are delivered directly to Purchasing Office in a sealed envelope.
- Deadline is established for responses. No responses accepted after deadline.
- Bids are opened publicly.

Bid Notification with the City of Pensacola

www.cityofpensacola.com/purchasing

The screenshot shows the City of Pensacola Purchasing website. On the left is a dark blue sidebar with navigation links: 'Current Bids/RFPs', 'Bid Services', 'Purchasing Links', and 'Minority/Women Business Enterprise (M/WBE) Program'. A red arrow points from the 'Current Bids/RFPs' link to the 'Purchasing' section header. The main content area has a breadcrumb trail: 'Home > City Government > Departments & Divisions > Purchasing'. Below this is the 'Purchasing' section header, followed by 'RESPONSIBILITIES' and a paragraph about staff duties. A second paragraph mentions the Small Business Enterprise (SBE) Program. Under 'Solicitations', it lists ways to obtain bid solicitations: 'Accessing Bids Online', 'Calling or faxing', 'Contacting us via Email', and 'Picking up the documents at City Hall'. On the right is a 'CONTACT US' section featuring a photo of George Maiberger, Purchasing Manager, with his email address and physical address. At the bottom, a yellow banner contains the text 'Sign up to receive a text message or email when new bids are added!', with a red arrow pointing to the 'Sign up' link.

Home > City Government > Departments & Divisions > Purchasing

Purchasing

RESPONSIBILITIES

Purchasing staff works with vendors, departments, and divisions to ensure that products and services ordered are of satisfactory quality and delivered in a timely manner.


Staff also works to promote the city's Small Business Enterprise (SBE) Program and provides resources for business owners and vendors interested in doing business with the city.

Solicitations

Interested parties may obtain a copy of bid solicitations by:

- [Accessing Bids Online](#)
- Calling or faxing
- [Contacting us via Email](#)
- Picking up the documents at City Hall

CONTACT US



George Maiberger
Purchasing Manager
[Email George Maiberger](mailto:George.Maiberger@cityofpensacola.com)

Purchasing
Physical Address
222 W. Main St.
Sixth Floor
Pensacola, FL 32501

[Sign up](#) to receive a text message or email when new bids are added!

Bid Notification with the City of Pensacola



Bid Postings

METHOD	LIST NAME	DESCRIPTION
	Bids	
	Requests for Information	
	Requests for Proposal (RFP)	Sign up to be notified when the City posts new Requests for Proposal.
	Requests for Qualifications (RFQ)	Sign up to be notified when the City posts new Requests for Qualifications.

GSA & State Contracts

- Federal Government and State of Florida bid out certain goods and services.
- ✓ If goods or service are listed on GSA contract or the State of Florida contract, competitive bids or quotes are not required.
- ✓ If another governmental agency awards a contract for a good or service and the vendor will honor those terms for Pensacola, the department can “piggyback” that contract.

Types of Bids

- Invitation To Bid (ITB)- A solicitation for goods/services when price (lowest and most responsive meeting specifications) determines which bidder gets the award.
- Request for Proposals (RFP)- A solicitation where price is a key factor in determining award, but other factors may be considered too.
- Request for Qualifications (RFQ)- A request for firms to provide the City with experience and qualifications to work on a project. Usually for engineering and architectural services (A&E).

Components of a Bid Package

- ✓ Advertisements- Newspaper ads.
- ✓ Cover Page- The first page of the bid package that contains basic information about the Bid/RFP/RFQ such as the name of the project, pre-bid information, bid opening information and how to get more information.
- ✓ General Conditions- Requirements and rules that govern how bid received, evaluated, and awarded.

Components of a Bid Package

- ✓ Scope of Work- A general description of the good or service that is being sought.
- ✓ Insurance Specifications- Insurance requirements that the responding vendor must meet to respond to the bid and provide the requested good or service.
- ✓ Product or construction specifications.
- ✓ Sample Contract.

Components of a Bid Package

- ✓ Construction plans (if needed).
- ✓ Drug Free Work Place Certificate.
- ✓ Federal Debarment Certification.
- ✓ Signature/Proposal page (Often where price is recorded).
- ✓ SBE, MWBE, and/or VBE Utilization documents (if assigned).

Types of Business Enterprise Programs

- Veteran Business Enterprise (VBE)
- Small Business Enterprise (SBE)
- Minority and Women Business Enterprise (M/WBE)

Veteran Business Enterprise (VBE)



- ▶ Ordinance number 09-15 is intended to increase veteran-owned business participation in the City's procurement program.
- ▶ VBE is defined as a business that has been certified by the Department of Management Services to be a certified veteran business enterprise as set forth in Section 295.187, Florida Statutes, and has a principal place of business in Escambia or Santa Rosa County.
- ▶ Businesses who wish to use this preference must be certified as a VBE no later than the date of submittal of its bid, proposal, quote or qualification statement.¹⁵ Proof of certification is required.

Florida Department of Management Services, Office of Supplier Diversity

To get started, type in Office of Supplier Diversity in your browser.

Office of Supplier Diversity (OSD) / Agency Administration ...

The **Office of Supplier Diversity's** function is to improve business and economic opportunities for **Florida's** woman, veteran and minority businesses.

Get Certified

The goal of the Office of Supplier Diversity is to increase the ...

Certified Vendor Directory

... Office of Supplier Diversity (OSD) > Certified Vendor Directory ...

Contact Us

Contact the staff in the Office of Supplier Diversity (OSD).

Recertification Information

State Certified Business Entities' certification, granted by the ...

Vendor Resources

The Office of Supplier Diversity (OSD) serves as a resource for ...

Events

The Office of Supplier Diversity (OSD) is proud to advocate for ...

[Office of Supplier Diversity \(OSD\)](#)

[COVID-19 Small Business Resources](#)

[Get Certified](#)

[Veteran-Owned Small Businesses](#)

[Events](#)

[Certified Vendor Directory](#)

[Vendor Resources](#)

[Agency Resources](#)

[Florida Advisory Council on Small and Minority Business Development](#)

[Mentor-Protégé Program](#)

[Strategic Alliance Agreements](#)

[Contact Us](#)

Get Certified

The goal of the Office of Supplier Diversity is to increase the number of Florida Certified Business Enterprises - minority-owned (MBE), woman-owned (WBE) and [Veteran-owned \(VBE\)](#). Our office works with eligible business owners to process and grant their certification as well as to ensure they are informed of the [benefits of certification](#). Our certification process includes identifying and certifying eligible Florida-based small businesses by conducting thorough and effective reviews of the submitted [required certification documents](#).

Eligibility Requirements

Below are the minimum eligibility requirements* necessary to become a woman-, veteran- or minority-owned Florida Certified Business Enterprise (CBE). If you meet these requirements, **please submit the [required supporting documentation](#)** to the Office of Supplier Diversity for review.

Your business must meet the following eligibility requirements:

- Be legally registered to do business in Florida as a for-profit organization (registration through the Department of State).
- Be based in Florida.
- Be owned and managed by a resident(s) of Florida.
- Be 51 percent owned and managed by a woman, veteran, or minority who is a U.S. citizen or permanent resident alien.
- Be engaged in commercial transactions (currently doing business).
- Be registered in [MyFloridaMarketPlace](#).
- Have a net worth of less than \$5 million.
- Have 200 or fewer full-time permanent employees.
- Have a professional license, if required by the industry, in the name of the woman, veteran, or minority business owner.

Veteran-Owned Small Businesses

Calling All Veterans: Get Certified as a Veteran-Owned Business!

The Office of Supplier Diversity (OSD) certifies veteran-owned businesses for FREE. Certification is simple and offers the following benefits:

- A listing in OSD's [Certified Vendor Directory](#);
- [Bid sharing](#) and referrals to state agencies and other organizations seeking certified businesses;
- **Exclusive emails** containing contract and networking opportunities, special [events](#) and training announcements; and
- **Free online recertification** every two years to simplify the process.

Ready to get certified? Follow these steps:

1. Register as a new vendor on [MyFloridaMarketPlace.com](#), the state's procurement website, if you are not registered already.
 - During the process of creating your MFMP VIP registration you will be prompted to indicate whether you are seeking a business certification. If you are, click the "Yes" radio button next to "Are you seeking a certification as a woman-, veteran-, and/or minority-owned business from the Office of Supplier Diversity (OSD)?"
 - Next, review the types of designations available from the OSD. These designations include woman-, veteran-, or minority-owned businesses – choose any that apply.
2. Review the [eligibility requirements](#) and [Required Documentation List](#). Gather all of your necessary required documents.
 - If you are ONLY seeking *veteran* certification, submit documents listed in the "**Veteran Certification**" category.
 - If you are seeking *woman* and/or *minority* certification **in addition** to *veteran* certification, submit documents listed in the "**Veteran Certification**" category AND the required documents for categories **A** through **G** as outlined on the [Required Documentation List](#).
3. [Mail \(or scan and email\)](#) all of your supporting documentation to OSD.

Eligibility Requirements

Below are the minimum eligibility requirements* necessary to become a woman-, veteran- or minority-owned Florida Certified Business Enterprise (CBE). If you meet these requirements, **please submit the required supporting documentation** to the Office of Supplier Diversity for review.

Your business must meet the following eligibility requirements:

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- Be based in Florida.
- Be owned and managed by a resident(s) of Florida.
- Be 51 percent owned and managed by a woman, veteran, or minority who is a U.S. citizen or permanent resident alien.
- Be engaged in commercial transactions (currently doing business).
- Be registered in [MyFloridaMarketPlace](#).
- Have a net worth of less than \$5 million.
- Have 200 or fewer full-time permanent employees.
- Have a professional license, if required by the industry, in the name of the woman, veteran, or minority business owner.

Are You Ready to Get Certified?

1. **Step One:** The first step to certification is to **register as a new vendor on [MyFloridaMarketPlace.com](#)**, the state's procurement website, if you are not currently registered.
 - During the process of creating your MFMP VIP registration you will be prompted to indicate whether you are seeking a business certification. If you are, click the "Yes" radio button next to "Are you seeking a certification as a woman-, veteran-, and/or minority-owned business from the Office of Supplier Diversity (OSD)?"
 - Next, review the types of designations available from the OSD. These designations include woman-, veteran-, or minority-owned businesses – choose any that apply.
2. **Step Two:** Review the [Required Documentation List](#) and gather all the necessary required documentation.
3. **Step Three:** Mail or scan and email all of your supporting documentation to the [Office of Supplier Diversity](#).
 - Here's a helpful video to help you get started with your certification process: [OSD Certification Video](#)

For assistance or questions about certification or the process of becoming certified, email OSDhelp@dms.fl.gov or call 850-487-0915. **Please do not send your documents to this email address.**

Small Business Enterprise Program

- **Benefits of SBE Certification:**
 - Increased opportunity to compete for contracts and subcontracts on City Projects.
 - Opportunity to create new contractor-to-subcontractor relations, increasing business opportunities outside the City realm.

Small Business Enterprise Program

Certification Criteria:

- ✓ Located within Escambia or Santa Rosa County
- ✓ Employ 50 or less full-time permanent employees
- ✓ Net worth less than \$1,000,000.00

City of Pensacola Purchasing Website

<https://www.cityofpensacola.com/purchasing>

Current Bids/RFPs

Bid Services

Purchasing Links

Minority/Women Business Enterprise (M/WBE) Program

[Home](#) > [City Government](#) > [Departments & Divisions](#) > [Purchasing](#)

Purchasing

RESPONSIBILITIES

Purchasing staff works with vendors, departments, and divisions to ensure that products and services ordered are of satisfactory quality and delivered in a timely manner.

Staff also works to promote the city's Small Business Enterprise (SBE) Program and provides resources for business owners and vendors interested in doing business with the city.

Solicitations

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- [Accessing Bids Online](#)
- Calling or faxing
- [Contacting us via Email](#)
- Picking up the documents at City Hall

- [M/WBE Program Policy \(PDF\)](#)
- [SBE Application \(PDF\)](#)
- [Comprehensive Disparity Study \(PDF\)](#)
- [SBE Directory](#)
- [SBE Program Final Report \(PDF\)](#)
- [African American Directory](#)
- [Vendor application \(PDF\)](#)

CONTACT US



George Maiberger

Purchasing Manager

[Email George Maiberger](#)

Purchasing

Physical Address

222 W. Main St.
Sixth Floor
Pensacola, FL 32501

Phone: 850-435-1835

Fax: 850-435-1700

[Directory](#)



VENDOR APPLICATION

City of Pensacola
Purchasing

purchasing@cityofpensacola.com

Phone: (850) 435-1835
Fax: (850) 435-1700

Vendors interested in being added to the City of Pensacola's vendor list should return the application to the Purchasing Office via fax, email or mail to City of Pensacola, Purchasing, 6th floor, City Hall, 222 West Main Street, Pensacola, FL 32502.

BUSINESS NAME

Legal Name of Company _____

"Doing Business As" Name _____

Initial Registration _____ Change of Information _____ Date _____

REMITTANCE ADDRESS (FOR PAYMENT TO YOU ON YOUR INVOICE)

Address _____

City _____ State _____ ZIP _____ Contact Name _____

Telephone Number _____ Toll Free # _____ Fax Number _____

Email: _____



**CITY OF PENSACOLA FLORIDA
SMALL BUSINESS ENTERPRISE PROGRAM**

The policy of the City of Pensacola, Florida is to create economic opportunities for certified local area small business enterprises by providing encouragement to such enterprises in competition for contracts and subcontracts for goods, services and construction purchased by and for the City of Pensacola, Florida. It is further the policy of the City of Pensacola to ensure that all segments of the community, including minority-owned and woman-owned businesses, have an effective opportunity to participate in the city's purchasing program.

A Small Business is defined as an independently owned and operated business located in Escambia or Santa Rosa County, with a net worth of not more than \$1 million, and employing 50 or fewer permanent full-time employees.



APPLICATION FOR SMALL BUSINESS ENTERPRISE CERTIFICATION

Name of Business: _____

Address: _____

City: _____ State: _____ ZIP: _____

Date Business established: _____ Contact Person: _____

Business Telephone: _____ Business Fax: _____

E-mail Address: _____

STATE OF FLORIDA: In order for the City to do business with your firm, the firm must be registered with the State of Florida (www.sunbiz.org).

Is your firm registered with the State of Florida? Yes _____ No _____

LICENSE: Attach a copy of each/all license(s) required by the City of Pensacola and Escambia County indicating the name in which the license is issued and license number.

Minority & Women Business Enterprise Program

What is the M/WBE Program?

The M/WBE Program is a program that has been implemented by the City of Pensacola to increase minority-owned and women-owned business participation in the City's purchasing and contracting process.



Minority & Women Business Enterprise Program

Benefits of M/WBE Certification:

- ✓ Increased opportunity to participate in city purchasing and construction opportunities.
- ✓ Being part of a business network with prime vendors.
- ✓ Being listed in the City's M/WBE Directory.
- ✓ Opportunity to create new contractor-to-subcontractor relations, increasing business opportunities outside the City realm.

Minority & Women Business Enterprise Program

Certification criteria:

- ✓ Be at least 51% owned by one or more minority or women individuals
- ✓ Be owned by a U.S. citizen, or lawfully admitted permanent resident of the U.S.
- ✓ Owner(s) must have expertise normally required by the industry for the field in which certification is requested
- ✓ Business must be for profit
- ✓ Registered with Florida's Department of State Division of Corporations (Sunbiz.org)

Minority & Women Business Enterprise Program

Certification criteria:

- ✓ Business must be located with Escambia, Santa Rosa, Okaloosa, or Walton Counties in Florida, or Mobile, Alabama
- ✓ Business must have licenses required by local, state, and federal law
- ✓ Minimum of one (1) full year of business operations
- ✓ Have its daily business operations managed & controlled by one or more minority or women individuals

How is control determined?

Control of the M/WBE business is determined by a number of factors. Some, but not all of those factors are as follows:

- M/WBE owner must be in charge or have ruling power over daily operations, policy, as well as short and long term decisions.
- M/WBE owner must have an overall understanding, along with the managerial and technical know how, directly related to the type of business it is certified for.



What documents are needed to apply for M/WBE certification?

- Proof of Residency of all owners (Driver's license or voter registration).
- Professional license(s).
- IRS Form Schedule K-1, G, etc.
- Article of Incorporation, Organization, etc.
- Commodities/Service form with 5 digit NIGP codes.
- W-9.

If currently certified through Florida's Office of Suppliers Diversity, FDOT, or Florida Minority Supplier Development Council, less documents are required for certification.

The complete checklist can be located online within our application

How does the M/WBE Program change how we do business?



Principle Changes to Purchasing Policy...

- ❖ For eligible projects, bidders are required achieve a participation goal or make Good Faith Efforts (GFEs). GFE and participation goals are intended to increase utilization of the program.
- ❖ The City maintains a database identifying certified M/WBEs including the types of services and contact information provided by the business enterprise.

The City will only give bidders credit toward the M/WBE goal for utilizing those M/WBEs that:

- Are City certified M/WBEs as of the bid proposal due date.
- Will perform within the area(s) for which they are registered with the City.



What are Good Faith Efforts (GFE)?

Good Faith Efforts (GFE) are required activities to be performed by bidders, proposers, or departments to greater utilize M/WBE businesses.

GFEs are measured by assigned point values to specific actions that aid in the inclusion of minority- or women-owned businesses in the procurement and contracting process. Seventy (70) points are required for a bid to be responsive.



How can GFE points be accumulated?

- Notification of Subcontracting Opportunities (10pts)
- M/WBE Contact (10pts)
- Making Project Documents Available (10pts)
- Breaking Down Work (15pts)
- Working with M/WBE Business Assistance Organizations (10pts)
- Host Pre-bid Meeting (20pts)
- Bonding Insurance Assistance (20pts)
- Negotiated in Good Faith (15pts)
- Financial Assistance (25pts)
- Joint Venture (20pts)
- Quick Pay Agreements (20pts)
- M/WBE Participation on Non-City Contracts (15pts)

The program *Does Not*...

- ✓ Impose a quota
- ✓ Set-aside projects
- ✓ Provide bid preference



HOW TO GET STARTED

Visit our website at www.cityofpensacola.com/mwbe

MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) PROGRAM

It is the policy of City of Pensacola to institute and maintain an effective Minority/Women Business Enterprise (MWBE) program. This program is intended to assist certified minority and women-owned businesses with identifying and participating in City of Pensacola procurement and construction opportunities.

CERTIFICATION BENEFITS

The M/WBE certification is a valuable tool for doing business with the City. There is no cost and does not require financial, legal, or other paid professional assistance to complete the process. Other benefits include:

- Business networking with prime vendors.
- Each certified M/WBE business is listed in our M/WBE Directory. The purpose of the M/WBE Directory is to assist prime contractors, the general public, and city departments in their efforts to identify certified minority- and women-owned vendors.

Visit our [Minority/Women Business Directory](#).

M/WBE ELIGIBILITY STANDARDS

An eligible M/WBE is a business concern, which is both owned and controlled by minorities or by women. Minorities or women must own at least fifty-one % (51%) of the business and must control the management and daily operations of that business. Further, only businesses located within the City of Pensacola's regional area (Escambia, Santa Rosa, Okaloosa, Walton Counties, and Mobile, Alabama), and meeting other stipulated criteria, are eligible for M/WBE City Certification:

M/WBE ELIGIBILITY STANDARDS

An eligible M/WBE is a business concern, which is both owned and controlled by minorities or by women. Minorities or women must own at least fifty-one % (51%) of the business and must control the management and daily operations of that business. Further, only businesses located within the City of Pensacola's regional area (Escambia, Santa Rosa, Okaloosa, Walton Counties, and Mobile, Alabama), and meeting other stipulated criteria, are eligible for M/WBE City Certification:

1. Majority Owner(s) must be a Minority or Woman who manage and control the business. In the case of a publicly owned business, at least 51% of all classes of issued stock, shall be owned by one or more of such persons. The ownership and control shall be real, substantial and continuing, and shall extend beyond the initial certification process of the firm as may be reflected in ownership documents.
2. Owner(s) must be a United States citizen or lawfully admitted permanent resident of the United States.
3. Business must be legally structured either as a corporation, partnership, sole proprietorship, limited liability, or any other business or professional entity required by Florida Law.
4. Owner(s) must have expertise normally required by the industry for the field in which Certification is requested.
5. Business must be independent, not an affiliate or conduit.
6. Business must be for-profit.
7. Business must be currently located within Escambia, Santa Rosa, Okaloosa, or Walton Counties in Florida, or Mobile, Alabama.
8. Business must have all licenses required by local, state, and federal law.
9. Minimum of one (1) full year of business operations.
10. Business must be registered with the [Florida Department of State Division of Corporations \(Sunbiz.org\)](#).

CERTIFICATION APPLICATIONS:

1. [Online M/WBE Certification Application](#)
 - [Commodities/Service Form \(PDF\)](#)
 - [NIGP Codes](#)
 - [Instructions - How to select NIGP codes](#)
 - [Affidavit of Ethnic Designation Form \(PDF\)](#)

CONTACT US



Hosea Goodwyn

Assistant Purchasing Manager

[Email Hosea Goodwyn](#)

Physical Address

222 W. Main St.
Sixth Floor
Pensacola, FL 32501

Phone: 850-435-1835

Fax: 850-435-1700

[Directory](#)

Online Certification

Welcome!

You are about to complete the online M/WBE certification application for the City of Pensacola.

Need Help?

- [Download the user manual](#)
- [Sign up for a Training Class](#)

New Certification

Your firm is not currently certified.

[Create Account](#)

I Forgot My Username & Password

[Lookup Account](#)

Renew Your Certification

I Know My Username & Password

[Login](#)

I Forgot My Username & Password

[Lookup Account](#)

After logging in to your account, you will be directed to the application form. You can also click the Apply for Certification link on the right side of the "Dashboard." If you require technical assistance while completing the application, please use our [online support form](#).



For additional information contact our office at:

850-435-1835

or

purchasing@cityofpensacola.com