



PURCHASING DIVISION

ETHICS above all else.
SERVICE to others before self.
QUALITY in all that we do.

PURCHASING RTS PRESENTATION

HOW TO DO BUSINESS WITH NAPLESGOV.COM
AND
FORMAL VENDOR TRAINING



Naples
FLORIDA

PURCHASING DIVISION

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The Purchasing Team

- Gerald "Jed" Secory
Purchasing Manager
239-213-7102
jsecory@naplesgov.com

- Greg Givens
Bids & Grants Coordinator
239-213-7101
ggivens@naplesgov.com

- Felix Gomez
Purchasing Coordinator
239-213-7100
fgomez@naplesgov.com

HOME RESIDENTS BUSINESSES VISITORS DEPARTMENTS eSERVICES

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SHARE

CODE RED

You are here: Home > Departments > Purchasing

Purchasing Division

About the Purchasing Division

Overview
The Purchasing Division is responsible for obtaining products and services that offer the best value to the citizens of Naples. The Division educates and implements all purchasing policies while directly managing formal bid solicitations, proposals, and the surplus of goods. In addition to the procurement of goods and services, Purchasing protects the City's interests through the development and enforcement of written agreements.

Our Mission
Purchasing's mission is to provide transparent processes; to strategically plan the procurement of goods and services; to maximize the use of technology to reach out to prospective vendors; and, to reduce the City's environmental footprint by utilizing less paper.

Feedback Welcomed
Please contact the Purchasing Division at purchasing@naplesgov.com

Join us at the 5th Annual Regional Reverse Trade Show Hosted by The Gulf Coast Association of Governmental Purchasing Officers www.gcaspo.org

Fifth Annual Reverse Trade Show and Conference

Friday, March 6, 2015
9:00 AM - 12:00 PM
Lee County Public Education Center
2855 Colonial Blvd
Fort Myers, Florida 33966

FAQS

How do I become a registered vendor?
Where is the bid tabulation for a recent bid?
How do I know if a Bid has been awarded and to whom?
I would like copies of proposals that were submitted for an RFP. What do I need to do?

CONTACT US

Purchasing Division

City Hall
725 Eighth St. S.
Naples, FL 34102
239-213-7100
Fax: 239-213-7105

Hours
Monday - Friday
8:00 am - 5:00 pm

Staff

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General Line
239-213-7100

QUICK LINKS

Bid Postings
GovDeals - Surplus Equipment
Vendor Registration Tutorial
Florida Statute Chapter 287
Contract Boilerplate examples

CALENDAR

PUBLIC RECORDS

GIS AND MAPS

ONLINE PAYMENTS

AGENDAS & MINUTES, STREAMING VIDEOS, PUBLIC NOTICES

RELATED PAGES

Article IX Code of Ethics Agreements
Bid Postings
Florida Statute Chapter 287
GovDeals - Surplus Equipment
How to do Business with the City of Naples
NIGP Commodity Codes
Public Notices
Vendor Electronic Funds Transfer (EFT)
Vendor Registration
Vendor Registration TUTORIAL



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Presentation Overview

- How to do Business
- Delegation of Authority
- Type of Purchases
- Exemptions
- Contracts
- Grants Administration
- Credit Cards (P-Cards)
- Surplus of Goods
- New Initiatives
- Questions



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- The Purchasing Division is located in City Hall at 735 8th Street South; Naples Florida 34102.
- It is the goal of the City of Naples' Purchasing Division to purchase goods and services needed from the most responsive and responsible vendors.
- Please contact us if you have any questions. Email is the preferred method with a topic in the Subject line such as a Bid number, your question, etc., with all of your contact information.

The screenshot shows the official website for the City of Naples Purchasing Division. At the top, there is a navigation menu with links for HOME, RESIDENTS, BUSINESSES, VISITORS, DEPARTMENTS, and eSERVICES. The header features the City of Naples logo and the slogan "ETHICS above all else. SERVICE to others before self. QUALITY in all that we do." A "SHARE" button and a "CODE RED" emergency alert icon are also present.

The main content area is titled "Purchasing Division" and includes an "About the Purchasing Division" section with an overview of the division's role in providing value to citizens and managing procurement. It also features a "Feedback Welcomed" section with contact information for the purchasing division at purchasing@naplesgov.com.

A sidebar on the left lists "RELATED PAGES" such as "Article IX Code of Ethics", "Agreements", "Bid Postings", "Florida Statute Chapter 287", "GovDeals - Surplus Equipment", "How to do Business with the City of Naples", "NIGP Commodity Codes", "Public Notices", "Vendor Electronic Funds Transfer (EFT)", "Vendor Registration", and "Vendor Registration TUTORIAL".

On the right side, there is a "CONTACT US" section with a photo of a person writing, followed by the address: City Hall, 735 Eighth St. S., Naples, FL 34102. Contact numbers are listed as 239-213-7100 and 239-213-7105. Hours of operation are Monday - Friday, 8:00 am - 5:00 pm. Staff members listed include Gerald "Jed" Secory, Purchasing Manager, and Greg Givens, Grants & Procurement Coordinator.

A central banner highlights the "2014 Award Winner" status, awarded by the National Purchasing Institute (NPI) for "Achievement of Excellence in Procurement".

Below the banner, there is an announcement for the "5th Annual Regional Reverse Trade Show Hosted by The Gulf Coast Association of Governmental Purchasing Officers" on Friday, March 6, 2015, from 9:00 AM to 12:00 PM at the Lee County Public Education Center, 2855 Colonial Blvd, Fort Myers, Florida 33966.

A "FAQS" section is also visible, with a "VIEW ALL" link and several questions listed, such as "How do I become a registered vendor?" and "How do I know if a Bid has been awarded and to whom?".

At the bottom right, there is a "VIEW STAFF DIRECTORY" link and a "QUICK LINKS" section with links to "Bid Postings", "GovDeals - Surplus Equipment", "Vendor Registration Tutorial", "Florida Statute Chapter 287", and "Contract Boilerplate examples". A "VIEW ALL" link is also present.



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VSS – VENDOR SELF SERVICE: FUTURE BID NOTIFICATION

- Vendors may register on line by going to www.naplesgov.com and then selecting Departments at the top of the page. Scroll down and click on Purchasing. On the Purchasing page you will see Vendor Registration at the left of screen under “Related Pages”.
- Please contact Purchasing if you are an existing Vendor at purchasing@naplesgov.com
- to receive your Vendor number and Federal ID number that we have listed for your company.
- Registered vendors will be notified via e-mail of Bid Invitations and Formal Written Quotes upon activation of VSS. Vendors are encouraged to regularly login to the City’s website under Purchasing to verify they have received all relevant posted bids.

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RELATED PAGES

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- Agreements
- Bid Postings
- Florida Statute Chapter 287
- GovDeals - Surplus Equipment
- How to do Business with the City of Naples
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General Line
[239-243-7100](tel:239-243-7100)

VIEW STAFF DIRECTORY

QUICK LINKS

- Bid Postings
- GovDeals - Surplus Equipment
- Vendor Registration Tutorial
- Florida Statute Chapter 287
- Contract Boilerplate examples

VIEW ALL

FAQS **VIEW ALL**

- How do I become a registered vendor?
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PUBLIC POSTING OF FORMAL BIDS & REQUEST FOR WRITTEN QUOTES

- Public Notice of all Formal Bids and Proposals issued by the Purchasing Division at minimum are posted to the City's website, advertised in the Legal Section of the Naples Daily News, and posted to the Naples Daily News website
- Bids such as (ITB) Invitation-To- Bid, (RFP) Request-For-Proposals and (RFQ) Requests-For-Qualifications are posted and may be downloaded from the City's website www.naplesgov.com or www.demandstar.com
- Demand Star is a separate bidding service for a fee and is not affiliated with the City of Naples. Bid Tabulations and meeting notices may also be found on the City of Naples Purchasing web page

The screenshot displays the City of Naples Purchasing Division website interface. At the top, there is a navigation bar with links for HOME, RESIDENTS, BUSINESSES, VISITORS, DEPARTMENTS, and eSERVICES. The main header features the City of Naples logo and the slogan "ETHICS above all else. SERVICE to others before self. QUALITY in all that we do." A search bar and a "CODE RED" alert icon are also present.

The page content is organized into several sections:

- Navigation:** A sidebar on the left contains links for CALENDAR, DOCUMENTS, GIS AND MAPS, ONLINE PAYMENTS, AGENDAS & MINUTES, STREAMING VIDEOS, and PUBLIC NOTICES. Below these are "RELATED PAGES" including Building Permits Online, Careers, Code of Ordinances, Documents and Reports, Employee Email, Meetings, Agendas, Action Reports & Naples TV, Online Payments, Ordinances & Resolutions, Report a Concern, and 2014 City of Naples Election.
- Alerts:** A yellow box prompts users to "Sign up to receive a text message or email when new bids are added!"
- Information:** A section titled "Learn about current bid and contract opportunities available to consultants, service providers, contractors, vendors, or suppliers." includes dropdown menus for "Show Me" (set to "Open Bids") and "Sorted By" (set to "Category"). It also has a checkbox for "Show Closed/Awarded/Cancelled Bids:".
- Related Content:** A heading "The following is a listing of various bid postings. Click on any of the titles for the details on that particular bid." is followed by a table of "Bid Requests".
- Table of Bid Requests:**

Bid Requests	Status	Bid
14-001 CDBG Wheelchair Accessible Play Structure - RFP To intent of this Request for Proposal is to contract with a vendor to provide wheelchair accessible playground equipment and installation for a small park within the city of... [Read on]	Open Closes: 2/21/2014 2:00 PM	1 Bid
- Format for Printing:** A button labeled "Format for Printing" is located below the table.
- Details for Bid 14-001:**
 - Bid Title:** 14-001 CDBG Wheelchair Accessible Play Structure - RFP
 - Category:** Bid Requests
 - Status:** Open
 - Description:** To intent of this Request for Proposal is to contract with a vendor to provide wheelchair accessible playground equipment and installation for a small park within the city of Naples. This project is funded through the US Department of Housing and Urban Development, and all aspect of the project must conform to US HUD standards and requirements include Section 3 Certification and Davis-Bacon Wage Determinations.
 - Publication Date/Time:** 1/27/2014 6:00 AM
 - Closing Date/Time:** 2/21/2014 2:00 PM
 - Related Documents:**
 - 14-001 CDBG Wheelchair Accessible Play Structure - RFP
 - 14-001 CDBG Wheelchair Accessible Play Structure - ADDENDUM 1
 - 14-001 CDBG Wheelchair Accessible Play Structure - ADDENDUM 2
 - 14-001 CDBG Wheelchair Accessible Play Structure - ADDENDUM 3
- Footer:** A "Return To Main Bid Postings Page" link is provided at the bottom of the bid details section.
- Bottom Navigation:** The footer contains links for "NAPLES CONNECT" (Go Mobile, Facebook, Twitter, RSS, Contact Us, Subscribe), "NAPLES APPLICATIONS" (Self Serve, Apps, Teletaxi, Print Page, Email Page, Site Map), and "ABOUT THE SITE" (Open Bids, Careers, ActiveNet, Legal Disclaimers, Phone: 239-213-1000).



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RIGHT TO PROTEST

- Any Vendor who has submitted a Bid may file a written notice of protest to the Purchasing Manager within two business days of the City's Declaration of Intent to Award has been posted to Purchasing's website.
- The protest must be accompanied by a Protest Bond in the amount of 5% of the lowest responsible bid but not to exceed \$7,500.00.
- The Award process will be suspended until the protest is resolved. For proposals falling under the Florida (CCNA) Consultants Competitive Negotiation Act (F.S. 287.055) no bond is required.



City of Naples

OFFICE OF THE CITY MANAGER
PURCHASING DIVISION

TELEPHONE (239) 213-7100 • FACSIMILE (239) 213-7105
735 EIGHTH STREET SOUTH • NAPLES, FLORIDA 34102-6796
EMAIL: PURCHASING@NAPLES.GOV.COM

DECLARATION OF INTENT TO AWARD

Request for Proposal Number: 15-011
Bid Title: 15-011 Master Plan for Fire and Rescue

Issued by: City of Naples, Florida
Date: 02/05/2015
Time: 4:30 PM Local Time

This is Formal Notice of the City's Intent to Award the above Project to:

Public Safety Solution Inc.
106 Schooner Way
Chester, MD 21619
FEI/EIN Number: 52-1906835

Gerald "Jed" Secory, MBA /CPPO / CPM
Purchasing Manager, City of Naples

Pursuant to 7-2 Bid Protests of City Policy: The following procedures establish the City of Naples Bid Protest procurement policy. In any case where a bidder or interested bidder wishes to protest either the results of or intended disposition of any bid, the bidder or interested bidder must: 1. File a written notice to the Purchasing Manager, explaining in detail the nature of the protest and the grounds on which it is based. This notice must be received by the Purchasing Manager no later than 48 hours (two business days) after the City's Declaration of Intent to Award the Bid. At that time the bid process shall be suspended until the protest procedure, herein described, has been completed. 2. Protest Bond. Each written protest must be accompanied by a bid protest bond in the form of a certified check, cashier's check or money order made payable to the City of Naples, in the amount not less than five percent (5%) of the lowest responsible bid, but not to exceed \$7,500. 3. Upon timely receipt of the formal written protest, the City Purchasing Manager may take up to two (2) business days to attempt to resolve any protest. If mutually resolved at this level, the bid protest bond shall be returned in its entirety. 4. If there is no mutual solution, the Purchasing Manager shall forward the formal written protest with any action taken to the City Attorney who shall act as the bid Protest Officer. The City Manager will also be copied on any formal bid protest. The City Attorney shall hand down a formal finding of fact and a written decision with regard to the validity or non-validity of the protest within twelve (12) business days of the City's receipt of the formal written protest. 5. Within twenty-four (24) hours of the receipt of the formal findings of fact and written decision, the City shall notify the protesting bidder or protesting interested bidder of the decision of the bid protest officer. Such notification may be transmitted via facsimile machine with an acknowledged receipt by the bidder; by email with an email receipt required by the bidder or certified return receipt required mail. 6. Forfeit of Bond. Should the protest be determined by the Protest Officer to be without merit or non-valid, the bond shall be forfeited to the City.



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DELIVERY

- An official City of Naples Purchase Order, and/or Purchase Order and Contract is your authorization to commence delivery.
- Contract Agreements for Services are normally predicated on the issuance of a Department's formal Notice-to-Proceed.
- Acceptance of goods and services delivery is conditioned upon inspection and approval by the receiving Department to verify that a Vendor has fully complied with the terms of the Contract for Purchase of Goods or Services.

Order Number		Vendor File Number	Requisition Number	Delivery Reference	
0000-XXX-XXXX			2101		
Date Ordered	Vendor Number	Date Received	Freight Method/Terms	Department/Location	
01/22/2014	8485	01/24/2014			
Item	Description/Part No.	Qty	UOM	Unit Price	Extended Price
1	The Above Purchase Order Number Must Appear On All Correspondence - Parking Sheets And Bill Of Lading				
	1 Fee	1.0	Each	\$XXXX.XX	\$XXXX.XX
				PO Total	\$XXXX.XX

By *Anne Marie Stover* VENDOR COPY

PURCHASE ORDER TERMS AND CONDITIONS

- Description of Goods; Sale and Delivery. Seller shall sell, transfer, and deliver to Buyer the goods described on this Purchase Order.
- Acceptance of Goods. Acceptance of the goods shall not be deemed to have been made until both Buyer and Seller have agreed that the goods in question are to be appropriate to the performance of this Agreement.
- Rate and Time of Payment. Unless otherwise specified, Buyer shall make payment to Seller for the goods as provided for in Florida Statute Section 218.70 known as the Florida Prompt Payment Act after the goods are received and accepted by Buyer.
- Receipt of Goods. The goods shall be deemed received by Buyer when delivered and inspected, and accepted at the delivery address as stated on the front of this Purchase Order.
- Risk of Loss. The risk of loss from any casualty to the goods, regardless of the cause, shall be on Seller up to the time of receipt of the goods by Buyer at the place of delivery, but only after proper inspection has been completed without rejection of the goods.
- Warranty Against Encumbrances. Seller warrants that the goods are now free, and at the time of delivery shall be free, from any security interest or other lien or encumbrance.
- Warranty of Title. Seller warrants that the Seller neither knows, nor has reason to know, of the existence of any outstanding title or claim of title hostile to the rights of Seller in the goods.
- Product Warranty. Seller provides general warranties of fitness and general warranties that the goods are free from defects, for 1 year from acceptance of the goods, except as may otherwise be set forth in the Description/Proposal, or other attached warranty.
- Right of Inspection. Buyer shall have the right to inspect the goods at the time and place of delivery, and within 5 business days after delivery. Buyer must give notice to Seller of any claim for damages on account of the condition, quality, or grade of the goods, and Buyer must specify in detail the basis of such claim.
- Procedure as to Rejected Goods. On receipt of notification of rejection, Seller will immediately arrange to receive back the goods for shipment and return. However, within 5 days, Seller may have an agent inspect such goods for nonconformity; otherwise, such inspection will be made on return to Seller's storage facility. When such goods are confirmed or acquiesced in as nonconforming, Seller will ship conforming goods within 30 days of the notice of rejection unless Buyer earlier notifies Seller to forgo such shipment.
- Governing Law. The parties acknowledge that the transaction that is the subject matter of this Agreement bears a reasonable relation to the State of Florida and agree that the law of the State of Florida will govern their rights and duties. The parties specifically intend that the provisions of Article 2 of the Florida Uniform Commercial Code will control as to all aspects of this Purchase Order and its interpretation, and that all the definitions contained therein will be applicable to this Purchase Order except where this Purchase Order may expressly provide otherwise.
- Bid Documents. If this Purchase Order is the result of an Invitation to Bid, or Request for Proposals the terms and conditions of the Bid or Proposal Documents shall apply.
- Notices and Address of Record. All notices required or made pursuant to this Purchase Order to be given by Seller to Buyer shall be in writing and shall be delivered to the following:
City of Naples, Purchasing Division
Attention: Purchasing Manager
732 8th St S
Naples, Florida 34102-6703
Revised 6/14/2010



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Delegation of Authority

Defines that local government must have competitive rules; dictates large construction projects, and professional services (eng. & architectural)

Florida State Statutes
Chapter 166
Chapter 287

Defines role between City Manager & City Council. Contracts over 50k and or over three years must be approved by Council.

City Code of Ordinances
Chapter 2
Article VI

Procedures define purchasing processes for items below 35K thru formal.

City Manager Purchasing
Procedures



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Type of Purchases

- Quotes (Written & Formal) through \$35K
- Formal Bids (Greater than \$35K)
- Competitive Type Bids:
 - Invitation-to-Bid
 - Request-for-Proposal
 - Request-for-Qualifications
- Utilization of Outside Contracts (Piggyback)



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Exemptions (Examples)

- Emergency
- Extension of pricing for one additional year.
- Utility services
- Public Art, Artistic Nature
- Telecommunications and Information Technology
- Instructors / fee based
- Sole Source
- When considered to be in the best interest of the City
- Repair, Maintenance, Remodeling, renovation, construction, or demolition of a single project not increasing size or type of facility.



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Contracts

Types

- Services
- Purchase of Goods

Trigger Points

- Dollar Threshold
- Bid Specifications state a contract for services or the purchase of goods will be a part of the award
- Multi-year varies 1-5 years



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Grants Administration

- Monitor grant opportunities consistent with capital projects
- Identifies appropriate local foundation assess for city related environmental issues
- Assists in preparation of grant proposals
- Acts as the single point of contact (SPOC) for CDBG, FEMA and other federal funding
- Assists in regulatory and compliance issues



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Credit Cards (P-Card)

Purchases

Purchases must follow purchasing procedures.



P-Card Restrictions

- Vehicle Repairs
- Cash Advances
- Telephone Charges
- Items available through City annual Contract, FL State Contracts
- Capital Purchases
- Maintenance or Service Agreements
- No backordering



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Surplus of Goods

- City Manager responsible for the sale or disposition of surplus
- Procedures assigned to Purchasing
- The City should maximize returns on excess and surplus property by transferring or disposing of the property through public auction
- Auction surplus items thru "GovDeals.com"



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New Initiatives

- Bid Management
- Contract Management
- Vendor Self Service (Vendor Registration)
- P.O.'s available in PDF Format
- P.O.'s direct e-mail to Vendor
- Payment to Vendors by Electronic Funds Transfer
- Formal Vendor Training by appointment. Please e-mail purchasing@naplesgov.com to set up an appointment



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