

# HOW TO DO BUSINESS with the CITY OF TAMPA



*City of  
Tampa*  
Florida

2555 E. Hanna Ave • Tampa, Florida 33610  
Phone: (813) 274-8351 • Fax: (813) 274-8355

Purchasing  
Department

Office Hours: 8:00am–5:00pm, Monday–Friday



*For the sixteenth year in a row (2007-2022) the City of Tampa has received the prestigious “Achievement of Excellence in Procurement” award from the National Purchasing Institute.*

*This award is designed to recognize organizational excellence in public procurement.*

*We know the success of your business is crucial to our success as a city. Whether you're an established Tampa business, looking to start a business, or want to move your business to Tampa, find out what we can do to make it easy for you to do business in Tampa.*



*The Purchasing Teams work together to “Complete the Puzzle” and make Tampa a City that will be recognized as diverse and progressive; celebrated as the most desirable place to live, learn, work, and play.*

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The City of Tampa Purchasing Department, as provided for in the City Charter, is responsible for all aspects of the City's centralized procurement process. Its objective is to acquire needed goods and services as efficiently and as inexpensively as possible, while assuring fair and equal opportunity to all qualified vendors. The Purchasing Department's primary function is to assist other City Departments in their procurement efforts, securing materials and services, which meet necessary standards. Concurrently, the Purchasing Department monitors all procurement to ascertain compliance with applicable laws, rules and regulations.



**DeAnna Faggart, NIGP-CPP, CPPO, CPPB**  
**Director of Purchasing**

## **What does Purchasing do?**

Purchasing is organized as follows:

- The **Goods and Services Division** buys most of the items and services used by the City; schedules all bid openings; generates bid and resolution documentation and sells used materials and equipment.
- The **Purchasing Systems Administration Division** performs computer and financial systems support; administers the P-Card program; tracks supplier insurance compliance and facilitates contract renewals.
- The **Inventory Division** provides the materials necessary to support City operations in an efficient manner utilizing mechanisms to guide, control, and account for its inventories.

## How Do I Sign Up to Receive Bids?

After doing the necessary research to determine that the City buys what you sell, and that it would be worthwhile for your firm to become aware of upcoming bids, you may register to receive such bid notifications through City of Tampa service partner DemandStar. Registering at *www.DemandStar.com* will provide automatic notification, via email or fax, of upcoming bid solicitations that match your business. The bids you are sent will depend on the commodities or services identified with this service and the Counties for which you register. If you wish to only sign up to receive bids from our agency the service is FREE.

Please note that completing a Vendor Form (subscribing with DemandStar) is not the same as getting certified as a Women/Minority Business Enterprise (W/MBE) or signing up for the City's Small Local Business Enterprise (SLBE) Program. You must submit a separate W/MBE certification form or SLBE Application to the **Equal Business Opportunity Office** located at the City Center, 2555 E Hanna Ave, Tampa, FL, 33610. The phone number for the EBO Office is (813) 274-5522.

## Who in Purchasing Handles What I Sell?

In Purchasing, the Buyers are assigned certain products and services, based on the National Institute of Governmental Purchasing (NIGP) commodity class numbers. The **Buyer Commodity Class Table**, which lists which Buyer handles what groups of goods and services, can be found on the Purchasing Department's website.

The **Purchasing Phone Directory**, located in the center of this brochure, lists the telephone numbers for key personnel in the Purchasing Department.

The **Bid Schedule**, which is hosted by DemandStar and published to the Purchasing Department's website, contains a listing of the Purchasing Department's upcoming Bids and Request for Proposals (RFPs) with their opening dates and times. Tabulation information can be found on the DemandStar website for bids opened since November 2004.

## Which Department Handles Major Construction Projects?

The **Contract Administration Department** bids out construction and/or engineering, architectural and consulting projects for other City Public Works and Utility Service Departments (such as Transportation & Stormwater Services, the Wastewater Department, the Water Department and Logistics & Asset Management).

For information on possible projects in these areas please go to <http://www.tampa.gov/contract-administration> or contact Jim Greiner, P.E., Contract Manager, Contract Administration Department at (813) 274-8598.

## City of Tampa Dollar Thresholds

THRESHOLD	APPROVAL	REQUIREMENTS
\$0.01 - \$1999.99	P-Card	<ul style="list-style-type: none"> <li>• One phone/written quote</li> <li>• Insurance (if applicable **)</li> </ul>
\$2,000.00 - \$24,999.99	Purchasing	<ul style="list-style-type: none"> <li>• QuoteWire by DemandStar, or</li> <li>• 1 or more Written Quotes when DemandStar is documented as unsuccessful (SLBE/WMBE Requirement *)</li> <li>• Insurance (if applicable **)</li> </ul>
\$25,000.00 - \$99,999.99	Purchasing	<ul style="list-style-type: none"> <li>• Formal Competitive Bid (SLBE/WMBE Requirement *)</li> <li>• Request for Proposal (SLBE/WMBE Goal Setting Requirement *)</li> <li>• Insurance (if applicable **)</li> </ul>
\$100,000.00 and greater	City Council	<ul style="list-style-type: none"> <li>• Formal Competitive Bid (SLBE/WMBE Requirement *)</li> <li>• Request for Proposal (SLBE/WMBE Goal Setting Requirement *)</li> <li>• City Council Resolution</li> <li>• Insurance (if applicable **)</li> </ul>

**\* Small Local Business Enterprise (SLBE)/Women & Minority Business Enterprise (WMBE) Requirement:** If 3 or more eligible SLBE/WMBE firms provide the good or service being solicited, the solicitation shall be set aside and only offered to SLBE/WMBE firms for quote or bid.

**\*\* Insurance Requirement:** All vendors/contractors performing work on City property, regardless of the dollar amount, are required to submit proof of insurance. See the Purchasing Internet Page – Information Resources for current [Insurance Requirements](#).

## City Council Approval Requirement

**All purchases over \$100,000, or those with a formal agreement, require City Council Approval by Resolution.**

City Council meetings are held the first and third Thursday of each month at 9:00 a.m. in Council Chambers (Located on the third floor of historic City Hall, 315 E. Kennedy Blvd.) to enact legislation pertaining to general city business. All meetings are open to the Public to participate in our legislative process.

The Tampa City Council is a legislative branch of City Government and operates in accordance with the provisions of the 1974 Revised Charter of the City of Tampa. The City Council is responsible for enacting ordinances and resolutions that the Mayor of Tampa administers as chief executive officer.

For further information, please contact the **Tampa City Council** at (813) 274-8131 or visit their website at <http://www.tampa.gov/city-council>

## Additional City of Tampa Resources

- **Contract Administration Department:**  
<http://www.tampa.gov/contract-administration>  
306 E. Jackson St., 4th Floor North, Tampa, FL 33602  
Phone: (813) 274-8456 • Fax: (813) 274-8080
- **Equal Business Opportunity Office:**  
<http://www.tampa.gov/msbd>  
2555 E Hanna Ave, Tampa, FL 33610  
Phone: (813) 274-5522 • Fax: (813) 274-5544
- **Revenue and Finance:**  
<http://www.tampa.gov/revenue-and-finance>  
306 E. Jackson St., 8th Floor North, Tampa, FL 33602  
Phone: (813) 274-8151 • Fax: (813) 274-8127

## External Resources

- [www.DemandStar.com](http://www.DemandStar.com)



## Contacts

**DeAnna Faggart, NIGP-CPP, CPPO, CPPB**..... 274-8838  
Director

**Michelle (Bliz) Blizard**..... 274-8353  
Executive Aide

### GOODS AND SERVICES TEAM

**Omar Jimenez, NIGP-CPP** ..... 274-8833  
Procurement Manager

**Ivette Rosario, CPPB** ..... 274-8837  
Certified Senior Procurement Analyst

**Celeste Gibbons-Peoples, CPPB**..... 274-8834  
Certified Senior Procurement Analyst

**Inger Welch, CPPB** ..... 274-3283  
Certified Senior Procurement Analyst

**Michelle Estevez** ..... 274-8836  
Senior Procurement Analyst

**Katrina House, NIGP-CPP, NIGP-PPA, CPPB**..... 274-7711  
Certified Procurement Analyst

**Eryn Berg, NIGP-CPP, CPPB**..... 274-8832  
Certified Procurement Analyst

**Corbin Eiland**..... 274-8849  
Procurement Analyst

**Arian Cora**..... 274-5743  
Procurement Specialist

**Lewina Woodard**..... 274-8354  
Procurement Specialist

**Kristie Maciejewski**.....247-3451 ex.55298 (WW-AWT)  
Procurement Analyst

**Erin Ellis**.....348-3235 (SW-McKay Bay)  
Procurement Analyst

## PURCHASING SYSTEMS/INVENTORY TEAM

<b>Cheryl Aldridge, CPCP</b> .....	274-8835
Purchasing Systems Manager	
<b>Penny Hammock</b> .....	274-8638
Purchasing Methods Analyst	
<b>Anisa Maraj</b> .....	274-7490
Purchasing Methods Analyst	
<b>Beverly Jewesak</b> .....	274-8351
Purchasing Technician	
<b>Jill Elder</b> .....	274-8351
Purchasing Technician	
<b>Theresa Samuel</b> .....	274-8351
Inventory Field Supervisor	
<b>Tony McGee, CPPO, CPPB, NIGP-CPP</b> .....	622-1982
Inventory Field Supervisor	

## INVENTORY LOCATIONS

### Fire Supply:

3806 East 26th Ave. (33605).....622-1980

**Greg Wininger, Lead Inventory Specialist**

### Mobility:

3806 East 26th Ave. (33605).....622-1980

**Greg Wininger, Lead Inventory Specialist**

### Advanced Wastewater Treatment Plant:

2700 Maritime Blvd. (33605).....247-3451 ex.55214

**Gino Gonzalez, Lead Inventory Specialist**

### Water Distribution:

3807 East 26th Ave. (33605).....274-8357

**Ray Clark, Lead Inventory Specialist**

## MAIN OFFICE

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*Artist Carl Cowden III  
Florida Avenue Mural  
Commissioned by the City of Tampa, Art Programs Division*



FOR MORE INFORMATION, PLEASE VISIT THE  
PURCHASING DEPARTMENT WEBSITE AT:

<http://www.tampa.gov/Purchasing>