



## Vendor Welcome Packet and Application

Purchasing and Contract  
Administration Division  
City of Fort Myers



City of Palms

# City of Fort Myers, Florida

PURCHASING & CONTRACTS DIVISION

2200 Second Street

FT. MYERS, FL 33901

PHONE (239) 321-7232

FAX (239) 344-5935

EMAIL [CFMPurchasing@cityftmyers.com](mailto:CFMPurchasing@cityftmyers.com)

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(Transmitted via E-Mail)

01/24/2020

Dear Vendor;

Thank you for your interest in conducting business with the City of Fort Myers. We are always interested in new vendors and opportunities for commodities and services. Please review the City of Fort Myers' "A Vendor's Guide" to learn about conducting business with the City.

Please complete all applicable information about your firm on the attached application and attach a completed **(W-9 rev. 10/2018 is mandatory)**. Incomplete information will cause a delay in your registration and your ability to respond to any request from the City.

Attached is a list of commodity codes that are used by the City; please review the list and circle all applicable codes that fall under your firm's areas of expertise. This information assists the City to provide your firm with the proper opportunities as they are issued. If you offer a commodity or service not listed, please write the specific name of your commodity and/or service, no more than two or three, at the end of the list and we will place your company in the correct category.

If you have any questions, comments or need additional information, please feel free to contact our office. Thank you for your interest, and we look forward to doing business with you in the future.

PLEASE VISIT THE CITY OF FORT MYERS PURCHASING WEBSITE FOR ADDITIONAL INFORMATION:

<https://cityftmyers.com/1171/Purchasing-Contracts>

The City utilizes Planet Bids, an electronic bidding system, to notify vendors of opportunities; we invite you to participate by registering your company, at no cost; additional information can be found at <https://www.planetbids.com/portal/portal.cfm?CompanyID=31333>.

Sincerely,

Denise K. Finn, CPPO, C.P.M., CPPB  
Procurement Manager  
Purchasing and Contract Administration Division  
City of Fort Myers

The City of Fort Myers Purchasing & Contracts Administration Division is responsible for the procurement of supplies, materials, services, construction and design services for all city departments in accordance with Federal Laws, Florida State Statutes, City Ordinances, and established Procurement Policies and Procedures.

Purchasing & Contract Administration Division is your initial contact within the City. Our goal is to connect internal clients with responsible and responsive vendors to ensure that the City receives the best value for services, materials, supplies and equipment to effectively and efficiently operate the City.

Other procurement responsibilities include equipment auction and disposal and Management of the Minority Business Enterprise (MBE) Program.

### **Payment Program**

The City of Fort Myers preferred payment program is e-Payables, a card-based electronic payment platform offered through Commerce Bank.

For a nominal fee, the City's Accounts Payable (AP) department processes payments to vendors through a payment card. The payee receives an e-mail alerting that a payment is ready to be processed, and the payee can instantly download the payment to the company bank account.

The AP department paper check payments are processed on Thursday and mailed on Friday. EPayable electronic payments are processed on Wednesday and are available immediately.

The AP department encourages vendors to contact them at (239) 321-7164 for further information to enroll in this preferred payment program.

### **City of Fort Myers Invoices**

Invoices in a PDF format may be e-mailed to [apinvoices@cityftmyers.com](mailto:apinvoices@cityftmyers.com)

Or

One original invoice and one invoice copy may be mailed to:

City of Fort Myers  
Attn: Accounts Payable  
Po Box 2217  
Fort Myers, FL 33902-2217

Phone: 239-321-7162

Invoices must contain information necessary to expeditiously process payment, including the purchase order number, department name, delivered to address and contact name.









































Comma Code	Description	Comma Code	Description
<b>SIGNS AND SIGN RELATED MATERIALS</b>		<b>TRUCKING AND HAULING</b>	
23101	SIGN MARKING EQUIPMENT: ALL TYPES	24100	TRUCKING & HAULING
23102	SIGN MATERIAL	24101	HOUSE/BUILDING, MOVING
23103	SIGNAGE INSTALLATION	24102	Street Sweeper
23104	SIGNAGE DESIGN & CONSTRUCTION	24103	Mass Transportation - Transit Bus
23105	SIGNS: WOOD (INCLUDING BLANKS)	<b>WATERPROOFING, SEALING SUPPLIES &amp; SERVICES</b>	
<b>SPORTING GOODS, ATHLETIC EQUIPMENT</b>		24200	WATERPROOFING, SEALING SUPPLIES & SERVICES
23200	SPORTING GOODS, ATHLETIC EQUIPMENT	<b>WATER/WASTEWATER TREATMENT CHEMICALS</b>	
<b>SURPLUS OR OBSOLETE ITEMS</b>		24301	WATER/WASTEWATER CHEMICALS: BULK
23301	AUTO, TRUCK SURPLUS OR OBSOLETE	24302	WATER/WASTEWATER CHEMICALS: DRUM
23302	BUSES, TRANSIT SURPLUS	<b>WATER TREATMENT EQUIPMENT AND SUPPLIES</b>	
23303	SALE SURPLUS & OBSOLETE ITEMS, MISC.	24401	CHLORINATION EQUIPMENT & PARTS
23304	SURPLUS HIGHWAY EQUIPMENT	24402	COMPLETE WATER TREATMENT SYSTEMS
<b>TANKS: ALL KINDS</b>		24403	METER BOXES, METER VAULTS, ETC.
23401	TANKS: BUTANE, LP & PROPANE	24404	METERS: WATER
23402	TANKS: GASOLINE STORAGE	24405	SEWAGE COLLECTION, TREATMENT & DISPOSAL DESIGN SERVICE
23403	TANKS: MISCELLANEOUS	24406	WATER & SEWAGE TREATMENT EQUIPMENT
23404	TANK INSTALLATION, REMOVAL & SERVICES	24407	WATER WASTEWATER DISINFECT OZONATORS
23405	TANK TESTING MANAGEMENT SERVICES	24408	WATER FILTERS & FILTER ELEMENTS
<b>TELEVISION RELATED EQUIPMENT AND SUPPLIES</b>		24409	WATER METER TEST & REPAIR
23500	TELEVISION RELATED EQUIPMENT & SUPPLIES	24410	WATER STORE TANK CONSTRUCT DISMANTL
23501	THEATRICAL EQUIPMENT & SUPPLIES	24411	WATER STORAGE TANK MAINTENANCE & DISMANTLING
<b>TEMPORARY PERSONNEL</b>		<b>WELDING EQUIPMENT</b>	
23600	TEMPORARY PERSONNEL: OFFICE/PROFESSIONAL	24501	WELDING EQUIPMENT & SUPPLIES
23601	TEMPORARY PERSONNEL: LABORERS	24502	WELDING & FABRICATION SERVICE
<b>TEXTILES, HOUSEHOLD LINENS, ETC.</b>		<b>WELDING SERVICE DRILLING AND PLUGGING</b>	
23701	MATTRESS COVERS & PADS, PILLOW COVERS	24600	WELL SERVICE DRILLING & PLUGGING
23702	PILLOWS: ALL TYPES	<b>WINDOW TINTING AND SUPPLIES</b>	
23703	SHEETS & PILLOW CASES	24700	WINDOW TINTING & SUPPLIES
23704	TOWELS, WASHCLOTHS & BATHMATS		
<b>TIRES AND TUBES</b>			
23801	RECAPPED/RETREADED TIRES		
23802	TIRES & TUBES: AIRCRAFT		
23803	TIRES & TUBES: CARS & LIGHT TRUCKS		
23804	TIRES & TUBES: MEDIUM TRUCK & BUS		
23805	TIRES & TUBES: OFF-ROAD EQUIPMENT		
<b>TOILETS: PORTABLE (RENTAL OR LEASE)</b>			
23900	TOILETS PORTABLE RENTAL OR LEASE		
<b>TREES</b>			
24001	LARGE TREE REMOVAL & PLANTING		
24002	TREE TRIMMING SERVICE		