

## General Details

### Procurement Types

The City of Fort Myers utilizes a four-tiered procurement threshold process:

**Level 1:** Department may procure with any responsible supplier via p-card or requisition process.

- Goods, equipment and non-professional services between \$0.00 and \$10,000
- Professional Services between \$0.00 and \$50,000

**Level 2:** Department must provide a minimum of two (2) quotes from responsible suppliers using the requisition process.

- Goods, equipment and non-professional services between \$10,000 and \$50,000
- Professional Services between \$50,000 and 100,000

**Level 3:** Procurement staff will obtain quotes.

- Goods, equipment and non-professional services between \$50,000 and \$100,000

**Level 4:** Formal Competitive Solicitation Process and City Council Approval

- All goods and services in excess of \$100,000

Invitation to Bid (ITB)  
Request for Qualifications (RFQ)  
Request for Proposal (RFP)  
Cooperative Contracts  
Piggybacking



### CONTACT US

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## Doing Business with

THE CITY OF  
**FORT MYERS**  
*Florida*

## A Vendor's Guide

[www.cityftmyers.com](http://www.cityftmyers.com)

**Doing Business  
with  
The City of Fort Myers**

**Procurement Services' Mission**

Procurement Services is the centralized authority responsible for the procurement of and contracting for supplies, goods, equipment, contractual services, professional and consultant services, capital improvements and construction and/or any combination of goods and services at the best value, with fairness and integrity on behalf of the City of Fort Myers, City Council, City Manager, Staff and citizens.

The City of Fort Myers will follow sound and prudent business practices, promote full and equitable economic participation of all segments of the business community, and follow the strictest ethical standards when procuring commodities and contractual services.

Procurement Services' mission is to foster and support a Culture of Excellence throughout the City by providing superior goods and services through effective, innovative and strategic procurement and contract management. Procurement Staff is committed to exemplary customer service, professionalism, impartiality, transparency and achieving the best value for the City within the parameters of the law.

**You may reach us by phone  
(239) 321-7232**

**or by email:  
[cftpurchasing@cityftmyers.com](mailto:cftpurchasing@cityftmyers.com)**

**Becoming  
a  
Vendor**

All vendors must register on our electronic bidding portal, [Planet Bids](#), to be notified of solicitations.

Please register at [https://  
www.planetbids.com/portal/  
portal.cfm?CompanyID=31333](https://www.planetbids.com/portal/portal.cfm?CompanyID=31333).

Please visit the City's website at: [www.cityftmyers.com](http://www.cityftmyers.com) and choose the Procurement link for additional information and a current vendor application.

The City of Fort Myers actively solicits for quotes for goods and services under \$100k using [GovQuotes](#). Please register at: <https://www.govquote.us/>

The City of Fort Myers utilizes The Institute for Public Procurement (NIGP) commodity codes.

**Local Vendor and  
Disadvantaged  
Business Information**

**Local Vendors**

If your principle place of business is in the City of Fort Myers, the City may award a local vendor preference to qualified firms.

5% for City businesses  
3% for County businesses

**Minority Business Enterprise  
(MBE) Program**

The Minority Business Enterprise (MBE) Program provides an opportunity for Minority Businesses to do business with the City of Fort Myers.