

City of Ormond Beach



Bidding Information

DON'T FORGET TO:

- Carefully review and submit all necessary documents requested in the required submittals packet (Including signed and dated addenda) through Demandstar.com. Any emailed, delivered submittals will not be considered.
- Advise us if you are experiencing any problems with the submission process so that a mutually agreeable solution can be worked out
- Be timely with both your bid submittals and with your eventual invoices
- Make sure a purchase order is issued before delivery of any material or service (in exceed threshold)
- Submit all questions regarding the project via the project manual instructions.

PLEASE DO NOT:

- Contact the City Commission, City Manager or staff members, other than the noted contact person in the Finance/Purchasing Division prior to the commission's vote on the solicitation response
- Provide goods/services without a Purchase Order from the City (if exceeds threshold)
- Respond to solicitations for which your company cannot provide the required goods, services, insurance or bonds
- Provide substitute products, services and/or terms and conditions in a manner contrary to the instructions in the original solicitation
- Ask to change your prices after the City opens your submittal