



Guide for Suppliers

**How to Do Business
With the City of Longwood**

**City of Longwood
Purchasing Division
175 W. Warren Ave.
Longwood, FL 32750**

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FOREWORD

Welcome vendors! The City of Longwood's boundaries covers approximately 6 ½ square miles and serves more than 16,000 people. The City has a commitment to delivering the highest quality and the most efficient services to the citizens it serves.

The Purchasing Division of the City of Longwood maintains a highly skilled and well qualified staff of purchasing professionals to meet the City's service levels. The Purchasing staff maintains high ethical standards in carrying out the purchasing functions necessary for the acquisition of supplies, materials, equipment and/or services required for the operation of the City. We make every effort to grant all competitive bidders equal consideration and to foster and promote fair, ethical and legal trade practices.

The Purchasing Division is responsible for ensuring that the procurement process is efficient, effective, and equitable, and that tax dollars are spent wisely. The City continues to seek new sources of supply and to expand our vendor database. This guide has been designed to explain the purchasing process and to provide vendors and the public with an overview of the methods used by the City of Longwood's Purchasing Division to provide the commodities and services required by the various Departments within the City.

Please review this guide as it will answer questions you may have about the City's purchasing procedures. It includes instructions for preparing bids, explanations of bid evaluation procedures, bid security and bonding considerations, as well as other information you will find useful.

Sincerely,

Marilyn Douglas
Purchasing Manager

PURPOSE AND ORGANIZATION

This guide is intended to give a brief insight into the City's procurement process. The basic principle of municipal purchasing is open competition. As public buyers who expend public funds, the Purchasing team fully supports this concept. While this guide does not encompass every detail of all regulations, practices, and statutes governing purchasing, it does provide the basic principles of the City's procurement practices.

The Purchasing Division is responsible for the procurement of all supplies, materials and equipment necessary for the delivery of municipal services, as well as for contracting construction and professional services. Consequently, Purchasing is the only entity within the City government authorized to issue bid invitations, discuss price and delivery commitments and release purchase orders and contracts unless delegated by the City Ordinance. The Purchasing Division is located at:

City Hall
175 W. Warren Ave.
Longwood, Florida 32750
Phone: (407) 260-3480
Fax: (407) 260-3469

<http://www.purchasing@longwoodfl.org>

MISSION AND POLICY STATEMENT

The fundamental mission of the City of Longwood's Purchasing Division is to procure the required goods and services in the most efficient and effective way to achieve the best price consistent with the quality needed to meet the requirements of the City.

Public purchasing seeks to maximize the purchasing power of public funds. To achieve this objective, the Purchasing Division seeks to foster and promote competition by ensuring that all who wish to compete in the procurement process have the opportunity to do so. Our policy is intended to:

Give all suppliers full, fair, prompt and courteous consideration.

Keep competition open and fair.

Cooperate with suppliers and consider possible difficulties they may encounter.

Observe the highest code of ethics, avoiding the appearance of and preventing the opportunity for favoritism.

Create a friendly work environment through teamwork, respect, integrity and honest communication.

The City of Longwood maintains no preferential supplier or product lines. However, for certain products the City may establish a qualified products list. This ensures the product purchased meets certain minimum standards, but does not limit or provide for preferential suppliers.

INTRODUCING YOUR PRODUCT

The City of Longwood provides a number of municipal services for its residents. These services include police and fire protection, water distribution, street maintenance, garbage and trash collection and disposal, sewage disposal, and parks and recreation facilities. A variety of equipment, supplies and services must be purchased for the departments and divisions performing these services. These purchases are processed through the Purchasing Division.

It is beyond the scope of this booklet to list all of the products and services the City procures. Therefore, it is important to both you and the City that your product or service be introduced in the most efficient and effective manner possible. The following paragraphs will provide information to help you introduce your product or service.

WHERE THE CITY BUYS

The City of Longwood has the centralized purchasing authority for the purchase of products, professional services and non-professional services. The Purchasing Division acts as liaison between suppliers and the City. This office is located at City Hall located at 175 W. Warren Ave. The Purchasing Manager heads the Purchasing Division.

HOW THE CITY BUYS

Unless specifically exempt from state law, all purchases of supplies, equipment, and contractual services, with costs exceeding \$25,000 are purchased on the basis of formal, competitive, sealed bids or proposals. Purchases of \$25,000 or less are made on the open market. Wherever possible these purchases are based on at least three informal quotations. Purchases of \$500 or less may be made by individual City departments using the City's Field Purchase Order or Procurement Card. Suppliers shall not make sales to City employees without first obtaining a purchase order number.

In the case of an emergency, department heads may purchase necessary supplies, materials or equipment. This may be done only when it is essential that such purchases be made in order to safeguard City property or to provide services that vitally affect the health or safety of the citizens of Longwood.

In some cases, purchases which do not exceed \$25.00 may be made from petty cash. Regardless of the type of purchase, the City employee must obtain an original receipt from the supplier.

BID NOTIFICATION

In an effort to improve efficiency, the City of Longwood has contracted with DemandStar by Onvia to list and disseminate all sealed bid documents to vendors who elect to participate in that system. The City continues to maintain a summary list of available bids on the City web site at <http://www.longwoodfl.org> and will continue to advertise all sealed bids in the local newspaper. Actual bid documents may be obtained through DemandStar or by contacting the Purchasing Division.

*Registration with DemandStar.com is not a necessary requirement for doing business with the City of Longwood or any other government agency. **You can still access bid information by monitoring the Orlando Sentinel legal ad section, calling the Purchasing Division at (407)260-3483, or by accessing our website at <http://www.ci.longwood.fl.us>. However, membership with DemandStar.com will allow you to receive automatic and timely notification of all bid opportunities.***

VENDOR INFORMATION

Purchasing maintains vendor and purchase order files for all suppliers doing business with the City. Suppliers should keep Purchasing advised of any changes to their marketing or remittance addresses, as well as additions or deletions in goods or services offered. In doing so, this will ensure that your firm receives the appropriate Invitation to Bid (ITB) or Request for Proposal (RFP), as well as ensuring that payments are made to proper addresses.

SUPPLIER PERFORMANCE

Delivery Dates. Failure to meet a specified delivery date reflects on the suppliers' performance and could be a factor in subsequent award determinations. It is the supplier's responsibility to notify the Purchasing Division when a delay in the delivery schedule is anticipated or occurs. At that time, the supplier should indicate the new anticipated delivery date and the reason for the delay. It should be noted that failure to deliver within contractual delivery schedule may result in the

supplier being declared in default. In the event of default, termination action will be taken by the City under the provisions of the Uniform Commercial Code as adopted by the State of Florida.

Quality and Service. Unsatisfactory product quality or service performance also reflects on a supplier and could be a factor in subsequent award determinations as well as removal from our supplier list. Substandard performance can increase the City's operating costs and will be taken into consideration when future awards are made to the "lowest responsive and responsible bidder".

PRESENTING YOUR PRODUCT

You will find the Purchasing Division ready and willing to help as you compete for City business. If you have a product to sell or a service to offer, please feel free to call our office to set up an appointment to talk with the Purchasing staff. We realize that you have a busy schedule; therefore, to avoid delays, it is advisable to set up an appointment in advance. Our hours of operation are Monday through Friday from 8:00 a.m. to 5:00 p.m. Telephone: (407) 260-3483.

PROCUREMENT METHODS

The City of Longwood utilizes the following guidelines to procure goods and services:

Small purchases of \$750.00 or less may be acquired by City employees through use of a field purchase order or procurement card.

Purchases in amounts of \$750 to \$2,500 may be made by the Purchasing Division on the basis of one or more verbal or written quotations.

Purchases in amounts of \$2,501 to \$10,000 may be made by the Purchasing Division on the basis of three verbal or written quotations.

Purchases in amount of \$10,000 to \$25,000 will be made by the Purchasing Division on the basis of three written quotes.

Purchases in amount of \$25,000 or greater are subject to requirements of the City of Longwood Purchasing Code which supports competitive sealed bids and proposals.

Supply Contracts are established through a competitive bid process to purchase goods or services at a fixed price for a specified period. Blanket Purchase Orders are utilized to acquire goods covered by an annual supply contract.

Service Agreements are contracts for service and repair of equipment generally established annually or at the time of acquisition of the equipment. The Purchasing Division will coordinate service agreements. Departments may contact authorized suppliers when service/repair of equipment is needed.

BIDDING METHODS

Request for Sealed Bids. The City of Longwood utilizes competitive bidding for the contracting of goods and services over \$25,000 unless otherwise exempted by the Purchasing Code. Since competitive bidding is the foundation of all purchases, we make every effort to continually seek sources that have the capability to meet the needs of the City at competitive prices.

Request for Proposal. The City utilizes the Request for Proposal (RFP) method in the procurement of goods, services or professional services. This method is used when the competitive bidding process is not suitable or as in the case with certain professional services as identified in FSS, Chapter 255.

The Request for Proposal provides general information about the project, such as scope of work, time frame, project requirements and criteria to be used in evaluating the proposal. The proposer provides specific information to demonstrate an understanding of the work or product, project approach, qualifications, experience, capabilities and pricing data, which may include a price breakdown or cost schedule depending on the nature of the proposal.

Proposals are opened in such a manner as to avoid disclosure of contents to other respondents during the review process. Discussions may be conducted by an evaluation committee with the most responsive and responsible service providers who have been determined as qualified to perform the service or to provide the required product. Interviews/discussions may be used as a tool to further clarify the proposal and to assure full understanding of the requirements. If applicable, respondents may be requested to submit their best and final offer.

Public Advertising. Sealed bids and proposals of more than \$25,000 require public notice of the date, time and place where bids or proposals will be received. Notice is provided by advertisement on the Internet at <http://www.longwoodfl.org> and in a local newspaper two consecutive weeks prior to the date when bids or proposals are to be opened. Plans and specifications are normally available through Demandstar.com or by contacting the Purchasing Division at (407) 260-3480.

Public Accessibility to Bids and Proposals. Subject to the following conditions, copies of competitive bids are available to interested parties after public bid opening. Copies will be provided so as not to disrupt the normal operation of the Purchasing Division. Bid data and information submitted in response to a competitive sealed bid or proposal is not considered a public record until ten (10) days after bid opening or until the City has made an award recommendation. The cost of copies is subject to the City's standard charges of public records. Supplier proprietary information and data which is clearly marked as such by suppliers is not considered public information (Ref: Florida Statutes, Chapter 119). The City will assume that supplier information is not proprietary unless it is clearly marked by the supplier.

BID SECURITY - BONDING

To protect the interests of the Longwood taxpayers, the City may require bonding security on bids and contracts in connection with a contract for the construction, alteration or repair of any public building or completion of any public work project.

Bid Security. Bid security in the form of a cashier's check, certified check or bid bond may be mandatory for submission of a bid in an amount not less than five percent (5%) of the bid value. The City also may elect to require bid security for bids other than construction or public works contracts.

Performance and Payment Bonds. The City requires the contractor to fully execute and provide the required payment and performance bonds prior to the beginning of any work.

The performance bond is solely for the protection of the City; is 100% of the amount of the contract; and conditioned on the faithful performance of the work in accordance with the plans, specifications, and contract documents.

The payment bond is solely for the protection and use of payment bond beneficiaries who have a direct contractual relationship with the prime contractor or a subcontractor to supply public work labor or material; and is 100% of the amount of the contract.

INSURANCE

The City requires that all contracts include specific insurance coverage to be provided by the contractor or lessee. The coverage requirements shall be reviewed and approved by the City prior to award of contract. Contractors who engage subcontractors shall be responsible for ensuring that subcontractors procure and maintain the same insurance required of the contractor.

An original copy of all applicable insurance certificates is provided to the City in accordance with the bid documents prior to the start of any work. The certificate(s) of insurance shall contain the following information:

1. Name of insurance company;
2. Policy number;
3. Inception/expiration date;
4. Description of coverage;
5. Limits of insurer's liability;
6. City as additional insured (property and liability policies);
7. Notice of cancellation condition (i.e. notice to the City at least thirty (30) days prior to policy cancellation);
8. A waiver of subrogation in favor of the City on all liability policies.

Policies shall be written by companies licensed in the State of Florida and rates B+ or better by A.M. Best.

NOTE: Specific insurance requirements are incorporated into the bid documents and specifications of each bid. The dollar values and coverage vary according to the type of contract. Insurance requirements for the City of Longwood are periodically reviewed to determine the appropriateness of coverage and values.

BIDDING PROCEDURES

Specific bidding procedures have been established by the City to conform to the requirements established by law and to provide for uniform treatment of all suppliers. Small business and minority business enterprises are encouraged to participate in the bidding procedure outlined below. It is important that each supplier be familiar with these requirements and follows them.

NOTICE OF INVITATION TO BID

The process of purchasing by formal competitive bids is initiated by the City of Longwood Purchasing Division. Bid advertisements are published in the legal notice section of the local newspaper. Notices are also posted in the Purchasing Division and on the Internet. Any minority, women-owned, or disadvantaged business enterprise will be given full opportunity to submit bids and/or proposals and will not be discriminated against on the basis of race, color, sex, physical handicap or national origin in consideration of an award.

SPECIFICATIONS

The specification is used as a tool to describe/define the requirements of a product or service. One of the most important factors in determining specification requirements is quality. These quality requirements are not necessarily based on a premium class or the cheapest commodity. The City determines quality by need; that is, the commodity that is both economical and best suited for the particular use.

Specifications may be very technical in nature and in some circumstances may require that a "brand name" be used. In either case, the specification is an expression of the quality required and not a preference for a particular name brand item. Suppliers with products meeting or exceeding the quality requirements are invited to bid even though the brand name of their product may not be referenced in the specifications.

COMPLETING A FORMAL BID

Bids must be submitted on the bid forms provided by the City in the bid package. Accurate examination, completion and execution of all documents and forms represent a bidder's responsiveness. If a

supplier is not able to bid on all of the items listed, the items should be marked with the words, "No Bid." Care should be taken that all

amounts representing the bidder's offer are correct and price extensions should be examined to ensure their accuracy.

In the case of a discrepancy between the unit price and extended total of a bid, the unit price shall govern. In the case of a difference between written words and figures in a bid, the amount stated in written words shall govern. The bid must be signed by the appropriate officer or individual or it will not be considered.

DELIVERY DATES

Suppliers should indicate on the bid form the number of days required for delivery of a product or service, or a specific date upon which delivery will be made. The delivery time may be one of the considerations in determining the bid award. Successful bidders will be expected to deliver the materials and/or services they are providing within the specified time.

PAYMENT TERMS

Bidders should ensure that payment terms are specifically stated in the bid submittal. In a competitive market, offering a discount for prompt payment may be a factor in the evaluation of a bid.

SHIPPING POINT

All bids are to be quoted as F.O.B. destination as specified in the Invitation to Bid. The bid price should include all shipping and delivery charges to the specified address. Any variation from this requirement must be clearly covered in the bidder's written response.

SAMPLES

Suppliers should always examine the Invitation to Bid to determine if samples are required with the bid submittal. When samples are requested by the City, they will be held until after the award is made unless otherwise specified. In the event a supplier submits a sample of his product for trial and use, the product must be presented at no cost or obligation to the City. Samples should not be given to any specific City employee unless it has been authorized in advance by the buyer or the Purchasing Manager.

RECYCLED PRODUCTS

The City of Longwood encourages businesses to offer products to the City that contain a sufficient percentage of post consumer waste materials. Post consumer materials are defined as materials that come from products generated by a consumer which have served their intended end-uses and have been diverted from solid waste for the purpose of collection, recycling, and disposition.

Products offered must perform in accordance with applicable specifications, must be available within a reasonable length of time, and must be suitable for the City's intended purpose. The City will be the sole judge of the suitability of any recycled product offered.

SUBMITTING THE BID

Unless otherwise stated in the bid solicitation, all bids must be properly identified and mailed or delivered to the Purchasing Division at 175 W. Warren Ave., Longwood, FL 32750. All bids and proposals must be received before the date and time stipulated for opening of the bids. Bids received after the designated date and time will be returned unopened and will not be considered.

For uniformity, sealed bids and proposals are typically opened on a Wednesday at 2:00 p.m.; however, it is recommended that the date and time is verified by the bidder prior to submittal. Bid openings are open to the public. Your firm's representative is welcome to attend public bid openings whether or not your firm engaged in the bidding.

Modification or Withdrawal of Bids. Bids may be modified by written notice or in person by the bidder or authorized representative, provided proper identification is provided. However, the modification may only be made prior to the hour and date set for the receipt of bids. To maintain the integrity of the bidding process, a bid that has been opened by the City is not subject to alteration for the purpose of correcting an error in the bid price, unless the mistake is clearly evident from examining the bid document (e.g. extension of the unit prices or errors in addition.) This policy does not revoke the right of a bidder to withdraw a bid due to material mistakes prior to bid opening by the City.

BID OPENING

All formal bids are opened and publicly read aloud at the location stated in the Invitation to Bid and on the date and time listed in the Invitation to Bid. The Purchasing Manager or his representative presides over the bid openings. A cordial invitation is extended to bidders, salesmen, and the interested public to be present at the bid opening.

BID EVALUATION

It is the policy of the City to purchase from suppliers having adequate financial strength; management and service capabilities; high ethical standards and integrity; the ability to provide materials which consistently meet the City's requirements; and that are otherwise qualified and eligible to receive an award under applicable laws and regulations.

Identical Bids. In accordance with Florida State Statutes Section 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Bidders are to include the "Drug-Free Workplace Certification Form" with the bid submittal.

Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO, for a period of 36 months from the date of being placed on the convicted vendor list.

Award of Contract. Bids are awarded to the most responsible and responsive Bidder, qualified by experience to provide the work as specified in the bid. In determining the best value for the City, the following factors may be considered:

- (1) the quality of the bidder's goods or services;

- (2) conformity to the specifications;
- (3) the extent to which the goods or services meet the City's needs;
- (4) the purchase price;
- (5) the bidder's past relationship with the municipality;
- (6) the total long-term cost to the municipality to acquire the bidder's goods or services; and
- (7) any relevant criteria specifically listed in the request for bids or proposals.

Other Factors. Consideration may be given, but not necessarily limited to product warranty, bidder's proposed service, ability to supply and provide service, delivery to required schedules, and past performance in completing other contracts with the City including timely delivery.

Partial Awards. Unless the bid document specifies otherwise, the City may award a contract for any item or for a group of items specified on the bid form.

Reservations. The City expressly reserves the right to:

- a. Waive any informality, including minor deviations from specifications.
- b. Waive any defect, irregularity, or informality in any offer of solicitation procedures.
- c. Reject any or all bids, or portions of a bid.
- d. Reissue a bid request.
- e. Extend the bid opening time and date.
- f. Procure any item by other means.
- g. Increase or decrease the quantity specified in the bid Invitation, unless the bid specifies otherwise.

Award Notification. Official notification of a contract award can only be made by the Purchasing Division. Notice of award by any other agency of the City may be premature and inaccurate. Award of an open market purchase is made by issuing a City of Longwood Purchase Order. The successful bidder of an annual price agreement is notified of award by letter from the Purchasing Manager. Included will be a summation of the prices and terms of the award.

TABULATIONS AND AWARDS

All formal bid results are tabulated and posted on the City's web site at www.ci.longwood.fl.us. A copy of the tabulation will be provided by mail if the vendor provides a self-addressed stamped envelope with their bid submittal.

Formal bids are reviewed and evaluated by the Purchasing Manager and the user department or division. Inspection of bids after award may be made by appointment by contacting the Purchasing Division.

When a bid states that an offer may be made on an "all or none" basis, bids will be tabulated both on the individual items and on the total of all items to find the combination that results in the lowest cost to the City and still meet all the terms of the bid.

If a bidder wishes to appeal an award, he should contact the Purchasing Manager and present his appeal in writing prior to award by the City Commission. After the award has been made, the Purchasing Division issues a Purchase Order or a contract to the successful bidder.

RIGHT TO REJECT BIDS

The City of Longwood reserves the right to reject any or all bids and to waive any informality, provided the informality does not materially change the bid. The City reserves the right to accept or reject any specific item or group of items on a bid. If a supplier finds that he has made a mistake in his bid, he may correct the error before the date and the time set for opening the bids. Corrections are not permitted after the bid has been opened. All bid prices must remain firm for a minimum period of ninety (90) calendar days, unless otherwise specified in the solicitation.

ORDER PROCESSING AND DELIVERY

After issuance of a Purchase Order or contract to the supplier, there are basically four steps to complete the cycle: 1) delivery and acceptance of goods or services; 2) report of receipt of goods or services by using department; 3) billing by the supplier; and 4) payment by the City.

All shipments to the City of Longwood must be made to the location designated on the Purchase Order. Deliveries may be required to be made to different locations in various parts of the City. The shipping or delivery ticket must include the Purchase Order number and correct delivery address. Failure to meet specified delivery schedules may result in the cancellation of the order.

Payment Inquiries. Please direct any payment questions to the mailing address noted on the Purchase Order, or you may call Accounts Payable at (407) 260-3479.

PARTIAL DELIVERIES

Deliveries should be made with in the exact quantity called for on the Purchase Order. However, in some cases, the City will accept partial deliveries. The City may make payment on partial deliveries when the contract for supplying the goods or contractual services extends over a period of several months or when a discount is offered on the partial shipment.

In the case of any partial delivery, the shipping ticket and invoices must indicate the quantity being delivered and not the quantity ordered by the City.

TAX EXEMPTION

The City is exempt from payment of Federal Excise and Transportation taxes, as well as Florida Sales Tax. If it is determined that the prices quoted and recorded on any order or invoice rendered include any such taxes, the amount of the taxes will be deducted from the total of the invoice.

Upon request, the Purchasing Manager will provide Tax Exemption Certificates in connection with an order when Federal Excise Tax would otherwise be due.

INVOICE PAYMENT

All original invoices for the delivery of goods or services billed against a valid City of Longwood Purchase Order should be sent to the address on the Purchase Order. Invoices will not be paid that are not supported by an officially authorized City Purchase Order or contract.

Payment Terms. The City recognizes the prompt payment act and normal payment terms are net 30 days unless otherwise specified. Any discount available to the City for prompt payment should be noted. Unless otherwise noted, discounts will be calculated from the date of delivery or date of invoice, whichever is more recent. Invoices with terms "Payment upon receipt" or "Payment upon completion" are processed and paid in a timely manner.

Standard Terms and Conditions. Standard terms and conditions apply to the purchase of goods or services. They are printed on the reverse side of the vendor copy of the Purchase Order. All bid, proposal or quote terms and conditions are incorporated and become an integral part of the subsequent Purchase Order or contract document.

ETHICAL CODE

The Purchasing Division subscribes to and supports a high level of ethical and moral standards. Employees of the Purchasing Division, as well as all other City of Longwood employees, are required to decline the offer of gifts or gratuities which might influence, or be construed to influence, any purchase of goods or services. Acceptance of gifts or gratuities of any kind is prohibited by governmental purchasing ethics.