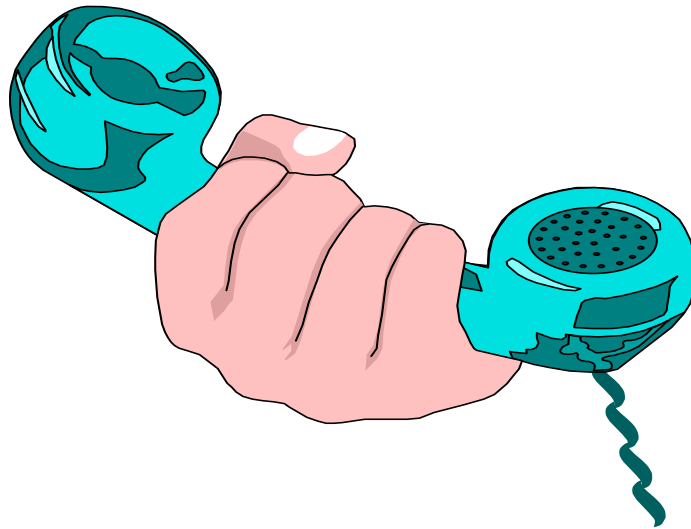


**UTILITIES COMMISSION  
CITY OF NEW SMYRNA BEACH  
VENDOR INFORMATION PAMPHLET**

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**WELCOME**



**Give Us A Call Today!**

**GENERAL MANAGER AND  
STAFF**

**General Manager/CEO, Ray Mitchum**

**Administration**

**Brian Bilinski, Director of Finance (386/424-3059)**

**Robert Lemoine, Director of IT (386/424-3010)**

**Miguel Rodriguez, Director of Electric Operations (386/424-3162)**

**Dave Hoover, Director of Water & Water Reclamation (386/424-3180)**

**Tim Beyrle, Director of System Operations (386/424-3160)**

**Derek Wainscott, Manager of Engineering (386/424-3019)**

**Britney Pitcher, Manager of Human Resources (386/424-3056)**

**Materials Management Staff**

**Maureen Lynch, Materials Manager (386/424-3046)**

**Caleb Fisher, Purchasing Agent (386/424-3045)**

**Alan Douglas, Purchasing Assistant (386/424-3047)**

**Stevee Dover, Purchasing Assistant (386/424-3043)**

**Warehouse Storekeeper (386/424-3048)**



**Utilities Commission, Central Office Building, 200 Canal Street, New Smyrna Beach**

**How to do business with the Utilities Commission** The Utilities Commission welcomes the opportunity to do business with interested suppliers. The Materials Management Division consists of the Purchasing and Warehouse areas of the Utilities Commission. The Purchasing Division has the responsibility for procuring 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 Utilities Commission.

Purchasing is handled through our Centralized Purchasing Division located at 200 Canal Street, New Smyrna Beach, FL 32168. Our warehouse is located at 1151 Field Street, New Smyrna Beach.

Sealed Bids are advertised on our website, [www.ucnsb.org](http://www.ucnsb.org) and on DemandStar.com. Participating in DemandStar.com will give you the opportunity to be automatically notified of any upcoming bids. You may call DemandStar.com at (800) 711-1712 for more information.

**The Utilities Commission's purchasing dollar threshold (March 19, 2007) is as follows:**

1. Formal **"Sealed Bids"** or **"Request for Proposals"** and Commission approval **\$50,000.00** and up.
2. Formal Written Request for Quotes for all purchases **\$25,000.00 to \$50,000.00** and a minimum of three quotations when available.
3. A minimum of three written quotations is required for all purchases from **\$5,000.00 to \$25,000.00**.

4. A minimum of three verbal quotations is required for all purchases from **\$1,000.00 to \$5,000.00.**
5. Purchases under **\$1,000.00** to be obtained by the using department by way of a field purchase order or by their VISA Purchasing Card where accepted.
6. Petty Cash purchases up to **\$100.00** per order.

### **CREDIT INFORMATION**

The Utilities Commission, City of New Smyrna Beach, Florida, was created by Special Legislative Act in 1967, Public Law 67-1754, and as amended in 1985 by Public Law 85-503. Subsequently, the Charter of the City of New Smyrna Beach was amended, under Chapter 15, to incorporate the public laws.

The mailing address for the Commission is:

**P.O. Box 100**  
**New Smyrna Beach, Florida 32170-0100**

Bank of America, address 1880 SR 44, New Smyrna Beach, Florida, 32168, provides banking services for our accounts. Our Federal ID number is 59-1777126. The Utilities Commission holds an AAA rating with Dunn & Bradstreet (DB# 06-480-2762). Credit references include:

HD Supply Waterworks	(407) 291-1545
WESCO Distribution	(407) 434-4025
HD Supply Electric LTD	(407) 893-9125
Stuart C. Irby	(407) 330-2051
Fortiline	(407) 601-1076
Fastenal	(386) 423-0613
Gresco	(352) 748-9550

# **Become a Supplier to the Utilities Commission, City of New Smyrna Beach, Florida today!**

**“We welcome your business!”**

Understanding that the procurement process is designed to ensure fair and equitable treatment of all suppliers who deal with the Utilities Commission, the Utilities Commission has a firm commitment to a purchasing system that provides quality, integrity, and increased competition. The Utilities Commission is conducted in a professional manner and provides taxpayers the maximum value for each dollar spent. We appreciate your interest in doing business with the Utilities Commission, City of New Smyrna Beach, Florida.

## **GIFTS AND FAVORS**

In compliance with **Florida Statutes Chapter 112, Part 111** “Code of Ethics for Public Officers and Employees”, as well as, the Utilities Commission’s own “Conflict of Interest and Ethics Policy”, no official or employee of the Utilities Commission, New Smyrna Beach, shall accept any profit, favor, or thing of value that may tend to influence such employee in the discharge of the employee’s duties, or grant in the discharge of duty an improper favor, service, or thing of value.

## **PURCHASING GUIDELINES**

Purchasing in the State of Florida is in accordance with **the Florida State Statute Chapter 287, Procurement of Personal Property and Services, ABA Model Procurement Code for State and Local Governments, Uniform Commercial Code**, and as such will be included as governing laws not covered in the Utilities Commission, City of New Smyrna Beach’s Purchasing Policy and Procedure Manual, as well as, all local law, code, resolutions, ordinances and regulations.

## **FAIR AND OPEN COMPETITION**

The Utilities Commission promotes fair and open competition through the bidding process. In addition, we strive to design specifications for compatibility with standard trade practices and to use procedures in accordance with the law and prudent business practices. Potential bidders are encouraged to advise the Utilities Commission if they feel any language and/or requirement of a specification inadvertently restricts or limits competition: or if, in their judgment, specifications do not comply with standard trade practices or impose an impractical or unreasonable procedural burden.

## **HOW THE UTILITIES COMMISSION PAYS**

After a purchase order has been awarded, and delivery and acceptance of goods or services has been completed, the vendor needs to properly invoice the Utilities Commission. The vendor must submit, to the **INVOICING ADDRESS** on the purchase order, an **ORIGINAL** invoice. The Utilities Commission payment policy is net 30. A check will be cut 30 days from the date of the invoice. The Utilities Commission **WILL NOT** pay from a statement.

## **CAUSES FOR REMOVAL OR SUSPENSION**

**This list serves as a guideline only and is not meant to be all-inclusive.**

1. Commodities/equipment or services do not comply with the specifications.
2. Failure to make delivery or complete a project in time specified on the contract or Purchase Order.
3. Failure to keep an offer firm for the time specified.
4. Failure to provide a surety when required by the ITB following award.
5. Collusion with other bidders or prospective bidders to restrain competitive bidding.
6. Failure to make applicable adjustments or replacement of damaged goods.
7. Failure to make good on warranties and guarantees on products delivered.
8. Any violation of the laws of the State of Florida or the Federal government pertaining to public purchasing.
9. Failure to respond with either a bid or an indication of a “no bid” to request for bid.
10. Any other violation of responsible business practices or unsatisfactory performance.



**UTILITIES COMMISSION  
SHIPPING LOCATIONS**

CENTRAL OFFICE BUILDING  
200 CANAL STREET  
NEW SMYRNA BEACH, FL 32168

ELECTRIC OPERATIONS CENTER  
1151 FIELD STREET  
NEW SMYRNA BEACH, FL 32168

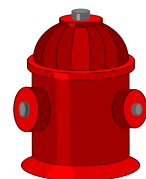
FIELD OPERATIONS  
413 SMITH STREET  
NEW SMYRNA BEACH, FL 32168

FLEET MAINTENANCE  
2495 BOAT RAMP DRIVE  
NEW SMYRNA BEACH, FL 32168

WATER PLANT  
2640 PAIGE AVE.  
NEW SMYRNA BEACH, FL 32168

WATER WASTEWATER PLANT  
3119 STATE ROAD 44  
NEW SMYRNA BEACH, FL 32168

WAREHOUSE (CENTRAL STORES)  
1151 FIELD STREET  
NEW SMYRNA BEACH, FL 32168



**UTILITIES COMMISSION**  
**City of New Smyrna Beach, Florida**  
**VENDOR APPLICATION**

**Please type or print the following information.**

**Firm Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**If vendor is bidding as a manufacturer's representative and the purchase order and/or remittance should be addressed to the manufacturer in care of the bidder, so indicate in the address areas.**

**Please list both area code number and 800 number if available.**

**Telephone Numbers(s): (800) \_\_\_\_\_ . (    ) \_\_\_\_\_**

**Facsimile Number: (    ) \_\_\_\_\_ .**

**E-Mail Address:** \_\_\_\_\_ **Web Site Address:** \_\_\_\_\_

**If remittance address is different from the mailing address, so indicate below.**

**Firm Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Type of Organization:** \_\_\_\_ **Corporation (State of Incorporation)** \_\_\_\_\_

\_\_\_\_ **Partnership** \_\_\_\_ **Sole Proprietorship** \_\_\_\_ **Other** \_\_\_\_\_ **(Explain)**

**Federal Identification No. Or Social Security No.** \_\_\_\_\_

**Do you collect Florida State Sales Tax? Yes** \_\_\_\_ **No** \_\_\_\_ .

**I Certify that the information herein (including attached pages is a true and correct statement of fact).**

**Signature of Authorized Person** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name & Title Printed** \_\_\_\_\_

**Please detach and return these documents to:**

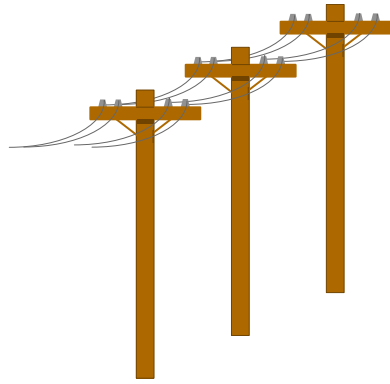
**Utilities Commission City of New Smyrna Beach**

**Attn: Materials Management Division**

**P.O. Box 100**

**New Smyrna Beach, Florida 32170-0100**



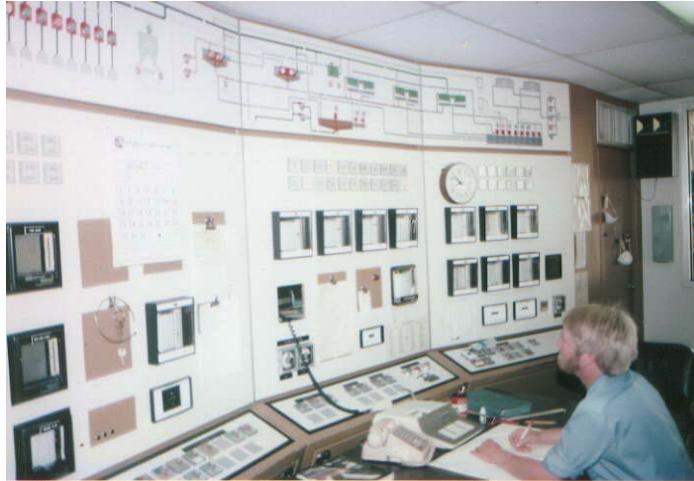


## **ABOUT THE UTILITIES COMMISSION**

**ELECTRIC SYSTEM** The Utilities Commission serves approximately 25,000 electric customers within a service area of 71.9 square miles, of which 38.55 square miles are inside the New Smyrna Beach City limits. The service area is established by the Florida Public Service Commission. The Utilities Commission electric system has 115 kV interconnections with Florida Power & Light (FPL) and Duke Energy Florida (DEF) at the Smyrna Substation located west of I-95. There are three major substations within the Commission's territory: Smyrna Substation, Airport Substation and Field Street Substation. From these substations, the Utilities Commission owns and maintains approximately 231 miles of overhead and 33 miles of underground electric circuits.

The power and energy used by the Commission's customers comes from a variety of sources. Ownership interest in FPL's St. Lucie Nuclear Plant accounts for approximately 12% of the Utilities Commission's annual energy requirements. The remainder is made up of purchased power contracts with DEF and wholesale energy purchases. The Utilities Commission also has one site for generating its own power with the use of diesel generators. This facility is located on Field Street. All resources available are evaluated on an hourly basis, and the most economical is dispatched by the Utilities Commission's System Operations staff 24 hours everyday at the Electric Operations Center located on S.R. 44.

## WATER SYSTEM



The Utilities Commission serves approximately 24,068 water customers within a service area of 41.3 square miles.

The raw water supply for the Utilities Commission is derived from 19 wells obtaining groundwater from the Florida Aquifer. These wells can produce a total firm capacity in excess of 10 million gallons per day (MGD). Raw water from the well supply is treated at the Glencoe Plant, which is capable of treating 10.4 MGD. The storage, transmission and distribution facilities of the water system include over 6 MG of total storage capacity, 4 pumping stations and approximately 241 miles of six-inch or larger water mains.

## **WASTEWATER TREATMENT SYSTEM**

The Utilities Commission serves approximately 19,000 domestic sewer customers within a service area of 51.1 square miles. This service area is defined by interlocal agreement between the Utilities Commission, the City of New Smyrna Beach, and Volusia County. UCNSB's Class A, 7.0 MGD Advanced Treatment Water Reclamation Facility (WRF) currently processes approximately 3.5 million gallons of wastewater each day. Most of the highly treated effluent is provided for irrigation in the reuse distribution system. Bio-solids that are produced in the treatment process are beneficially used locally as a soil conditioner on Florida Department of Environmental Protection (FDEP) permitted sod production fields and pasture land.

The wastewater collection system includes approximately 200 miles of gravity sewer and force mains. There are 91 wastewater pumping stations operating throughout the collection system. These pump stations are monitored by a computerized SCADA system via radio communications.



## **REUSE SERVICES**



The Utilities Commission's 7.0 MGD Advanced Water Reclamations Facility (WRF) reuse system consists of a high service pump station, a chlorine disinfection system, nine sand filters, a two million gallon ground storage tank, and approximately 79 miles of transmission / distribution mains.

Over 700 residential customers, four local golf courses, city parks, road right-of-ways and highway medians, and the City's sports complex rely on this product for their irrigation needs. On an average day, this facility produces 3.5 million gallons of highly treated reuse effluent. A new 13 acre reuse storage and distribution pond was put into service in 2006. This project allows us to supply more customers with reuse.

## **CUSTOMER SERVICE INFORMATION**



The Utilities Commission Customer Service Division is located at 200 Canal Street, New Smyrna Beach Fl. Our hours are Monday through Friday, 8:00 am to 5:00 pm excluding holidays and we are available to assist customers in the office as well as over the phone. We can be reached by phone at 386-427-1361 or by fax at 386-424-2713. In the office we accept payments by cash, check, money order or Master Card / Visa credit cards. For customer convenience we have a drive up window during business hours, as well as a “night drop” for after hour payments. We are capable of receiving electronic payments through on line banking, we offer an automatic debit program from a checking or savings account as well as we accept Master Card / Visa credit card payments via our website or over our automated phone system, 386-424-3199. There is an application process required to connect utility service. For additional information please contact us, 386-427-1361 or visit our website at [www.ucnsb.org](http://www.ucnsb.org).