



10500 N Military Trail  
Palm Beach Gardens, Florida 33410



## HOW TO DO BUSINESS WITH THE CITY OF PALM BEACH GARDENS

The City of Palm Beach Gardens contracts with various vendors for different types of goods and services that benefit its residents. The Procurement Management Office is the City's purchasing and contracting department with responsibility for managing the procurement processes. The City welcomes and encourages qualified vendors, including local businesses, minority-owned firms, small business enterprises, veteran-owned companies, etc. to respond to solicitations.

Vendors are encouraged to visit the Procurement Management website at [www.pbgfl.gov/procurement](http://www.pbgfl.gov/procurement) and sign up to receive bid notifications when solicitations are advertised. City solicitations are advertised in the Palm Beach Post, and through our procurement provider OpenGov.

If a vendor is awarded a contract, the City will contact the vendor for a copy of the vendor's W-9 and will require the vendor to register online for invoice processing and payment. Vendors are encouraged to choose to receive electronic payments, as this process results in quicker processing and payment of invoices.

Palm Beach Gardens awards contracts to responsible and responsive vendors, whose offers or proposals represent the lowest price or best value for the City. The City has a strict No Gifts Policy, observes a Cone of Silence on all advertised solicitations; and has a Vendor Code of Conduct, which outlines expected ethical and professional behavior. The Procurement Management Office reviews vendor performance on City contracts, and other public entity contracts, in order to determine if a vendor meets the definition of being responsible and may be recommended for award of a City contract.

For more information on the City's purchasing policy and procedures, and to learn about doing business with us, please visit our website at [www.pbgfl.gov/procurement](http://www.pbgfl.gov/procurement) or telephone 561.799.4197 to speak directly with the Chief Procurement Officer.

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