



CITY OF PALM BEACH GARDENS
10500 North Military Trail

Palm Beach Gardens, FL 33410

March 20, 2020

VENDOR PROTOCOL FOR CITY VENDORS

In an abundance of caution and with respect for the safety and wellbeing of our staff and community, the City requires that vendors adhere to the following practices:

- a. **Comply** with all recommendations and restrictions implemented by the State or County.
- b. Regularly **monitor** notices on the state of the viral outbreak and any extra precautions that are required, as announced by the CDC, the State, or the County.
- c. Practice **good hygiene** standards when visiting any City facilities and offices.
- d. Visit the City of Palm Beach Gardens website at www.pbgfl.com for additional information on how the City is responding to this emergency situation.

Until the restrictions on the COVID-19 viral outbreak are lifted, the following vendor protocols are implemented with **immediate effect** for all vendors doing business with the City:

- e. Vendors should **avoid physical contact** with City staff and maintain an acceptable social distance (at least 3 feet) to prevent spreading any potential infection. There should be no handshakes, elbow-touching, fist bumps, hugs, etc.
- f. Vendors who are **infected with the virus** or have workers who may be infected should immediately notify the City's Emergency Management Division at **561.804.7010** and stop working on the City project.
- g. All City project **work stoppages** that are caused by the COVID-19 viral outbreak will be handled subject to the provisions of the Force Majeure clause in the contracts.
- h. The **Purchasing Department** will continue to operate fully until further notice.

- i. **Public bid openings** will continue to be held. However, vendors are encouraged **not to attend bid openings in person**, but to attend via phone by dialing **561.799.4150**.
- j. **Selection Committee meetings** will continue to be held until further notice. However, vendors are encouraged **not to attend these meetings in person**, but to attend via phone by dialing **561.799.4150**.
- k. Vendors are hereby prohibited from submitting **paper invoices** to the City. Paper invoices will not be accepted nor paid. **All invoices MUST be submitted via email** to ap@pbgfl.com. If you submit a paper invoice, it will not be processed, which will delay your payment.
- l. The Finance Department will continue to issue ETF/ACH payments to vendors. Vendors who are not registered to receive ETF/ACH payments must go to <https://www.pbgfl.com/153/Finance> and complete the online Vendor Registration Form to receive payments by ETF/ACH. During this emergency period, the issuance of paper checks is hereby suspended until further notice.