

*“Tools to do
business with
Seminole County
Government”*



SEMINOLE COUNTY
FLORIDA'S NATURAL CHOICE

**Seminole County
Board of County Commissioners**

VENDOR GUIDE

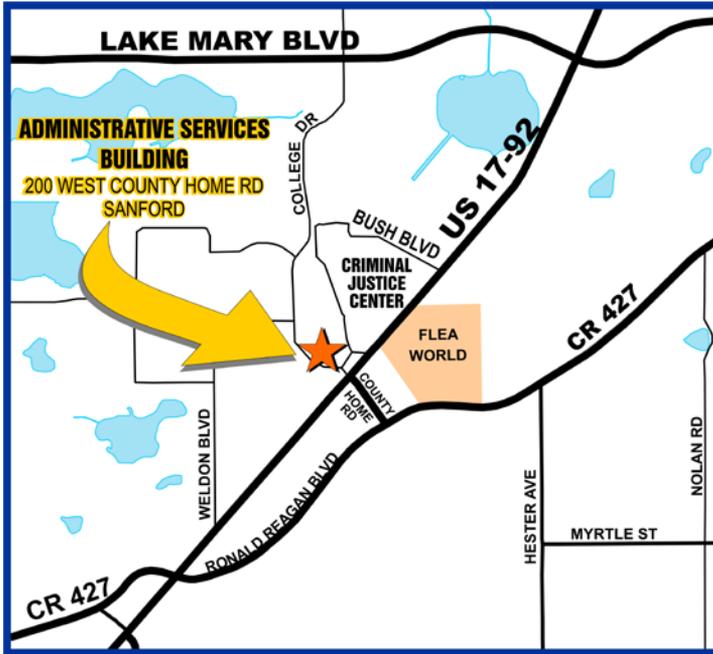
**SEMINOLE COUNTY
PURCHASING &
CONTRACTS DIVISION**

200 WEST COUNTY HOME RD
SANFORD, FL 32773-6189

*“Creating a partnership
with industry”*

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Seminole County Board of County Commissioners
Purchasing and Contracts Division
200 West County Home Rd., Room 222
Sanford, FL 32773-6189

(407) 665-7116 - Phone
(407) 665-7956 - Fax

Purchasing and Contracts Division

200 West County Home Rd., Room 222
Sanford, FL 32773-6189
Phone: 407-665-7116; Fax: 407-665-7956

June 17, 2009

Dear Valued Vendor:

Thank you for your interest in doing business with Seminole County Government. The vendor guide will serve as a valuable tool for your company, and includes some general information on how we procure goods and services for the County. Familiarizing yourself with this guide will increase your possibilities to partner with Seminole County on future business opportunities.

The Purchasing and Contracts Division administers more than \$201 million of procurement actions each year, which has a tremendous impact on our State and local economies. Our mission is to provide procurement services by teaming with internal and external customers to deliver innovative, effective, and timely procurement solutions.

We invite you to visit our website at www.seminolecountyfl.gov/purchasing for valuable procurement information including a no cost vendor registration and notification system. By registering on-line you will become a member of our vendor community.

If you have any questions or comments for improvement, please do not hesitate to contact us at 407-665-7116 or email us at purch@seminolecountyfl.gov.

Sincerely,



Ray Hooper, CPCM
Purchasing and Contracts Manager



DEPARTMENT OF ADMINISTRATIVE SERVICES PURCHASING AND CONTRACTS DIVISION

The Department of Administrative Services, Purchasing and Contracts Division provides services that include the purchase of goods and services, construction and capital improvement projects, professional services, capital equipment, inventory management, and fixed assets management.

An entire overview of each team member including title, phone number, e-mail address and functions can be viewed on our website www.seminolecountyfl.gov/purchasing. We are located in Historic Downtown Sanford at:

**County Services Building
200 West County Home Rd., Room 222
Sanford, FL 32773-6189
Office Hours: 8:00 a.m. – 5:00 p.m.**

The Seminole County Purchasing and Contracts Division have been awarded the prestigious “Outstanding Agency Accreditation Achievement Award” from the National Institute of Governmental Purchasing (NIGP), along with several other national awards recognizing our professional accomplishments.

PURCHASING POLICES AND PROCEDURES

The County is served by a Board of County Commissioners (BOCC) representing each of the County's five districts. Elected by the County at large, each Commissioner serves a four-year term and the terms are staggered. The multiple County wide services of the Board of County Commissioners are provided by various Departments and Divisions under the direction of the County Manager. The Board of County Commissioners is the legislative branch of County government and individual Commissioners serve as both legislative officers and fiscal representatives of the County. Acting in good faith and within their statutory authority, the Commissioners have wide discretion in the execution of their duties.

The Chairman presides over all meetings, signs legal contractual documents and appoints other Commissioners to various committees. The Chairman is the official representative of the Board and retains a vote on all items and issues. The Board meets publicly at the Seminole County Services Building - 1101 East First Street in Sanford, Florida 32771 on the second and fourth Tuesday of each month, at 9:30 a.m. and 1:30 p.m. to conduct official County business. The Board's agenda is posted to the County's home web page at www.seminolecountyfl.gov.

The Board meets whenever necessary in work sessions to discuss matters of general importance. No official action is taken at work sessions. Minutes are recorded at all Commission meetings, work sessions and public hearings are recorded in the County Commission Records Office.



THE COMPETITIVE PROCESS

It is the intention of Purchasing and Contracts Division to obtain the “Best Value” for the County and its Citizens through a competitive process. The procurement of all goods, material, equipment, services and combinations of goods and/or services on behalf of the Board in excess of \$50,000.00 are procured via a formal competitive process, unless otherwise authorized for a different method in the Seminole County Administrative Code. Formal and informal quotes are obtained for goods or services from \$5,000.00 to \$49,999.99.

VENDOR PARTICIPATION

The County makes every effort to increase business opportunities for all firms through full and open competition. Vendors are encouraged to participate in seminars and reverse trade shows sponsored by staff. The month of March is classified as “Purchasing Month” and the County hosts an informational seminar for all vendors to discuss procurement issues and processes during this month. Staff members are on hand to answer any questions you may have during the seminar. Throughout the year we participate in many different seminars including NIGP Reverse Trade Shows. Information on our seminars and trade shows is posted on the website.

VENDOR DATABASE

One recent accomplishment in the Purchasing and Contracts E-procurement initiatives is the vendor registration and notification process. This registration and notification service is at no cost to all vendors. There is a simple registration that must be completed and you must select the *commodity class category listing* of the goods and services that you can provide. There is a NIGP commodity find button to assist you in the selection of the proper commodity codes. The County will notify their registered companies automatically through e-mail of upcoming procurement opportunities. If you do not have e-mail capability, a procurement package can be mailed for a nominal fee. If you have any questions or need assistance in registering, please contact the Procurement Office at 407-665-7116. Accessing the internet is easy and maybe accessed at any time. Vendors without computers may access the Internet by visiting any of the County Libraries or may visit the County Services Building where a computer station is available in the lobby.



WEBSITE INFORMATION

www.seminolecountyfl.gov/purchasing

- Vendor Registration
- Current Procurement
- Pending Award Status
- Procurement History
- Active Contracts
- Personnel Staff
- General Conditions
- Performance Measures
- Vendor Guide
- Professional Links
- Procurement Codes
- Customer Satisfaction Survey

In addition to solicitations, tabulations, plan holders list, the County's continuing contracts are available in the County's website. This information includes the effective dates of the contract, specifications and current price schedules.

METHODS OF PROCUREMENT

Purchasing Card: The Purchasing Card can expedite payments to merchants and reduce purchasing costs by eliminating issuing a purchase order. Single item purchase limit for goods and/or services is \$750.00. The total transaction limit is \$2,500.00 and the maximum credit card limit is \$25,000.00. The daily transaction limit is 10 transactions per day.

Informal Quotes (\$5,000.00 to \$9,999.99)/Electronic Quotes: Informal quotes can be solicited verbally or electronically from selected vendors for goods/services when estimated costs do not exceed \$10,000.00. Vendors are contacted by procurement professionals with the specifications or scope of services. The award is based on the lowest quoted cost meeting the required specifications and requirements. Purchasing and Contracts Division has established an on-line notification system that advice vendors when there is an opportunity to quote items.

Formal & Electronic Quotes (\$10,000.00 to \$49,999.99): Written quotes for purchases from \$10,000.00 to \$49,999.00 are solicited by a procurement professional, in writing. Request for Quotes are posted on the website and vendors who are registered with the County for that particular commodities and/or services are notified electronically. The Procurement



Team has also launched an electronic on-line Internet RFQ that will further create savings and efficiencies in Procurement Process.

Formal Solicitations (Over \$50,000): All procurements exceeding \$50,000.00 are acquired through a formal solicitation process, except when utilizing an existing contract. Examples of these processes are Invitation for Bid (IFB), Request for Proposal (RFP), and Request for Professional Services CCNA (PS) and Construction Contracts Bid (CC). Information for all solicitations are posted on the Purchasing and Contracts Division website and notifications are emailed to all registered vendors. Solicitation packages are downloadable free of charge from our website.

PROFESSIONAL SERVICES CCNA (PS)

Professional Services (CCNA) are retained by Seminole County in accordance with Florida Statutes (287.055), specifically the Consultants' Competitive Negotiation Act (CCNA). CCNA pertains to guidelines for selecting consultants for specific services to include engineers, architects, landscape architects, surveying and mapping services. The process is initiated by the request from the user department. The Purchasing and Contracts Division is responsible for the advertisement, package preparation, coordination of short-listing, discussions/interviewing, negotiations, agenda preparation, and contract execution.

TERM CONTRACTS

Term contracts are long-term formal contracts for goods or services for which the County has a continuing requirement. Term contracts are competitively awarded through the solicitation of formal IFB's or RFP's. The formal term contract forms the basis for a partnership between the contractor and the County to fill the long-term needs of Seminole County citizens.

SOLE SOURCE/PROPRIETARY SOURCE

Sole Source procurements or Proprietary Source exist when the County has determined that there is only one item, source, or vendor available and these procurements are posted on the County website. A written justification documenting the basis for this determination must accompany the request to procure.

EMERGENCY PROCUREMENT

Emergency procurements may be expedited by using limited competition. An emergency procurement is defined when conditions might adversely affect the life, health, safety, and welfare of its citizens, employees, or when County property or equipment are endangered, situations which may cause major financial impacts to the County should immediate action not be taken.



SALE OF SURPLUS MATERIALS, AND EQUIPMENT

Tangible personal property (fixed assets) that is deemed obsolete, in excess or no longer needed by the Department/Division is declared surplus by the Purchasing and Contracts Division for disposal. Property is discarded of in the best interest of the County and in accordance with Florida Statute 274.05. The County utilizes the services of an auctioneer to handle public and online auctions.

SHARED INTEREST COOPERATIVE PURCHASING (SICOP)

The Shared Interest Cooperative Purchasing committee works towards putting out annual bids that all of the agencies can benefit from and get better pricing. The Purchasing Group is made up of and open to all governmental entities (cities, townships, villages, etc.) Any vendors desiring to do business with the Purchasing SICOP Group should contact the Seminole County Purchasing Office.

HOW CAN I RECEIVE COPIES OF SOLICITATIONS?

Vendors List: If you wish to receive copies of solicitations you should visit our website at: www.seminolecountyfl.gov/purchasing to download free of charge or you may visit the address below for a CD:

Seminole County Purchasing and Contracts
200 West County Home Rd., Room 222
Sanford, FL 32773-6189
(407) 665-7116 – Phone
(407) 665-7956 - Fax

Vendor Registration: To register on our website as a prospective vendor, visit our website www.seminolecountyfl.gov/purchasing under “Vendor Registration” and fill out the information required. Once registered, you will be placed on our vendors list for the commodity indicated. Depending on the type of commodities and services needed, your company will automatically be notified thru email.

W-9 Form: A W-9 Form is included in our solicitation packages. The completed W-9 must be returned with the Vendor’s bid/proposal. This form is needed from all vendors doing business with the County.

Public Notice/Advertisement and Solicitations: The Purchasing and Contracts Division posts projects, advertisements, solicitations, addenda and all pertinent documents for projects on the Purchasing and Contract website under “Current Procurement”.



Pre-Bid and Pre-Proposal Conference: The County may conduct pre-bid or pre-proposal conferences on many construction projects and specialized services. These meetings offer contractors and vendors the opportunity to meet County personnel for a firsthand presentation of the project and to ask any questions or clarify any concerns on the bid conditions, specifications and project schedule. Any comments which would need the modification of plans, specifications or contract documents will be responded by writing in the form of an addendum issued to all potential respondents.

HOW DO I COMPETE FOR COUNTY CONTRACTS?

Solicitations: Upon learning of an upcoming solicitation (CC's, PS's, IFB's, RFP's and RFQ's) you may obtain the package by going to www.seminolecountyfl.gov/purchasing, current procurement. These usually contain the specifications and/or scope of work for the commodity or services being purchased and the terms and conditions governing the bid or proposal. Once you have completed the solicitation package and have made sure that all signatures and attachments are included, seal the submittal in an envelope with your company's name, project number, title, and due date on the outside of the envelope. Make sure that your submittal reaches the Purchasing and Contracts Division before the time and date specified on the solicitation. Late submittals shall not be accepted and it shall be returned unopened to the firm.

All submittals are opened in public, read aloud in the specified location and are available for public inspection ten days after opening or upon recommendation of award whichever occurs first. To arrange for an inspection of the results, visit the website or contact the Purchasing and Contracts Division. All questions regarding the solicitations or scope of services are to be directed only to the Purchasing and Contracts Division. You may not contact any other County Department once the solicitation has been issued or you will be in violation of the County policy.

Specifications: These are detailed descriptions of the intended purchase, establishing the minimum acceptable standards. This is included in the solicitation along with a draft contract for formal solicitations. If you have any questions, concerns, or objections regarding specifications contact the person indicated in the solicitation. Inquiries of this nature should be in writing and must be received prior to the opening of bids or proposals. Responses shall be made in writing in the form of an addendum posted on the website under that solicitation.

Errors in Bidding: Your submittal is your firm offer to enter into contract with the County. However, any errors in the extension of unit pieces stated in the submittal or in multiplication, division, addition or subtraction may be corrected by the Purchasing and Contracts Personnel. Discrepancies in the price proposal other than error in extension of unit prices will be sufficient to consider the submittal as non-responsive.



Withdraw of Submittals: A vendor who alleges a judgmental error of fact may not be permitted to withdraw the submittal after the opening. A bidder who alleges a nonjudgmental error of fact may be permitted to withdraw the bid only when reasonable proof that such a mistake was made. If a bidder withdraws the submittal without permission after the opening, the Purchasing and Contracts Manager may suspend the vendor from receiving new orders from the county.

HOW ARE THE PROJECTS AWARDED?

Responsive and Responsible Bidder/Proposer: After submittals are read and tabulated, they are analyzed to determine the most responsive and responsible submittal. A solicitation shall be considered responsive and responsible only if it conforms to the requirements of the solicitation concerning pricing, surety, insurance, specifications of the goods or services requested and any other matter stated in the solicitation documents.

Award Recommendation: Award shall be made in accordance to the criteria in the solicitation. Tabulation forms showing results and recommended award are posted in the County's website.

Rejection of Solicitations: Whenever it is in the County's best interest, the Purchasing and Contracts Manager reserves the right to reject any and all submittals.

Right to Protest: Actual or prospective Applicants who are purportedly aggrieved in connection with a pending award may protest to the Purchasing and Contracts Manager. Protest procedures are available in the Purchasing and Contracts Administrative Code.

Approvals: Projects for services greater than \$100,000.00 require the approval of the Board of County Commissioners. Projects for services less than \$100,000.00 and projects for commodities are approved by the County Manager and/or the Purchasing and Contracts Manager or designee.

WHAT HAPPENS AFTER THE AWARD?

Notice of Award: Once the Applicant has been notified that he/she has been awarded the contract, it shall be effective upon issuance of a purchase order, work order, execution of a contract, or written notice of award by the Purchasing and Contracts Manager or designee.

Delivery: An official County purchase order, work order or contract is the authorization to commence delivery. Acceptance of delivery is conditioned upon inspection and approval by the receiving department/division to verify that you have fully complied with the terms of the contract.

Change Orders and Amendments: After a contract has been awarded, changes occur in either price, scope of services or performance that may be cause for a change order or an amendment of the agreement. If the contract



provides for modifications, it is done by a written change order or contract amendment, which is prepared by the County and forwarded to the Contractor for execution.

Vendor Payment: The County processes payments in accordance with the Prompt Payment Act. To ensure prompt payments, invoices containing the proper information must be submitted in duplicate to the finance office as indicated in the Purchase Orders and contracts. Contractors must contact the County Finance Department at 407-665-7681 regarding finances and payment questions.

Invoices must contain proper quantities, units, and total prices as stated in the contract, work order or Purchase Order. No payments will be issued prior to receipt and acceptance of commodities and services by authorized County representatives.

Tax Exempt Status: The County is exempt from Florida Sales Tax. Upon request, the County will provide a copy of its Tax Exemption Certificate. Any such taxes included on an invoice to the County will be deducted and the remaining amount will be paid.

GIFTS AND GRATUITIES

County policy prohibits acceptance of gifts at any time. County employees must not become obligated to any supplier and shall not participate in any County transaction from which they will benefit directly or indirectly.

ADDITIONAL INFORMATION

Additional information concerning procurement regulation and procedures may be obtained through the administrative code, policies and procedures posted in the internet www.seminolecountyfl.gov/purchasing For further assistance please visit us at 200 West County Home Rd., Room 222, Sanford, FL 32773-6189, or contact us at (407) 665-7116.



