

VENDOR GUIDE

*"Information to do business with
Seminole County Government"*



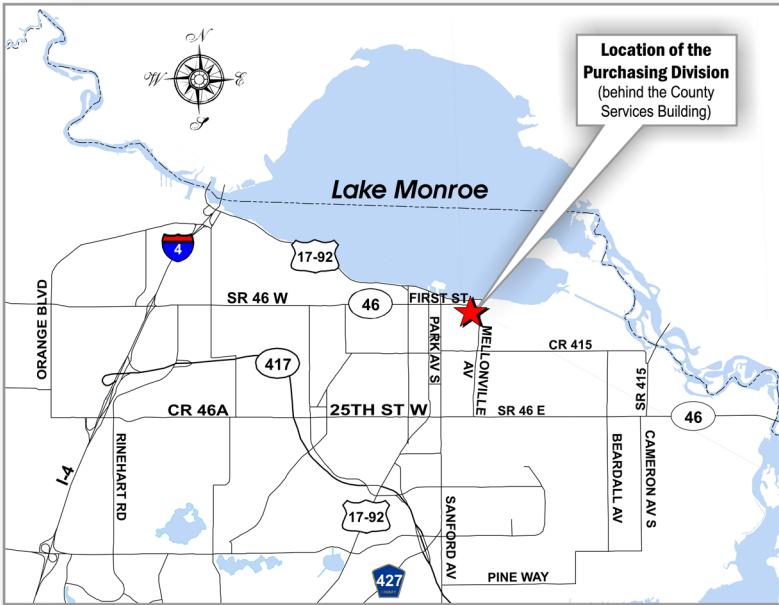
SEMINOLE COUNTY PURCHASING & CONTRACTS DIVISION

1301 EAST 2ND STREET | SANFORD, FL 32771

"Creating a partnership with industry"

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**Seminole County Board of County Commissioners
Purchasing and Contracts Division
1301 East Second Street
Sanford, FL 32771-1468**

(407) 665-7116 - Phone

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purch@seminolecountyfl.gov - E-mail

To all Interested Vendors:

Thank you for your interest in doing business with Seminole County Government. This vendor guide is designed to share with the business community the County's procedures governing the acquisition of commodities and services and to serve as a valuable tool for your company. 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 \$120 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 the Purchasing and Contracts Division 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 need further information, please contact the office at 407-665-7116 or email us at purch@seminolecountyfl.gov.

Sincerely,

Purchasing and Contracts Division

PURCHASING AND CONTRACTS DIVISION

The Purchasing and Contracts Division provides services that include the acquisition of goods and services, construction and capital improvement projects, professional services, capital equipment, inventory management, Purchasing Card program and fixed assets management.

The Purchasing and Contracts Team including contact information is available on our Website www.seminolecountyfl.gov/purchasing. We are located in Historic Downtown Sanford at:

1301 East Second Street
Sanford, FL 32771-1468
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 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 multiple services of the Board of County Commissioners are provided by administrative Departments and Divisions under the direction of the County Manager.

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’s agenda and schedule are 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, and are available in the County’s home web page.

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 acquisition of all goods, material, equipment, services and combinations of goods and 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. County Staff and members of other governmental agencies are available 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. The registration is simple and you can select and complete the *commodity class category listing* of the goods and services that you can provide. The NIGP commodity find button will assist you in the selection of the proper commodity codes. The County will notify their registered vendors 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 Purchasing and Contracts Division at 407-665-7116. 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

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

The County's website contains information such as solicitations, tabulations, plan holders list, County's contracts, etc.

METHODS OF PROCUREMENT

Purchasing Card: The Purchasing Card can expedite payments to merchants and reduce purchasing costs by eliminating the issuance of purchase orders. Single item purchase limit for products is \$999.00. The total transaction limit is \$3,000.00 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 from selected vendors for goods, services or both, when aggregate 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 priced responsible, responsive bidder whose quote conforms in all material respects to the requirements and criteria set forth in the RFQ.

Formal & Electronic Quotes (\$10,000.00 to \$49,999.99): Formal quotes for purchases where the aggregate amount is between \$10,000.00 and \$49,999.00 are solicited by a procurement professional. Request for Quotes are posted on the Purchasing and Contracts website and vendors who are registered with the County for those commodities and services are notified electronically. The County may use an electronic submission process for the RFQ which will streamline the quoting process for prospective vendors.

Formal Solicitations (Over \$50,000): All solicitations exceeding \$50,000.00 are acquired through a formal solicitation process, unless otherwise exempt by Florida Statutes or County Administrative Code. Examples of these types of solicitations are Invitation for Bid (IFB), Request for Proposal (RFP), Request for Professional Services CCNA (PS), Request for Qualifications (RFQs), and Construction Contracts Bid (CC). Information for 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 solicited by Seminole County in accordance with Chapter 287.055, Florida Statutes, Consultants' Competitive Negotiation Act (CCNA). CCNA governs the process 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 County User Department. The Purchasing and Contracts Division is responsible for the advertisement, preparation of the solicitation documents, coordination of short-listing, discussions and interviews, negotiations, agenda preparation, and contract execution.

TERM CONTRACTS

Term contracts are long-term contracts for goods, services, or both, for which the County has a continuing requirement. Term contracts are competitively awarded through formal IFB's or RFP's. The term contract forms the basis for a partnership between the contractor and the County to fulfill the long-term needs of Seminole County citizens. Submittal must conform in all material respects to the requirements and criteria set forth in the IFB or RFP.

SINGLE/SOLE/PROPRIETARY SOURCE

Sole Source, Single Source or Proprietary Source procurements exist when the County has determined that there is only one item, source, or vendor available to provide specific products or services to the County. 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

An emergency procurement is defined when conditions might adversely affect the life, health, safety, or welfare of its citizens, employees, or when County property or equipment are endangered, or situations which may cause major financial impacts to the County should immediate action not be taken. The County will take immediate action to meet County's needs.

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 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.



HOW CAN I RECEIVE COPIES OF SOLICITATIONS?

Vendors List: If you wish to receive copies of solicitations you should visit our Web site at www.seminolecountyfl.gov/purchasing to download the documents free of charge or you may contact us at the Seminole County Purchasing and Contracts Division, (407) 665-7116.

Vendor Registration: To register on our website as a prospective vendor, visit our Web site 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 commodities indicated. Depending on the type of commodities and services needed, your company will be notified via e-mail.

W-9 Form: A W-9 Form is included in our solicitation packages. The completed W-9 must be returned with the Vendor’s submittal. 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: On complex, critical, or high value procurements, a solicitation may contain a requirement to attend a pre-bid or pre-proposal conference. Attendance at the conference may be mandatory in order to submit a bid or proposal. When such a requirement exists, it will be stated in the solicitation, and only bids or proposals submitted by vendors who were represented at the conference will be considered. Vendors are cautioned that the County is authorized to establish a cutoff time for late arrivals, after which no one will be permitted access to the conference.

The conference offers vendors the opportunity to meet County personnel and to ask questions or clarify any concerns on the solicitation documents, specifications, project schedule, etc. Any questions concerning the intent, meaning of the solicitation documents, specifications, etc. can be discussed at the conference and shall be submitted, in writing, to the Purchasing and Contracts Division.

Modification of plans, specifications or contract documents will be responded, in writing, in the form of an addendum and posted on the Purchasing and Contracts website. The County is not responsible for oral instructions made by employees of the County or its authorized representatives in regard to the solicitation.



HOW DO I COMPETE FOR COUNTY CONTRACTS?

Each sourcing event will include a set of instructions and general provisions. Prospective vendors should pay close attention to those instructions and general provisions. Failure to follow the instructions or to provide the required information can lead to a bid or proposal being considered non-responsive.

Solicitations: Upon learning of an upcoming solicitation (CC's, PS's, IFB's, RFP's and RFQ's) you may obtain the solicitation package and all other pertinent documents by visiting www.seminolecountyfl.gov/purchasing, "Current Procurement." The solicitation documents will include the specifications and description of the product or service being procured and the terms and conditions governing the solicitation. Submittals must be received by the Purchasing and Contracts Division before the time and date specified on the solicitation. Late submittals will not be accepted and it will be returned unopened to the firm. Submittals received electronically will not be accepted and will be considered non-responsive unless otherwise stated in the solicitation.

Vendors may attend the bid opening if so desired. At the opening of an IFB, the bidders' names and quotes will be read. At the opening of an RFP, only the offerors' names will be read. Submittals are available for public inspection upon recommendation of award or 30 days after the opening/closing date, whichever occurs first. All prospective vendors are instructed not to contact any member of the Seminole County Board of County Commissioners, the County Manager or Deputy Manager, or any Seminole County Staff members other than the Purchasing & Contracts Division personnel regarding the solicitation or their written submittal at any time prior to the posting on the County's website of the recommendation and intent to award the project by County staff. Any such contact may or could result in rejection of your submittal. Interpretation of this clause will be solely at the discretion of the County.

Specifications: These are detailed descriptions of the intended purchase, establishing the minimum acceptable standards to invite open competition. Specifications which are generally known to the vendors and to the industrial trade may be used to indicate the level of quality and other requirements for a product or service.

When a brand name "or equal" specification is used as a reference, it is intended for descriptive purposes only and is not intended as a restrictive specification. In such cases, the vendor must clearly state the brand, type, model, etc., that is being offered instead and must support such offer with adequate specifications and properly marked descriptive literature of the product being offered as "equal." If the vendor does not take exception to the specification referenced in the IFB or RFP or does not provide detailed descriptive information on the product or service offered, the Purchasing and Contracts Division will assume the vendor proposes to furnish the exact item referenced. 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 within the time specified by the solicitation. 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 prices 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 vendor who alleges a nonjudgmental error of fact may be permitted to withdraw the bid only when reasonable proof that such a mistake has been 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 received, read, and tabulated, they are analyzed to determine the most responsive and responsible submittal. Submittals will be evaluated based upon the requirements set forth in the solicitation, and an award will be made to the lowest responsive and responsible Bidder/Proposer taking into consideration pricing, bonds, insurance, specifications, and any other matter stated in the solicitation documents.

Award Recommendation: Award shall be made in accordance with the criteria in the solicitation. Tabulation forms showing results and recommendation and intent to award are posted to 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: Only Prospective Bidders or Proposers are eligible to submit a protest before the Bid opening or Proposal closing date. Only Bidders or Proposers that respond to the solicitation request are eligible to submit a protest after Bid opening or Proposal closing date. Protest procedures are available in the Purchasing and Contracts Administrative Code.

Approvals: Projects for services equal to or 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 they have been recommended for award of the contract, it shall be effective upon issuance of a purchase order, work order, or execution of a contract by the Purchasing and Contracts Manager or designee.

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

Change Orders and Amendments: After an agreement has been awarded, changes can 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 agreement 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 to the County Comptroller's Office as indicated in the purchase orders and contracts. Contractors must contact the County Comptroller's Office at 407-665-7656 for questions regarding finances and payments.

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 County receipt and acceptance of commodities and services.

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.

Public Records Law: The County must comply with the obligations under Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, to release public records upon request. Submittals are available for public inspection upon recommendation of award or 30 days after the bid opening or proposal closing date, whichever comes first. If all responses are rejected, and the County provides notice of its intent to reissue a new solicitation, at which point the responses received may be exempt from public records for up to a 12-month period. Any portion of a meeting where negotiations with a vendor is conducted involving orals presentations, and/or answers questions as part of a competitive solicitation, is exempt from the Public Records Law requirements for a period of 30 days after bids/proposal due date. Any questions concerning the release of Public Records for active procurements shall be directed to the procurement staff.

GIFTS AND GRATUITIES

County policy prohibits acceptance of gifts at any time. No vendor shall offer any gift, gratuity, favor, or advantage to any County employee.



ADDITIONAL INFORMATION

Additional information concerning procurement regulation and procedures may be obtained through the administrative code, policies and procedures posted on the internet at www.seminolecountyfl.gov/purchasing.

For further assistance please visit us at 1301 East Second Street, Sanford, FL 32771-1468, or contact us at (407) 665-7116: e-mail: purch@seminolecountyfl.gov.



SEMINOLE COUNTY

FLORIDA'S NATURAL CHOICE