



SEMINOLE COUNTY BOARD OF COUNTY COMMISSIONERS



VENDOR GUIDE

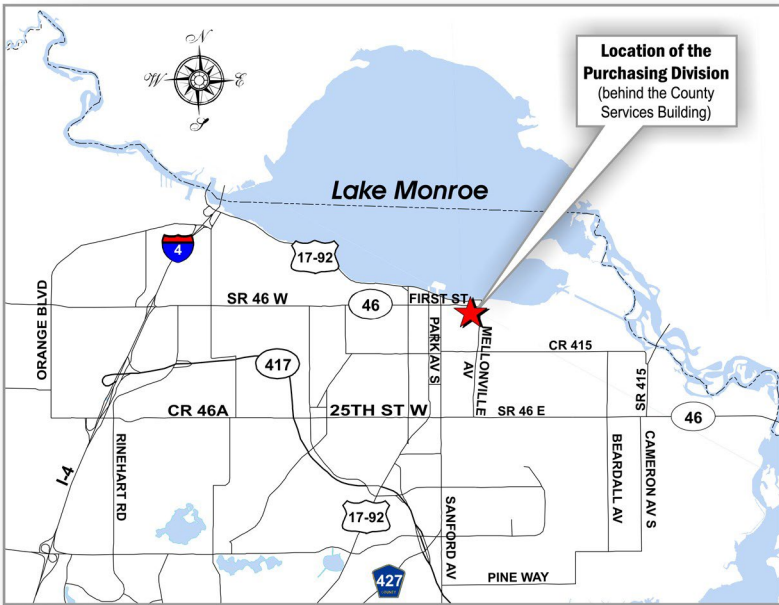
How to do business with
Seminole County Government

Seminole County Purchasing & Contracts Division
1301 East Second Street, Sanford, FL 32771

Overcoming Challenging Times with New Business Opportunities

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**Seminole County Board of County Commissioners
Purchasing and Contracts Division**

**1301 East 2nd Street
Behind the County Services Building**

(407) 665-7116 - Phone

(407) 665-7956 - Fax

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 in 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 our 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, Florida 32771-1468
Office Hours: 8:00AM – 5:00PM Monday - Friday

The Seminole County Purchasing and Contracts Division has 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 and 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 and local procurement associations. The month of March is classified as “Procurement 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 the National Institute of Governmental Procurement (NIGP) Reverse Trade Shows offered by the Central Florida Chapter. Information on our seminars and trade shows is posted on the County 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 contracts, etc. Due to CoVID19, the County did transcend to holding Zoom meetings for the opening of solicitations and most public meetings as well as requesting all bid solicitations be uploaded electronically through the County website.

METHODS OF PROCUREMENT

Purchasing Card: The Purchasing Card can expedite payments to merchants and reduce purchasing costs by eliminating the issuance of a purchase order. Single item purchase limit for products is \$999.99. 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 are between \$5,000.00 and 9,999.99. Vendors are contacted through the County website 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 \$49,999.99 are solicited by a procurement professional through the County website. Request for Quotes are posted on the Purchasing and Contracts website and vendors who are registered with the County for those commodities and/or services are notified electronically. The County has transcended to using 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 on 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, and 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 typically three years with the option to renew for two additional one-year terms 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(s) and the County to fulfill the long-term needs of Seminole County citizens. Submittals must conform in all material respects to the requirements and criteria set forth in the IFB or RFP.

SOLE/SINGLE SOURCE PROCUREMENT

Sole Source or Single Source procurements exist when the County has determined that there is only one specific commodity or one vendor/source available to provide a specific product(s) or type of service(s) to the County. These procurements are posted on the County website. A written and detailed justification documenting the basis for this reasonable determination must accompany the request to procure and meet legal requirements able to withstand a possible audit. The Purchasing and Contracts Division complies with the principles set forth in the Florida Statutes governing public purchasing and by the adopted and approved County Policies and Procedures.

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 the needs of all citizens while also protecting County assets.

SALE OF SURPLUS MATERIALS/EQUIPMENT

Tangible personal property (fixed assets) that are deemed obsolete, excess, or no longer needed by the owning Department, are declared surplus by that Department/Division. The Purchasing and Contracts Division is responsible for the disposal of the personal property. All County 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 at www.seminolecountyfl.gov/purchasing , then “Vendor Registration” and fill out the information required. Once registered, you will be placed on our vendor 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 cut-off time for late arrivals, after which time, vendor(s) will not be permitted to sign-in. Bids/Proposals shall only be accepted from vendor(s) who are listed on the Mandatory sign-in sheet.

The conference offers vendors/potential bidders 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 where a written response shall be provided for each question.

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/project will include a set of instructions and general provisions. Prospective bidders should pay close attention to those instructions and general provisions. Failure to follow the instructions or to provide the required information may lead to a bid or proposal being considered non-responsive.

Solicitations: Upon learning of an upcoming solicitation (CC, PS, IFB, RFP and/or RFQ), vendors may obtain the solicitation package and all other pertinent documents by visiting www.seminolecountyfl.gov/purchasing then, "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 shall be received by the Purchasing and Contracts Division before the time and date specified in the solicitation. Late submittals shall not be accepted and it will be returned unopened to the firm.

Solicitation openings are conducted via a Zoom Meeting with the Meeting ID and Pass Code provided on the first page of the solicitation. This is a public meeting and may be attended by the public if so desired. At the opening of an IFB, the bidders' names and amount bid will be read. At the opening of an RFP, only the Proposer's name(s) 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 and promote open and fair competition. Specifications which are generally known to 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 and must support such offer with adequate specifications and provide 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 Procurement Analyst indicated in the solicitation document. Inquiries of this nature should be in writing



and must be received prior to the opening of bids or proposals within the time specified in 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 errors 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 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(s). 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, recommendation, and intent to award are posted on the County's website.

Right to Protest: Only Prospective Bidders or Proposers are eligible to submit a protest before the Bid opening. 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 Bidder 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. A posting of 72 hours is required once a recommendation of Award is made.

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 contract/agreement. If the contract/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 State of Florida 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 order/contract. Contractors shall 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. Any invoice can be emailed to ap@seminoleclerk.org.

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 to members of the public 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, then the responses received may be exempt up to 12-months period. Any portion of a meeting where negotiations with a vendor is conducted involving oral presentations, and/or answers to 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 Purchasing and Contracts Division at 407-665-7116.



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 posted on the internet at www.seminolecountyfl.gov/purchasing and then clicking "Procurement Codes". 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 .





[Seminolecountyfl.gov/purchasing](https://seminolecountyfl.gov/purchasing)