

FOREWORD

This brochure is designed to help potential suppliers understand how to do business with Seminole County Public Schools and to explain the basic guidelines of the District's purchasing policies and procedures. It is intended to promote good will, communicate with the supplier community, and to serve as a general guide. If you should need additional information, please do not hesitate to contact the purchasing staff listed below and/or visit our website. We will be happy to answer your questions.

CONTACT INFORMATION

To obtain staff contact and responsibility information, visit our website:
<https://www.scps.k12.fl.us/district/departments/purchasing/>

**Cheryl Olson, MBA, CPPO,
C.P.M., CPM
Director, Purchasing & Distribution
Services**

- Roxana Siaca, Sr. Procurement Agent
- Kent Rossi, Procurement Agent II
- Misty Schoenly, Procurement Agent III
- Bhumika Nathoo, Procurement Agent III
- Luangel Lowder, Procurement Agent II
- Chris Breese, Procurement Agent II
- Gaby Madrid, Procurement Agent I
- Teresa Delk, Executive Assistant

BUSINESS HOURS

Our business hours are from 8:00 A.M. – 4:30 P.M., Monday through Friday. We welcome your visit, as it gives us a chance to learn more about your products and/or services. Your visit also gives us the opportunity to direct you to those schools and/or departments that may be interested in purchasing your products and/or services. To better assist you, please call ahead and schedule an appointment with the appropriate staff member. Staff member responsibilities are located on our website.

Our mission is to support our customers, the schools, departments and special centers, students, teachers and administrators by:

- *Maximizing the value of the products and services purchased.*
- *Stocking and distributing quality supplies at discounted prices.*
- *Insuring prompt and accurate delivery of textbooks.*
- *Insuring internal mail services that are efficient and reliable.*
- *Disposing of surplus property in a cost effective manner, maximizing revenue*

POLICIES AND PROCEDURES

All District purchases with an estimated annual value of **\$50,000.00** (current formal bid threshold level) or more are normally purchased by means of an advertised formal solicitation package. The requirements are incorporated into an Invitation to Bid, Request for Proposal, Invitation to Negotiate, or Request for Statements of Qualifications. Solicitation packages include the District's standard terms and conditions as well as detailed

specifications describing the product(s) and/or service(s) required. Our procedures manual is posted to our website. In addition, all formal solicitations are advertised on VendorLink. <https://www.myvendorlink.com/common/default.aspx>

All prospective bidders registered through VendorLink will receive automated notices. For more information, please visit our website's Competitive Solicitations Section: <https://www.scps.k12.fl.us/district/departments/purchasing/comp-solicitations-contracts/>

An **Invitation to Bid** (ITB) is used when the District is able to define the specifications and award the solicitation to the lowest responsive, responsible bidder.

A **Request for Proposal** (RFP) is used when the District has defined the specifications and solicits the supplier community for solutions to a particular requirement. An RFP has a specific award criteria that includes price but with the understanding that price may not necessarily be the determining factor in an award.

An **Invitation to Negotiate** (ITN) is utilized when the District intends to negotiate the scope of services and pricing in order to obtain best value.

Professional Services - Request for Statements of Qualification (RFQ) is used for the solicitation of Construction Managers, Engineers, Architects, Land Surveyors and Landscape Architects in accordance with Florida State Statute Section 287.055, the Consultant's

Competitive Negotiations Act (CCNA). An RFQ will be advertised and evaluated by a selection committee as needed for these services.

Purchases less than the formal bid threshold level may be solicited through various "informal methods." Pricing and availability of these requirements may be solicited, through VendorLink, by means of informal written quotes (i.e., not advertised) or requests for quotes depending on the amount.

Suppliers are cautioned to make sure a written Purchase Order issued by the Purchasing Department has been provided to their firm prior to delivery of any material(s) and/or services(s). Failure to secure a Purchase Order may result in the cancellation of the order.

NOTIFICATIONS

The Purchasing Department utilizes VendorLink, an on-line bid notification and supplier information management system. Businesses must register with this service if they would like to be automatically notified by email of any upcoming ITB, RFP, ITN, or RFQ solicitation documents. Visit the Competitive Solicitations page on our website. In addition, businesses can track the solicitation evaluation and award process and obtain up to date information 24 hours per day, 7 days per week, 365 days per year.

REQUIREMENTS

All firms providing services on school district property must provide a certificate of

insurance and comply with district background check / fingerprinting policies before commencement of work.

BID OPENINGS

All formal bid openings are public. All interested parties and those suppliers who have submitted bids are welcome to witness the bid openings. The submittals are available for inspection, by appointment only, after 30 days or an intended decision has been made. There is no intent to make a determination of an award at the time of the bid opening. All submittals are subject to a detailed evaluation by the District before a recommendation of an award is presented to the School Board.

All bids and offers are subject to the Public Records Law and as such are fully accessible by all interested parties pursuant to Chapter 119, Florida Statutes.

TAXES

The School District is exempt from sales and excise taxes imposed by State or Federal Government. The District's tax-exempt certificates are available on our website.

FREIGHT, DELIVERY POINT & DOCUMENTATION

All District purchases are considered F.O.B. destination unless indicated in writing by the District. Suppliers may take specific exception and note the exception on their quote. The Purchase Order number should appear on all bills of lading and invoices.

IT IS EASY TO DO BUSINESS WITH SEMINOLE COUNTY PUBLIC SCHOOLS!



**Purchasing & Distribution
Services
400 E. Lake Mary Blvd.
Sanford, FL 32773**

***The mission of the Seminole County
Public Schools is to ensure that all
students acquire the knowledge, skills,
and attitudes to be productive citizens.***

**Phone (407) 320-0239
Fax (407) 320-0474**

<https://www.scps.k12.fl.us/district/departments/purchasing/>

Updated 10/29/2020