

VENDOR GUIDE



DOING BUSINESS WITH THE CITRUS COUNTY SCHOOL BOARD

"Where learning is the expectation and caring is the commitment."

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FORWARD

The Citrus County School Board welcomes the opportunity for a business relationship with interested suppliers in our community.

The District's Purchasing Department is interested in fostering participation by all qualified businesspersons offering commodities and/or services that may be used by the Citrus County School Board.

The purpose of this guide is to explain the purchasing process by which the Citrus County School Board acquires the necessary goods and services needed to efficiently operate the School District. If you have any questions not answered in this guide, please call the Purchasing Department at (352) 726-1931.

The mission of the Citrus County School Board Purchasing Department is to provide services which best contribute to the education/safety of students through cost effective competitive procurement, vendor compliance and efficient use of available resources.

The Citrus County School Board Purchasing Department is governed by the Florida Statutes, Florida Administrative Code, School Board Policies, and Administrative Procedures. The Department's primary responsibility shall be to facilitate the purchasing process by procuring the necessary equipment, materials, and services our customers require to support their instructional or administrative programs.

Our Department is also responsible for compliance with the [Jessica Lunsford Act](#), fingerprinting and issuing security badges to contractors/vendors that have access to our campuses. Its goal is to help its customers to be highly productive with a minimum of inconvenience.



VENDOR REGISTRATIONS

The Citrus County School Board utilizes an online vendor registration system called VendorLink. Vendors must register online with VendorLink to do business with the Citrus County School Board. VendorLink allows registered vendors to be notified of competitive solicitations (Invitation to Bid, Request for Proposal, and/or Request for Quote) and to view and download solicitation documents. All solicitation documents, including Notices of Recommended Solicitation Award and current Solicitation Awards, are posted at: www.myvendorlink.com. All notifications are sent electronically via VendorLink. Vendors may register for the free service by visiting: <https://www.myvendorlink.com/common/register.aspx>.

For assistance with completing this online process call the Business Services Department at (352) 726-1931, extension 2479 between 8:00 a.m. and 3:30 p.m. on regular business days. It is the vendor's responsibility to register and maintain their current contact information (i.e.: email address, mailing address, and phone number) at www.myvendorlink.com. Choose all commodity codes that apply to the goods/services your business supplies. Vendors who do not keep their account updated may not receive notifications of future available solicitations. Once the Vendorlink online registration is complete, please email a current W-9 to purchasing@citruschools.org.

Facilities & Construction Projects are handled by the Facilities & Construction Department. Each person or firm desiring to bid on or qualify for public school construction projects in Citrus County and/or negotiate a contract for public school construction projects in Citrus County must be pre-qualified. Prior to bid submittal, each person or firm must submit a complete pre-qualification application and be approved by the Pre-qualification Committee and the Citrus County School Board as a pre-qualified contractor. This process may take up to 60 days from the time a complete application is received.

For questions in reference to pre-qualification or solicitation information, contact Tina Moser at (352) 726-1931, ext.2208 or mosert@citruschools.org

Other Vendor Registrations

Vendors wanting to do business with or participate in solicitations for the Citrus County School Board need to also meet the following requirements.

- Active registration with www.sunbiz.org.
- Register with and use the [E-Verify](#) system to verify the work authorization status of all newly hired employees.

Conflict of Interest in Purchasing-School Board Policy 6.301

- I. No employee of the District shall on behalf of the District either directly or indirectly purchase, rent, or lease any realty, goods, or services from any business entity of which the employee or the employee's immediate family has a material interest; nor shall any such individual either directly or indirectly sell, rent, or lease any realty, goods, or services to the District.

- II. Any employee who is found to have violated the provisions of this policy shall be subject to the provisions of Policy 6.30.
- III. This policy does not limit the School Board's ability to authorize purchases from any business through the competitive bid or sealed written quote processes. If an employee or an employee's immediate family has a material interest in a business the School Board is considering a purchase from, a full disclosure of the relationships and the material interest must be provided prior to the Board's decision on the purchase.

Jessica Lunsford Act

Vendors, their employees, or subcontractors that will be at a school site are required to complete Jessica Lunsford Act screening to obtain a vendor badge. For additional information and to schedule an appointment, contact Megan Davis (352) 726-1931 ext. 2479 or davism@citruschools.org.

PURCHASING GUIDELINES

PURCHASING THRESHOLDS

The Purchase of products and or services by the Citrus County School Board shall be authorized by Law and must be in accordance with current procedures and policies. Purchases must not be divided to avoid the monetary thresholds.

Purchase Range: \$3500.00 to \$9,999.99

Purchases made between \$3,500.00 to \$9,999.99 require three quotations prior to purchase. Verbal quotations are acceptable. A verbal quotation is acquired by documenting quotations given either verbally in person or via telephone conversation. Screenshots from online vendors of the requested items showing price comparisons also qualify as acceptable quotations. A price comparison on smaller purchases made falling under this threshold are encouraged. Quotation documentation will be attached when reconciling purchasing card transactions.

Purchases made by the Food Service department falling within this purchasing threshold (single or accumulative) will follow the procurement rules listed by the Office of Federal Financial Management in accordance with (41 U.S.C. § 1908).

Purchase Range: \$10,000.00 to \$24,999.99

Purchases made between \$10,000.00 to \$24,999.99 (single or accumulative annually) require three (3) written quotations prior to purchase. Written quotations are to be prepared and signed by an authorized agent of the vendor providing the quotation. An email, listing the necessary information from an authorized agent of the quoting vendor qualifies as a written quotation. The three (3) written quotations must be attached to the approved purchase request form as required when requesting a purchase order or reconciling a purchase card transaction.

Purchase Range: \$25,000.00 to \$49,999.99

Purchases made between \$25,000.00 to 49,999.99 (single or accumulative) will require a formal Request for Quotation (RFQ) facilitated by the Purchasing Department. Schools/Departments must submit detailed specifications on product(s)/service(s) being requested.

Purchases \$50,000.00 and above

FAC 6A-1.012(07) purchasing policies require competitive solicitations for purchases in the amount or exceeding \$50,000.00 either individually or cumulatively. FAC 6A-1.012(1(a)) defines "competitive solicitations" to include purchases made through the issuance of an invitation to bid (ITB), request for proposal (RFP), and invitation to negotiate (ITN). If an active bid or contract exists for the commodity or service being purchased, the awarded vendor(s) must be chosen for the purchase. Once the competitive solicitation process creates an active bid or contract for the commodity or service, purchases of \$50,000.00 and above require Citrus County School Board approval to complete the purchase.

Purchases Made with Grants or Federal Funds

Purchases funded by federal grant funds must comply with the Procurement Standards under OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §200) as a condition of receiving funds and to meet annual audit compliance. Contact the finance department for guidance when making these purchases.

BID INFORMATION

Bid Advertisement: Solicitation-related information (active solicitations, Notice of a Decision or Intended Decision, including Solicitation Awards, etc.) are posted at www.myvendorlink.com. It is the responsibility of the vendor to be certain that all pages of the solicitation, all attachments thereto and all addenda released are received prior to submitting a response without regard to how a copy of the solicitation was obtained. All solicitations are subject to the conditions specified in the solicitation documents and on any addenda issued thereto.

Bid Forms: General and Special Conditions are contained in each bid solicitation released. It is the vendor's responsibility to understand and comply with these conditions. Once you have completed the bid response forms, check for any errors. Make sure that all necessary signatures, attachments (including any addenda), and bid response forms are submitted with your bid. All bid submissions must be received in a sealed envelope. Submittals sent by facsimile, electronic mail, telephone, or any other means not specified will not be accepted.

Restrictions on contacting the District: Upon the issuance of a solicitation, all contact with the District must be made through the designated contact person listed on page 1 of the solicitation. Potential vendors, service providers, bidders, lobbyists, or consultants must limit communication with the designated contact to the means specified in the solicitation. Other District employees and representatives of the district are instructed not to answer questions regarding the solicitation or otherwise discuss the contents of the solicitation with potential bidders or their representatives. Any contacts made with other District employees or representatives of the District (including school principals, Board members or member-elects) will be reported to the Purchasing Department. Potential Bidders shall not, under the penalty of law, offer any gratuities, favors or anything of monetary value to any officer or employee of the District or representative of the District in connection with this competitive procurement.

Violation of this policy by a particular bidder, proposer, respondent and/or representative may, at the discretion of the District, result in rejection of said bidder, proposer, respondent and/or representative's bid, proposal or offer and may render any contract award to said bidder, proposer or respondent voidable.

Bid Specifications: Specifications are detailed descriptions of the goods and/or services to be purchased which establish the *minimum* acceptable standards. If you have any questions, concerns, or objections regarding the specifications, questions can be posted on myvendorlink.com during the question period listed in the solicitation bid schedule under the Special Terms and Conditions section.

Bid Response: All bid submissions must be received in a sealed envelope. It is the sole responsibility of the bidder to ensure that their bid response is submitted and received in the Citrus County School Board Purchasing Office no later than the time and date indicated on the Invitation to Bid/ Bid Acknowledgement Form or as amended in the form of an addendum issued by the Purchasing Department. The Citrus County School Board shall not be responsible for delays caused in any occurrence.

Bid Mistakes and/or Withdrawal: If a bidder makes a mistake in their bid, they may correct it and re-submit the bid response prior to the due date and time. After that time, the prices bid, and all submittal documents must stand as submitted. All bids submitted must be firm for the minimum time stipulated in the bid document.

Bidder agrees not to withdraw their bid response from competition for a period of ninety (90) days from the bid opening to provide ample time for evaluation and acceptance by the Citrus County School Board. A bidder will not be permitted to withdraw a bid during the ninety (90) period without good cause. Good cause shall be defined as a clear error. An example of a clear error would be a price submitted as \$1.00 each, instead of \$100.00 each. If a bidder wishes to withdraw a bid, a written request to the assigned Purchasing Specialist stating the reason(s) for the desired bid withdrawal shall be submitted for consideration by the Board, or its designee, and shall be signed by a duly authorized agent for the bidder.

Bid Opening / Inspection of Bids: The Bid opening shall be public, on the date and at the time specified on the Bid Acknowledgement Form or as amended in the form of an addendum issued by the Purchasing Department. Pursuant to Chapter 119 Florida Statutes, sealed bids, proposals, or replies received by the CCSB as a result of this competitive solicitation are exempt from public inspection until such time as the CCSB provides notice of a decision or intended decision or within thirty (30) days after opening the bids, proposals, or replies, whichever is earlier.

Bid Tabulations and Recommendation Posting: After the bids are evaluated, the Purchasing Department or designee shall post notice of a decision or intended decision and tabulations electronically at www.myvendorlink.com. NOTE: A Notice of Intended Decision is not official until Superintendent or School Board action is taken. After a Notice of Intended Decision has been approved by the Superintendent or School Board, a Notice of Decision will be posted and the awarded vendors notified.

Bid Rejection/Cancellation: The Superintendent or School Board shall have the authority to reject any or all bids and request new bids. Notices will be posted electronically on www.myvendorlink.com.

Award Policy: In the best interest of the District, the Superintendent or School Board shall accept the lowest bid(s) from the most responsive and responsible bidder(s) who meet, or exceed, all bid specifications.

Bid Protests: Respondents are advised that all Bid Protests must be made in accordance with the requirements of the terms and conditions of this Bid, the Administrative Rules of the Florida Department of Education, and Chapter 120, Florida Statutes. Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Any person who is adversely affected by the solicitation, decision or intended decision pertaining to this Bid must file with the Board, through its Purchasing Department, a written notice of protest within 72 hours after the posting or notification. A formal written protest shall be filed within 10 calendar days after filing the notice of protest. The 72-hour period referred to herein shall not include Saturdays, Sundays, or state holidays.

HOW TO RECEIVE PAYMENT

Taxes: The Citrus County School Board is exempt from State sales and use taxes and Federal excise taxes.

Methods of Payment: The Citrus County School Board uses purchasing cards, ACH payment, and checks as methods of payment to our vendors. If payment is to be received via ACH payment or check, a valid Purchase Order must be in place prior to providing goods and/or services. No payments will be made prior to goods and/or services being received. Payments will be processed after the receipt of a properly prepared invoice.

Vendor's Invoice: In order to receive payment for goods and/or services provided to Citrus County School Board, the vendor must submit an original invoice. Payment will only be made after the goods and/or service have been received, accepted, and accurately invoiced. Properly prepared invoices are normally paid within 30 days after delivery and acceptance of goods/services.

To prevent delays in payment, the vendor's invoice should contain the following:

1. Vendor's invoice number
2. Date of invoice
3. The Citrus County School Board's purchase order and/or bid number (if applicable)
4. Quantity of each item
5. Itemized list and description of goods and/or services provided in the same order as shown on the purchase order Unit price of each item
6. Extended cost for each item
7. Discounts (if applicable)
8. Delivery/Shipping charges

VENDOR RESPONSIBILITIES

- Assure that Vendor Registration has been completed with the District.
- Keep Vendor Registration current including changes to name, address, email, etc.
- Read and understand each page of the Invitation to Bid, Request for Proposal, or Request for Quote which you receive.
- Attend the pre-solicitation conference (when applicable). When pre-solicitation conferences are mandatory, a representative from your firm must be in attendance or your bid, proposal, or quote response will be rejected.
- Submit all questions concerning the solicitation on Vendorlink prior to the close of questions as specified in the Invitation to Bid, Request for Proposal, or Request for Quote.
- Execute the Acknowledgement Form of the solicitation document, Page 1, and all additional required forms.
- Provide all information as required in the Invitation to Bid, Request for Proposal, or Request for Quote.
- Double check your offer prior to submittal.
- Ensure that your offer is made within the prescribed time limits and to the proper address.
- If the award is made to your firm, provide delivery of product/services as specified and.
- Provide and maintain a Certificate of Liability Insurance meeting all required coverage during the term of the contract.
- Contact the Purchasing Department should you have any questions.

**THANK YOU FOR YOUR INTEREST IN DOING BUSINESS
WITH THE CITRUS COUNTY SCHOOL BOARD.**