

DOING BUSINESS WITH THE

Orange County Board of County Commissioners

Orange County Purchasing and Contracts Division



Information for Vendors

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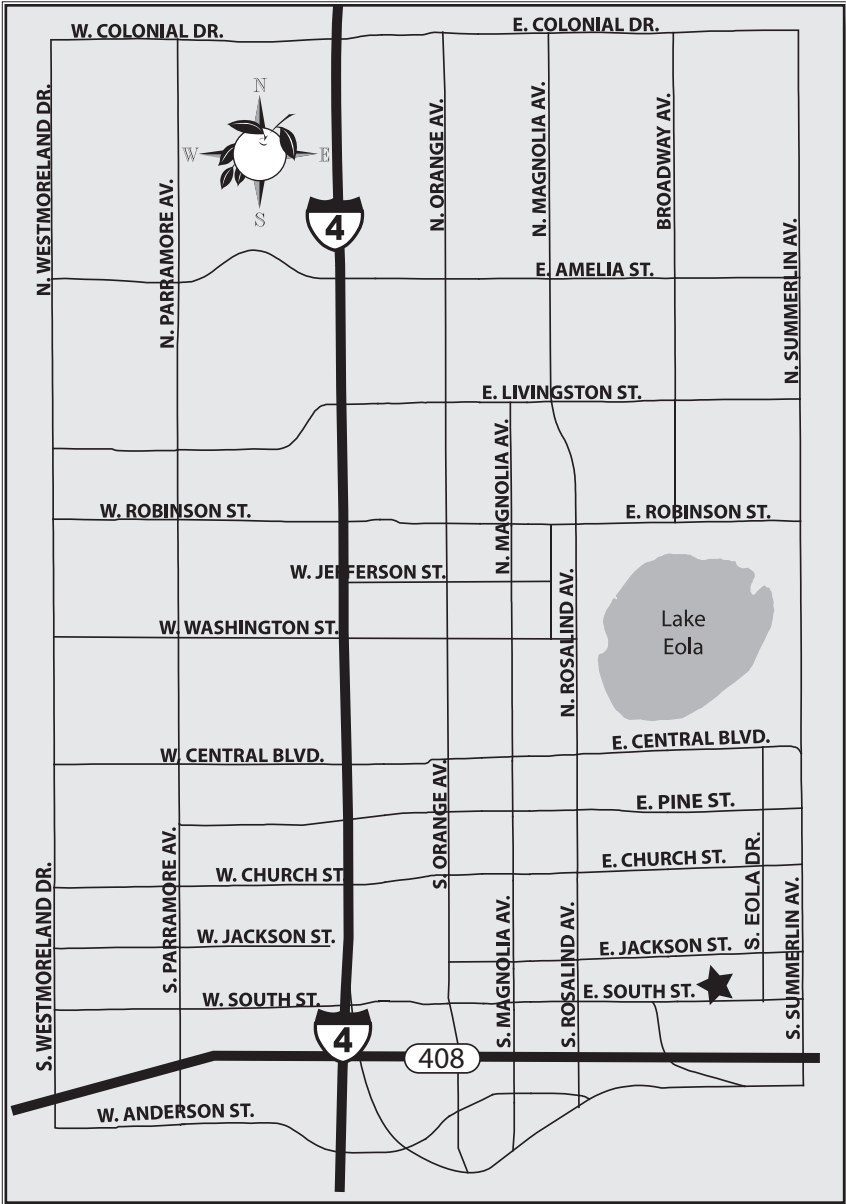
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Orange County Purchasing and Contracts is located in downtown Orlando just off the 408 and I-4 Expressways. Parking is available on-site. Hours are Monday - Friday 8:30am - 5:00pm

★ 400 E. South Street
Orlando, Florida 32801



Welcome vendors! Orange County is constantly seeking new sources to provide goods and services to support County operations. All purchases and contracts for the Orange County Board of County Commissioners are made or managed through the Purchasing and Contracts Division, Internal Operations Centre II (10C II) 400 E. South Street, 2nd Floor, Orlando, Florida, 32801.

VENDORS, PLEASE BE ADVISED THAT A PURCHASE ORDER OR CONTRACT ISSUED BY THE PURCHASING AND CONTRACTS DIVISION IS REQUIRED PRIOR TO THE PROVISION OF ANY GOODS AND/OR SERVICES. IF YOU PROVIDE GOODS AND/OR SERVICES FOR THE COUNTY WITHOUT A PURCHASE ORDER OR CONTRACT, YOU DO SO AT YOUR OWN RISK AND HAVE NO ASSURANCE OF PAYMENT.

Prior to visiting any County department/division to demonstrate a product or service, a vendor must receive clearance from the Purchasing and Contracts Division.

The principal objective of the Purchasing and Contracts Division is to buy the right quality, in the right quantity, at the right time, in the right place, and for the right price. All purchases, except sole source and emergency requirements, are made through a competitive system of formal and informal solicitations.

This pamphlet contains the information you need in order to sell goods and/or services to Orange County. If you require additional information, please call 407-836-5635.

This guide is not intended, and should not be relied upon, to be a complete statement of all legal requirements applicable to County Contracts.

Johnny M. Richardson, CPPO, CFCM
Manager, Purchasing and Contracts Division

HOW CAN I RECEIVE COPIES OF SOLICITATIONS?

Bidders List: To receive copies of solicitations, visit our website at orangecountyfl.net or you may visit the address listed below:

Orange County Purchasing and Contracts
P.O. Box 1393
400 E. South Street
Orlando, Florida 32802-1393

OR: call us at 407-836-5635,
fax 407- 836-5899.

To be placed in our bidder's database, you must complete the vendor registration requirements at orangecountyfl.net

You will be placed on the Bidders List for the commodity area(s) you have indicated. Vendors are encouraged to regularly review the process described below to ensure that you are aware of all solicitations in which you may be interested.

Vendor Registration System: Purchasing has implemented an on-line vendor registration program that provides email notification to registered vendors for projects that fall under the commodities they select. You may access this program at the following URL: <https://apps.ocfl.net/vrs/vrs.asp> and select Vendor Registration Home and follow the prompts to the Vendor Registration System. Please note that having done business with the County in the past does not automatically register you in the system.

Public Notice/Advertisement: The Purchasing and Contracts Division publishes a general notice in the Orlando Sentinel.

Posting: Notices of all formal bids are posted on the bulletin board outside the offices at 400 E. South Street, Orlando, FL 32801, 2nd Floor, Purchasing and Contracts Division.

Some plans and specifications require a non-refundable payment in the form of a check or money order.

Internet: The Purchasing and Contracts Division maintains a listing of all bids and requests for proposals currently in progress on the County's Internet home page at <http://apps.ocfl.net/orangebids/bidopen.asp>

Pre-Solicitation Conferences: The County conducts pre-solicitation (pre-bid and pre-proposal) conferences for selected construction projects and specialized service requirements. These meetings offer contractors and vendors the opportunity to meet County personnel for a firsthand presentation of the project. You are encouraged to review the scope of services / specifications; project manual and drawings prior to the conference in order to discuss, question and comment on the requirements of the solicitation.

Questions or comments which necessitate an interpretation or modification of plans, specifications or contract documents will be responded to in writing in the form of an addendum issued to all potential bidders/proposers.

WHAT ARE THE CONTRACTING PROCEDURES?

The following contracting methods are used by the County to acquire goods and services:

- A. **Small Purchases (Up to \$1,500):** Requirements up to \$1,500 are bought on the open market with or without competition. However, every attempt is made to secure such purchases from certified M/WBE vendors.

- B. **Informal Quotes and Bids (Greater than \$1,500 - *\$34,000):** Requirements greater than \$1,500 to \$34,000 are procured via a minimum of three telephone quotes or written quotes from selected vendors, one of which shall be a certified M/WBE vendor, if available. Vendors should take particular care when quoting prices to assure accuracy. Telephone quotes should be provided the same day requested, if possible. A written quote for purchases between \$1,500 and \$34,000 is solicited by issuance of a Request for Quote (RFQ) form. The “Request for Quote” form details the goods or services to be purchased. Vendors should return the completed “Request for Quote” form within the designated time period. Buyers evaluate the quotes and select the lowest responsible quoter. RFQ’s for services require insurance coverage.

- C. **Formal Sealed Bids and Requests for Proposals (RFP) / Invitation for Bid (IFB) (Over \$34,000):** All purchases exceeding \$34,000 are acquired through this process, with the exception of sole source and emergency procurements.

* Subject to annual adjustment

- D. Invitation for Bid (IFB):** Sealed bids are solicited through the issuance of an Invitation for Bids (IFB). Bid Packages are prepared with specifications and conditions including items bid, units and total quantity required, instructions for bidding, delivery information, and any special requirements for bidding. Assigned dates for advertising and for bid opening are also included.

The Purchasing and Contracts Division awards contracts to the lowest responsive and responsible bidder.

- E. Requests for Proposals (RFP):** Requests for Proposals are often used for purchases of professional services (architect-engineer), specialized services or equipment of a highly technical nature. In addition to price, award is made on the basis of evaluating several criteria, including experience, qualifications, M/WBE participation, past performance, and other factors. RFPs are designed to select the best proposal based on the criteria stipulated in the RFP. Rather than detailed specifications, which are contained in Formal Sealed Bids, the RFP generally includes a series of objectives and scope of work to be accomplished.

HOW DO I COMPETE FOR COUNTY CONTRACTS?

Solicitations: You will generally be notified of upcoming procurements via email based on the commodity codes you select. A solicitation may also be obtained via the Internet at <http://apps.ocfl.net/orangebids/bidopen.asp>. Obtaining solicitations via the Internet has proved to be extremely popular with the business community.

The solicitation will include the specifications and/or scope of work for the commodity or services being purchased and the terms and conditions governing the bid.

Once you have completed the bid or proposal, check for errors, and ensure that all required signatures and attachments (i.e., bid security, product information, etc.) are included. Then, seal the bid or proposal in an envelope with your company's name, bid number, title, and bid opening date on the outside of the envelope.

Ensure that your bid or proposal is received at Purchasing and Contracts Division before the time and date specified in the solicitation. Late bids or proposals will not be accepted and are not grounds for protest.

All bids and proposals are opened in public, read aloud in the specified Bid Opening Room and will be available for public inspection as required by law.

Direct all questions regarding the solicitation to the applicable Purchasing Agent or Contract Administrator within 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's lobbying ordinance.

Telephone Quotations: The Purchasing and Contracts Division obtains informal quotes via telephone. Such telephone quotes have the same integrity as written quotes, and the lowest responsive and responsible quoter will receive the award.

Specifications: Specifications are detailed descriptions of the goods and services that establish the minimum acceptable standard and are included in the solicitations. If you have any questions, concerns, or objections regarding specifications, contact the Purchasing Agent or Contract Administrator indicated in the solicitation. Inquiries of this nature must be in writing and must be received by the date specified in the solicitation or prior to the opening of bids or proposals. Responses generally will be made in writing in the form of an addendum issued to all potential bidders/proposers.

The specifications for some items require a Brand Name or Equal. If you cannot supply the indicated brand name, you may offer a product that is “equal to” or “better than” the brand name quality set forth in the bid proposal. Each product submitted as equal to the specified brand will be evaluated to ensure it meets the specified requirements.

IMPORTANT: Please contact us, before bid opening, if you feel the solicitation contains any requirements that may restrict competition.

Bonds: If bid security is required, it will be specifically stated in the Instructions to Bidders contained in the bid documents. Such security is generally required by ordinance on construction contracts exceeding \$200,000. Bid bonds in the form of cash deposits are held until the contract is awarded and are subsequently released to all bidders other than that of the awardees. The awardees deposit is released when the contract is executed by the County.

A performance bond for 100% of the contract amount and a payment bond for 100% of the contract amount shall be required to support construction contracts in excess of \$200,000.

Insurance: The County may require insurance based on the nature of the goods and services. The following language is typical of the County's requirements for insurance.

- A. Before execution of a contract by the County and commencement of the operations and/or services to be provided, and during the duration of the contract, the vendor will file with the County current certificates of all required insurance on forms acceptable to the County, with the certificate holder listed as Orange County Board of County Commissioners, which will include the following provisions:
1. All insurance policies will be issued by companies authorized to do business under the laws of the state of Florida and acceptable to the County.
 2. The certificates will clearly indicate that the vendor has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section.
 3. No material change or cancellation of the insurance will be effective without 30 days prior written notice to the County.
- B. The vendor will require and ensure that each of its subcontractors providing services hereunder (if any) procures and maintains, until the completion of services, insurance of the types and to the limits specified herein.

C. Coverage Required: As specified in individual solicitations.

1. The County shall be specifically included as an additional insured on the general liability policy.
2. All such insurance required of the vendor shall be primary to, and not contribute with any insurance or self-insurance maintained by the County.
3. Compliance with these insurance requirements shall not relieve or limit the vendor's liabilities and obligations under this contract. Failure of the County to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the County to identify a deficiency from evidence provides will not be construed as a waiver of the vendor's obligation to maintain such insurance.

Samples and Testing: Please note that the Purchasing and Contracts Division may require samples and an inspection of plant facilities prior to, or after an award of contract.

Addenda: During the course of a formal solicitation, changes may take place affecting the terms and conditions or the specifications. In these instances, a written addendum will be available on the Internet for vendors who have received the solicitation. Addenda may also be mailed upon specific request. These changes become an integral part of the solicitation and must be acknowledged. Signed and returned with your bid/proposal. Addenda may also be acknowledged in the bid or proposal.

Errors in Bidding: Your bid is your firm offer to enter into contract with the County. However, if you discover that you have made an honest mistake in your bid, which you can substantiate with documentary evidence, you must notify the Manager of Purchasing and Contracts, in writing, before an award is made. The Manager of Purchasing and Contracts then has the discretion to release you from your bid.

Bid / Proposal Withdrawal: All bids or proposals submitted must be firm for the minimum time stipulated in the solicitation. Bids or proposals may be withdrawn, by an authorized representative of your firm, prior to opening. Withdrawal of a bid or proposal after the opening may subject the bidder or proposer to forfeiture of the bid security.

HOW ARE AWARDS MADE?

Lowest Responsive and Responsible Bidder: After bids are opened, they are analyzed to determine the lowest responsive and responsible bid.

Award Recommendations: Bid tabulations showing bid results and the recommended award are posted the Purchasing and Contracts Division for a period of five (5) working days. They are also placed on our website.

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

Shortlist of Proposals / Award Recommendations: The Procurement Committee evaluates proposals and a shortlist is posted at the Purchasing & Contract Division and on the website.

Shortlist requiring Board approval are placed on the Board's agenda. Contract negotiations with the highest ranked or recommended firm is authorized upon Board approval.

Local Preference: The Board may authorize the use of reciprocal action when a low bidder's principle place of business is in a county with a local preference.

M/WBE Program: Orange County is committed to achieving its Minority and Women Business Enterprise (M/WBE) and Equal Employment Opportunity goals. For certain types of contracts, the County includes requirements for M/WBE participation. For further information regarding the County's M/WBE program, contact the Business Development Division at 407- 836-7317.

When M/WBE compliance is applicable, the specific requirements are included in the solicitation.

Right to Protest: Any actual or prospective bidder or proposer who is allegedly aggrieved in connection with a pending award may protest to the Manager of Purchasing and Contracts. A due process procedure will be followed to resolve any protest. Protest procedures are available at the site specified in the solicitation.

For information on lobbying and blackout periods for IFBs and RFPs please refer to the following website:

<http://www.orangecountyfl.net/opengovernment/lobbyingatorangecounty.aspx>

AFTER AWARD - WHAT THEN?

Notice of Award: If the County has determined that you are the lowest responsive and responsible bidder, a purchase order may be issued. In the alternative, you may be notified of the County's intent to award you a contract. This letter will also advise you of the requirements that must be completed prior to contract execution.

If the County has selected you to provide professional services covered by the Competitive Consultant Negotiation Act (CCNA) you will be notified of the selection of scheduled negotiations.

Delivery: Unless the contract requires a specific notice to proceed, an official County purchase order or contract is your 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.

Vendor Default: Vendors who fail to provide goods and/or services in accordance with the terms and conditions of their contract may be held in default. The County will hold such vendors liable for all extra costs incurred in the procurement of the goods and/or services from another vendor. Such default is also subject to suspension from doing business with the County for up to two (2) years. A second default may result in debarment.

Change Orders and Modifications: Occasionally, after a contract has been awarded, changes occur in either price or performance. If the contract provides for modifications, it is done by a written change order or contract amendment, which is sent to the vendor.

Please note that the contract will specifically state the circumstances under which changes are allowed.

Vendor Payment: Invoices should be sent directly to the department/division at the address specified on the purchase order. Questions regarding payments can best be answered by the County's Finance Department – 407-836-5715.

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

The County's computerized purchase system encumbers funds simultaneously as the order is input. The purchase order is mailed the same day and is ready to process for payment immediately upon receipt and acceptance of goods and services. The County processes most invoices for payment within thirty (30) days, and expedites payments where additional discounts for prompt payment are offered. All payments shall be in accordance with the Local Government Prompt Payment Act.

TAX EXEMPT STATUS

The County is exempt from Florida State 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.

WEBSITE INFORMATION

In addition, to solicitation and Board awards, our term / continuing contracts are available on our website. This information includes the effective dates of the contract, specification, and current prices.

GIFTS AND GRATUITIES

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

HOW DO I CONTACT PURCHASING?

All Orange County purchases are made by or as prescribed the Purchasing and Contracts Division located at 400 E. South Street, 2nd Floor, Orlando, Florida 32801. Our telephone number is 407-836-5635 and our fax number is 407-836-5899. See page 3.



**ORANGE COUNTY PURCHASING
AND CONTRACTS**

400 E. South Street
Orlando, Florida 32802-1393
407-836-5635
M-F 8:30-5:00



www.ocfl.net/VendorServices.aspx