

VENDOR GUIDE



DOING BUSINESS WITH THE SCHOOL BOARD OF POLK COUNTY

The mission of Polk County Public Schools is to provide a high quality education for all students.

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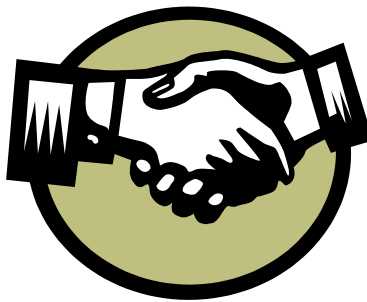
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FORWARD

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

The district's Purchasing Department is interested in fostering participation by all qualified business persons offering commodities and/or services that may be used by the District.

The purpose of this guide is to explain the purchasing process by which The School Board of Polk County 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 (863) 534-0576.



It is the intent of The School Board of Polk County to procure equipment and services at competitive costs, consistent with the quality standards necessary to meet the requirements of the district. Our goal is to ensure that every purchase made is done fairly and that all responsible vendors have an equal opportunity to participate in the competitive process.

The School Board of Polk County currently operates and maintains over 100 K-12 schools with enrollment exceeding 100,000 students. A partial listing of items purchased by the District is shown below:

- Appliances, Equipment & Repairs
- Audio Visual Equipment & Supplies
- Automotive Parts & Supplies
- Fuel, Diesel & Gasoline
- Furniture, Schools & Offices
- Books & Publications
- Building Maintenance Supplies
- Classroom Equipment & Supplies
- Clinic Equipment & Supplies
- Communication Services
- Computers, Equipment & Supplies
- Copier Equipment & Services
- Fire Protection Equipment & Systems
- Fleet Equipment & Supplies
- Food Equipment & Supplies
- Insurance, All Types
- Janitorial Equipment & Supplies
- Lawn Equipment & Maintenance
- Office Supplies
- Paper, Classroom, Copier, Misc.
- Pest Control Services
- Playground & Athletic Equipment
- Teaching Aids
- Telecommunications Systems
- Testing Materials
- Uniforms

PURCHASING POLICIES

The School Board of Polk County, Florida is governed by State Statutes, State Board of Education Administrative Rule, and School Board Policies for the procurement of equipment, goods and services. The following is a basic outline of our purchasing process.

<u>Dollar Limit</u>	<u>Purchasing Method Used:</u>
\$0 to \$15,000	Verbal or written quotes are secured from one or more sources with final approval handled by a District Buyer.
\$15,001 to \$50,000	Written quotations from a minimum of three sources, are requested with the final approval handled by a District Buyer (unless the item or service falls under a bid waiver/exclusion as allowed under State Statutes, State Board of Education rule or Board policy).
More than \$50,000	Requires a formal competitive sealed bid or RFP (unless the item or service falls under a bid waiver/exclusion as allowed under State Statutes, State Board of Education rule or Board policy). Facilities & Construction and the Purchasing Department handle all solicitations for the District.

FACILITIES & CONSTRUCTION PROJECTS are handled by the Facilities & Construction Department at <https://polkschoolsfl.com/facilitiesprojects/>

Vendors interested in providing instructional materials must complete the Instruction Program and Materials Application for review by the “Purchasing and Utilizing Resources Effectively” (P.U.R.E.) Committee. Information may be found here: <https://polkschoolsfl.com/pure/>

VENDOR REGISTRATION FOR BID NOTIFICATION

The School Board of Polk County, Florida has implemented an online vendor registration system for bid notification* called VendorLink, which allows vendors to view and download solicitations (Invitation to Bid, Request for Proposal, Invitation to Negotiate and/or request for quote), and submit bid responses at no cost, 24-hours a day, seven days a week, from any computer with internet access. Bid/proposal documents, Notices of Recommended Bid Award, and current bid 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>. Individuals can also contact VendorLink Support at support@evendorlink.com or call the Purchasing Department at 863-534-0576 between 8:00 a.m. and 4:30 p.m. on regular business days for assistance with completing this online process.

- It is the vendor's responsibility to register and maintain their current email and mailing address at www.myvendorlink.com.
- Existing vendors who do not update their account by selecting and adding the applicable commodity codes will not receive notifications of future available solicitations.

***NOTE:** *This registration does NOT include bid opportunities generated by the School Facilities Department for construction and maintenance related activities. To obtain more information on current bid opportunities for that area, visit <https://polkschoolsfl.com/facilitiesprojects/>*

Vendors doing business with The School Board of Polk County, Florida must have a completed W-9 form on file with the Finance Department.

BID INFORMATION

Bid Advertisement: Bid-related information (current solicitations, Notice of Recommended Bid Award, current bid 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 sheets, check for any errors. Make sure that all necessary signatures, attachments (including any addenda), and bid response forms are submitted with your bid. Polk County Public Schools accepts online bid responses on VendorLink only. All bid submissions must be transmitted electronically through VendorLink at www.myvendorlink.com. Submittals sent by mail, facsimile, electronic mail, telephone or any other means

not specified will not be accepted.

Restrictions on contacting the district: Pursuant to School Board Policy 6324, upon the issuance of a solicitation, all contact with the District must be made through the designated contact person listed in 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.

Online Bid Response: All bid submissions must be transmitted electronically through VendorLink at www.myvendorlink.com. It is the sole responsibility of the bidder to ensure that their bid response is submitted through VendorLink no later than the time and date indicated on the Invitation to Bid/Bidder Acknowledgement Form or as amended in the form of an addendum issued by the Purchasing Department. The bidder is responsible for allowing adequate time to upload their submittal on VendorLink. If technical difficulties arise during submission of the bid response, it is the bidder's responsibility to contact VendorLink technical support at support@evendorlink.com. Polk County Public Schools shall not be responsible for delays caused in any occurrence. Submittals sent by mail, facsimile, electronic mail, telephone or any other means not specified will not be accepted. Acceptable file formats for upload are Microsoft Excel (.xls or .xlsx), .pdf or .ZIP file formats. Printing must be enabled on all files submitted.

Bid Opening: All responses to a sealed bid are subject to release as public records consistent with Chapter 119 Florida Statutes. Pricing and other contents of bid responses will be disclosed. as noted in Section 119.071(1) (b), F.S. and Section 286.0113, F.S.

Bid Recommendation Posting: After the bid is evaluated, the bid recommendation for award(s) is posted at The School Board of Polk County, Florida administrative offices and on www.myvendorlink.com for a period of at least seventy-two (72) hours. Public inspection is invited. NOTE: These recommendations are NOT official until Superintendent or School Board action is taken. After the bid recommendation has been approved by the Superintendent or School Board, a notification letter will be mailed to all awarded vendors.

Inspection of Bids: Inspection of sealed bid responses will be made available to interested parties upon notice of recommendation of award.

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 must stand as submitted. All bids submitted must be firm for the minimum time stipulated in the bid document. A bidder will not be permitted to withdraw a bid without good cause after the due date and time. 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 Director of Purchasing 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 Rejection/Cancellation: The Superintendent or School Board shall have the authority to reject any or all bids and request new bids.

Award Policy: The Superintendent or School Board shall accept the lowest bid(s) from responsive and responsible bidders who meet, or exceed, all bid specifications.

Bid Specifications: Specifications are detailed descriptions of the item(s) to be purchased which establish the *minimum* acceptable standards. If you have any questions, concerns, or objections regarding the specifications, contact the Buyer prior to bid opening.

Resolution of Bid Protests: The School Board of Polk County, Florida has adopted the procedures specified in School Board Policy 6320 posted at <https://go.boarddocs.com/fl/polk/Board.nsf/Public?open&id=policies> and Florida Statutes, Section 120.57(3).

PURCHASE ORDER INFORMATION

Purchase Orders: Please make sure that you have a purchase order prior to providing goods and/or services to The School Board of Polk County, Florida. Invoices will not be processed for payment without a valid purchase order.

Purchase Order Terms and Conditions are posted at <https://polkschoolsfl.com/purchasing/>. By accepting a purchase order from The School Board of Polk County, Florida (Board), the parties agree that the Board's electronic Purchase Order Terms and Conditions automatically incorporate into the parties' contract to purchase goods or services, and the parties agree to be bound by its terms.

The Board's Purchase Order Terms and Conditions may be updated from time to

time and the then-current version posted on the Board's website shall control and be in effect to govern the parties.

Taxes: The School Board of Polk County, Florida is exempt from State sales and use taxes and Federal excise taxes. (State Exemption No. 85-8013927632C-8). A tax exemption certificate is posted at <http://www.polk-fl.net/districtinfo/departments/businessservices/documents/SalesTaxesExemptionCertificate2017-2022.pdf>.

Deliveries: Delivery instructions are printed on each purchase order. The purchase order number should appear on the shipping or delivery ticket and on each package or container delivered to the location specified on the purchase order. Failure to meet the specified delivery date and schedule may result in the cancellation of the order and/or contract. Any goods that are received damaged, or do not meet specifications, will be returned at vendor's expense for full credit.

HOW TO RECEIVE PAYMENT

Vendor's Invoice: In order to receive payment for goods or services provided to The School Board of Polk County, Florida, the vendor must submit an original invoice to the Finance Department. Payment will only be made after the commodity or service has 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 School Board of Polk County, Florida purchase order number
4. Quantity of each item
5. Itemized list and description of goods/services provided in the same order as shown on the purchase order
6. Unit price of each item
7. Extended cost for each item
8. Delivery charges, if any
9. Discount terms

Purchasing Cards

Each school has been issued a *District Purchasing Card*, to be used for small, non-capital expenditures. Use of the Purchasing Card will expedite payment to vendors.

Vendor Information Updates

We encourage all vendors to contact our buyers to keep them informed of new products and services that become available. We suggest you contact the individual buyer who is handling your commodity or service to make an appointment to meet and discuss your products and/or services and to answer any questions you may have. We can be reached at the following phone number:

PURCHASING DEPARTMENT
(863) 534-0576

Visit <https://polkschoolsfl.com/doingbusinesswithus/> for more information on doing business with Polk County Schools.

**THANK YOU FOR YOUR INTEREST IN DOING BUSINESS
WITH THE SCHOOL BOARD OF POLK COUNTY,
FLORIDA. WE LOOK FORWARD TO HEARING FROM
YOU!**

The School Board of Polk County Purchasing Department Staff

Director, Purchasing and Printing Services

863-534-0576, ext. 689

Plans and directs the administrative functions and activities of the Purchasing and Printing Services Departments.

Senior Technician, Purchasing

863-534-0576, ext. 690

Primary responsibilities include procurement cards, confirmation letters, furniture survey orders, administrative support to the Director and staff of the Purchasing office, purchase order expedites, and general information.

Purchasing Clerk Specialist

863-534-0576, ext. 691

Primary responsibilities include administrative support to the staff of the Purchasing office, purchase order distribution and fuel orders.

Manager, Purchasing Services

863-534-0576, ext. 692

Responsible for management tasks of the District's purchasing operation; procurement of food; rental vehicles; products and services for Support Services; kitchen equipment; special projects.

Purchasing Agent

863-534-0576, ext. 693

Primary areas of responsibility include the procurement of products and services for maintenance and facilities, Electronic Equipment Repair and Support (EERS); flooring, power and hand tools, fencing, portables, signs, steps and ramps, playgrounds and their installation, window treatments, network equipment and supplies.

Purchasing Agent

863-534-0576, ext. 694

Primary areas of responsibility include the procurement of products and services related to: office supplies, warehouse stock, janitorial equipment/supplies, audio visual equipment and supplies, copiers, copier toner/developer, standard classroom and cafeteria furniture; athletic clothing, equipment and supplies; band uniforms.

Purchasing Clerk Specialist

863-534-0576, ext. 695

Primary responsibilities include administrative support to the Purchasing Agent and staff of the Purchasing office.

Buyer

863-534-0576, ext. 696

Primary areas of responsibility include the procurement of technology, software.

Buyer

863-534-0576, ext. 697

Primary area of responsibility is the procurement of furniture, fixtures and equipment for capital outlay projects; furniture (administrative and library), musical instruments and equipment, paper.

Buyer

863-534-0907, ext. 420

Primary area of responsibility is the procurement of textbooks and classroom books.

Materials Maintenance Specialist (Warehouse)

863-534-0907

Primary areas of responsibility include the procurement of commodities and services for maintenance and facilities warehouse stock.