

# A VENDOR'S GUIDE TO DOING BUSINESS WITH PASCO COUNTY

## INTRODUCTION:

The Purchasing Department is responsible for procuring all goods and services necessary for the operating departments under the control of the Board of County Commissioners. The procurement of goods and services for Constitutional Officers are handled upon request and as needed. The following agencies are independent of the Board of County Commissioners and should be contacted directly for their respective purchasing opportunities:

Pasco County Clerk and Comptroller	(352) 523-2411
Pasco County Property Appraiser	(352) 521-4433
Pasco County Sheriff's Office	(727) 847-5878
Pasco County Supervisor of Elections	(352) 521-4302
Pasco County Tax Collector	(727) 847-8165
Pasco County School District	(813) 794-2221

The Purchasing Department exists to procure, in a timely manner, the goods and services necessary to enable the operating departments to achieve their respective objectives and meet the needs of Pasco County residents. Furthermore, it is the responsibility of the Purchasing Department to ensure that all procurement activity is conducted in compliance with the *Purchasing Ordinance*, applicable State and Federal laws and regulations, and approved policies and procedures. Open competition works to eliminate the appearance and opportunity for favoritism and inspires public confidence that all purchases are awarded fairly and equitably. The Purchasing Department is committed to maintaining the integrity of the process, maintaining favorable business relationships, fostering fair and open competition and maximizing value.

This guide has been developed to provide general information for vendors. For more information or assistance, please contact the Purchasing Department at (727) 847-8194.

## LOCATION:

The Purchasing Department is located within the West Pasco Government Center Complex at the Internal Service Branch Building, 7536 State Street, 2<sup>nd</sup> Floor in New Port Richey, Florida.

## OFFICE HOURS:

The Purchasing Department is open to the public from 8:00 a.m. to 5:00 p.m. (local time), Monday through Friday, except for holidays observed by the County.

**PURCHASING DEPARTMENT**



## **AUTHORIZED PURCHASES:**

Purchases are authorized only if a duly-issued purchase order is issued in advance of the transaction or a Pasco County Purchasing Card is used. Vendors providing goods or services without demanding a signed purchase order or valid Purchasing Card, do so at their own financial risk. Pasco County is not liable for payments for goods or services ordered without a duly-issued purchase order or valid Purchasing Card. Please insist on a purchase order or Purchasing Card prior to delivering any goods or services.

## **PURCHASING ORDINANCE:**

The *Purchasing Ordinance of Pasco County* governs the purchase of all goods, supplies, equipment, materials, construction and services for the Board of County Commissioners, including the branches, departments, divisions, sections, and agencies under their control, regardless of the funding source, except as otherwise provided by law.

## **BID OPPORTUNITIES AND VENDOR REGISTRATION:**

The Pasco County Board of County Commissioners has joined the BidNet Direct by the Florida Purchasing Group to improve communication and reduce costs associated with vendor notification and management. To view Pasco County's solicitations, and the solicitations of all of the other participating agencies, we invite you to register online. Please visit [www.BidNetDirect.com](http://www.BidNetDirect.com), and use the "Vendor Registration" link, select a service plan (automatic notification or search-only access) and complete the registration form. If you are already registered as a vendor on this system, there is no need to register again for Pasco County. Remember registered vendors may search the website for new bid and quote opportunities at NO cost.

The system offers a value-added option if a vendor wishes to receive automatic notifications of solicitations; however, there is a charge of \$89.95 per year or approximately \$7.50 per month. It is important to note that this fee covers all of the agencies that are using the Florida Bid System and not just for a single county or agency. Vendors are not compelled or required to subscribe to this value-added service. Vendors who are not interested in this option may still manually search for opportunities at no cost.

Like other bid notification services, the BidNet Direct also offers vendors basic, search-only access for free. Like these other services, there is no cost to the County to use the BidNet Direct. Developing and supporting an in-house system to mimic the full functionality of the BidNet Direct, at no cost, is simply impractical and economically unreasonable. For more information about the Florida Bid System please feel free to contact Florida Purchasing Group by calling toll free 1-800-835-4603. To expedite your request, please ask for the BidNet Direct

**PURCHASING DEPARTMENT**

727.847.8194 | Internal Services Branch Building | 7536 State Street, 2<sup>nd</sup> Floor | New Port Richey, FL 34654



## **VENDOR APPOINTMENTS:**

Pasco County takes its relationships with vendors very seriously. Time is an important commodity and this guide is published with the intent of providing for the most effective use of time, both yours and ours. As a courtesy, and for our relationship to be more productive, vendors are seen by appointment only. We respectfully request that you call ahead to schedule an appointment so that we can properly prepare for your visit and ensure you receive the best service in a timely manner.

## **GIFTS AND GRATUITIES:**

Employees of the Pasco County Board of County Commissioners are prohibited from accepting any gratuity—whether material or edible—from anyone doing business (actual or potential) with the County. Such gratuities include, but are not limited to, flowers, candy, food, wine, liquor and anything free (pens, pencils, letter openers, etc.) or discounted.

## **PURCHASE PROCEDURES:**

Please refer to each respective solicitation document for procedural instructions and information. If you require clarification or need assistance, please contact our office and we'll be happy to help.

## **PROCUREMENT METHODS:**

Pasco County uses numerous methods to procure the goods and services necessary to support its operations. The methods include, but are not limited to, Invitations for Bid (IFB), Requests for Proposals (RFP), Requests for Statements of Qualifications (RSQ) and Requests for Quotations (RFQ). When necessary, architectural, engineering and other professional services are procured in accordance with the Consultants' Competitive Negotiation Act (CCNA) as prescribed in § 287.055, *Florida Statutes*.

At times it is also necessary to procure goods and services in an emergency and without competition due to limited sources and other exceptional conditions. The conditions for such exceptional procurement are detailed in the *Purchasing Ordinance of Pasco County*.

## **INVOICES:**

To receive payment for products or services rendered, the vendor must submit an original and proper invoice showing the purchase order number to:

Pasco County Board of County Commissioners  
Attention: Clerk & Comptroller  
38053 Live Oak Avenue  
Dade City, FL 33523-3894

Invoices should not be directed to the ordering department, unless otherwise specified on the Purchase Order. Failure to send invoices directly to the address above could delay payment. Invoices are required to be submitted in a timely manner and will be paid by the County in accordance with the Local Government Prompt Payment Act.

## **PURCHASING DEPARTMENT**

**TAXES:**

Pasco County is exempt from most taxes imposed by state or federal government. Tax exempt numbers are on file and available by contacting the Purchasing Department.

**PURCHASING THRESHOLDS:**

<b>Purchases up to 5,000.00:</b>	<b>Requires Available Funding</b>
Competition Requirement:	None (Three Quotes Suggested)
Documentation Requirement:	Written Quote Required for Recommended Vendor
Method of Purchase:	Purchasing Card (Preferred) or Purchase Order
Minimum Approval:	Cardholder (Purchasing Card) or Purchasing Director (Purchase Order)

<b>Purchase from \$5,000.01 to \$15,000.00:</b>	<b>Requires Available Funding</b>
Competition Requirement:	Informal Solicitation or at Least Quotes from Business (Suggested)
Documentation Requirement:	Written Quotes Required
Method of Purchase:	Purchase Order
Minimum Approval:	Purchasing Director

<b>Purchases from \$15,000.01 to \$50,000.00:</b>	<b>Requires Available Funding</b>
Competition Requirement:	Informal Solicitation or at Least Quotes from Business (Suggested)
Documentation Requirement:	Written Quotes Required
Method of Purchase:	Purchase Order
Minimum Approval:	County Administrator

<b>Purchases Over \$50,000.00:</b>	<b>Requires Available Funding</b>
Competition Requirement:	Formal Solicitation of Sealed Bids or Proposals
Documentation Requirement:	Bid or Proposal Response and Related Documentation
Method of Purchase:	Purchase Order and/or Contract
Minimum Approval:	Board of County Commissioners

**LOCAL PREFERENCE:**

Under Sec. 2-111(a)(1) of Pasco County’s Purchasing Ordinance, a business qualifies as “Local Business” if it meets the following requirements and is: a) a vendor, supplier, or contractor who does business in Pasco County by providing goods, services, or construction; and b) maintains a physical business address located within the jurisdictional limits of Pasco County in an area zoned for the conduct of such business; and c) which the vendor, supplier or contractor operates or performs business on a daily basis; and d) has for at least twelve (12) months prior to the bid or proposal opening date; and (e) a copy of their local business tax receipt. Post office boxes shall not be used for the purpose of establishing said physical address. The justification for the application of a local preference to a particular bidder must be identified as part of any written quotation or sealed bid submitted.

In bidding for, or letting contracts or procurement of goods, services or construction, as described herein, the Board of County Commissioners may give a preference to Local Businesses in making purchases (unless otherwise precluded by the ordinance, state or federal law) as described below:

**PURCHASING DEPARTMENT**

- (i) When written quotations or sealed bids are received that do not exceed \$1,000,000.00, and the lowest price is offered by a vendor that is not a Local Business, and the next lowest price is offered by a Local Business, and is within 10% of the lowest price offered, then the Local Business shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the Local Business will be awarded the quotation or bid if the Local Business is otherwise fully qualified and meets all requirements of the solicitation.
- (ii) When sealed bids are received that are greater than \$1,000,000.00, and the lowest price is offered by a business that is not a Local Business, and the next lowest price is offered by a Local Business, and is within 5% of the lowest price offered, then the Local Business shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the Local Business will be awarded the quotation or bid if the Local Business is otherwise fully qualified and meets all County requirements.
- (iii) The total quote or bid price shall include not only the base bid price, but also all alterations to the base bid price resulting from alternates which were both part of the bid and that will be actually purchased or awarded by the Board.

If two or more identical quotations or bids are received at the time the written quotations or sealed bids are opened, the award shall be made to the responsive, responsible "Local Business" as defined herein.

The preference established in this section does not prohibit the right of the Board to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms, or corporations submitting bids or proposals nor prohibit the Board from giving any other preference permitted by law in addition to the preference authorized in this section.

**PURCHASING STAFF:**

<p><b>Stacey Ziegler</b>          Purchasing Director          (727) 847-8194 x8434  <a href="mailto:sziegler@pascocountyfl.net">sziegler@pascocountyfl.net</a></p>	<p><b>Kimberlie Washington</b>          Sr. Purchasing Agent          (727) 847-8914 x8353  <a href="mailto:kwashington@pascocountyfl.net">kwashington@pascocountyfl.net</a></p>
<p><b>Ruby Ranne</b>          Sr. Buyer          (727) 847-8194 x8758  <a href="mailto:rranne@pascocountyfl.net">rranne@pascocountyfl.net</a></p>	<p><b>Michelle Lemire</b>          Purchasing Agent          (727) 847-8194 x8426  <a href="mailto:mlemire@pascocountyfl.net">mlemire@pascocountyfl.net</a></p>
<p><b>Nikitra "Niki" King</b>          Purchasing Agent          (727) 847-8194 x 8897  <a href="mailto:nking@pascocountyfl.net">nking@pascocountyfl.net</a></p>	<p><b>Chris Arnone</b>          Buyer          (727) 847-8194 x8436  <a href="mailto:carnone@pascocountyfl.net">carnone@pascocountyfl.net</a></p>
<p><b>Brooke Baker</b>          Buyer          (727) 847-8194 x7327  <a href="mailto:bbaker@pascocountyfl.net">bbaker@pascocountyfl.net</a></p>	<p><b>Stephanie Santiago</b>          Buyer          (727) 847-8194 x7589  <a href="mailto:ssantiago@pascocountyfl.net">ssantiago@pascocountyfl.net</a></p>
<p><b>Stephanie Nunn</b>          Buyer          (727) 847-8194 x8425  <a href="mailto:snunn@pascocountyfl.net">snunn@pascocountyfl.net</a></p>	<p><b>Christopher Allen</b>          Central Mail &amp; Surplus          Temporary Warehouse Manager          (727) 847-8194 x8091  <a href="mailto:challen@pascocountyfl.net">challen@pascocountyfl.net</a></p>
<p><b>Kelsey Roger</b>          Administrative Assistant          (727) 847-8194 x8668</p>	

## FREQUENTLY ASKED QUESTIONS (FAQ)

### **How do I get on the bidders' list?**

Vendors must register at [www.BidNetDirect.com](http://www.BidNetDirect.com).

### **Do I have to be a registered vendor to bid?**

No. However, before an award can be made and a purchase order issued, the County must verify that your company is properly registered with the State of Florida's Division of Corporations, if applicable, and the Internal Revenue Service (IRS).

### **Can I still get hard copies of the solicitations?**

Yes. Hard copies of the solicitations may be purchased at the Purchasing Department at a cost of \$0.15 per page.

### **Where can I view the current solicitations?**

Current solicitations are available at [www.BidNetDirect.com](http://www.BidNetDirect.com). Vendors must register at this site to view and download solicitation documents.

### **Does the County bid everything?**

No. Generally, purchases that are less than \$50,000.00 can require informal written quotations; while those that are over \$50,000.00 require competitive sealed bids. Informal quotations are also available for viewing and download at [www.BidNetDirect.com](http://www.BidNetDirect.com).

### **Does the Purchasing Department buy for all County offices?**

The Purchasing Department oversees the purchase of all items that are procured for offices under the Board of County Commissioners.

### **Where is the Purchasing Department located?**

The Purchasing Department is located on the West Pasco Government Center campus at the Internal Services Branch Building. Our physical address is 7536 State Street, 2<sup>nd</sup> Floor in New Port Richey, Florida.



### **Where do I purchase plans and specifications for construction projects?**

All formal solicitations, and related plans and specifications, are posted electronically at [www.BidNetDirect.com](http://www.BidNetDirect.com)

### **Where can I find information about upcoming projects?**

The Capital Improvement Plan (CIP) and Annual Budget are available at [www.pascocountyfl.net](http://www.pascocountyfl.net).

### **When are the results available from a solicitation that has opened?**

In accordance with Chapters 119.071 and 286.0113, Florida Statutes, only the names of the responding firms and the respective bid amounts will be read at the time of opening. Pursuant to Florida Statutes, sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from public inspection until such time as the agency provides notice of an intended decision or until thirty (30) days after opening the bids, proposals, or replies, whichever is earlier. Because of the volume of solicitations, solicitation results are not given over the telephone.

### **What is the best way to schedule a meeting with one of the Buyers or the Purchasing Director?**

Send an email to the appropriate individual to set up an appointment. Email addresses are listed in this guide or email Purchasing at [pascopurchasing@pascocountyfl.net](mailto:pascopurchasing@pascocountyfl.net). The Purchasing Department is open from 8:00 a.m. to 5:00 p.m. (local time), Monday thru Friday, excluding the holidays that are observed by the County.

### **How can I get copies of opened bids and other documentation?**

You may visit the Purchasing Department at 8919 Government Drive in New Port Richey, Florida; call us at (727) 847-8194 or simply visit our website at [www.pascocountyfl.net](http://www.pascocountyfl.net). Information for solicitations that closed prior to March 1, 2010, may be found on the "Closed Solicitations" or "Archived Closed Solicitations" links. Information for solicitations that closed after March 1, 2010, may be found at [www.BidNetDirect.com](http://www.BidNetDirect.com). If you have difficulty finding a particular solicitation, please contact the Purchasing Department and we'll be happy to assist. There may be costs associated with copying and mailing the requested information. Public records may also be viewed in the Purchasing Department at no cost.

### **Does the County sell its surplus equipment, vehicles and other property?**

Generally, once the Board of County Commissioners declares items as surplus, the items are sold through public auction one of the following locations:

1. A1 Assets, Inc.; 1100 Charles Street, Longwood, FL 32750
2. Atkinson Realty & Auction, Inc.; 7270 Kyle Court, Sarasota, FL 34240

**PURCHASING DEPARTMENT**