



HOW TO DO BUSINESS WITH OSCEOLA COUNTY

Our goal is to procure products, services, and innovative solutions that are cost effective and add value to County operations while promoting vendor participation and diversity, providing excellent customer service, and ensuring the public trust by adhering to the highest level of professional and ethical standards.

WELCOME

We encourage you to familiarize yourself with the requirements and opportunities available to all vendors and contractors. The following is intended to guide you on how you may be able to do business with the Osceola County Board of County Commissioners by providing you with:

- The correct contact for information for our office
- The various types of goods and services used by Osceola County government
- How we actively and properly compete for formal and informal bids
- The requirements for the different types of bids solicited by the County.

If you require additional information, please feel free to call (407)742-0900 or visit our website at www.osceola.org.

VENDOR REGISTRATION

The Osceola County Procurement Services Office contracts with VendorLink for the maintenance of an automated vendor bid notification system categorized by the specific commodity or service offered. Vendors should register at www.vendorlink.osceola.org. Registration is Free and solicitations are also advertised in a local newspaper. Vendors may request bid documents directly from the Procurement Services Office.

COMMODITIES, GOODS & SERVICES

Examples of the types of goods and services purchased by the County are as follows:

Advertising, Chemicals, Construction, Corrections Facility Supplies, Elevator Repairs, Electrical Repairs, Financial Services, Fleet Services, IT Software and Hardware, Janitorial Services and Supplies, Medical and Health Services, Mosquito Control Supplies, Mowing and Lawn Maintenance, Office Supplies and Furniture, Park Supplies and Services, Playground and Recreational Equipment, Plumbing Repairs, Solid Waste Services, Uniforms, Vehicles

Please visit the Osceola County Procurement website for a complete listing of commodities and the Procurement Analyst assigned to each commodity.

LOCATION, BUSINESS HOURS & APPOINTMENTS

Location: Osceola County Procurement Services, One Courthouse Square, Suite 2300 (Second Floor, County Administration Building), Kissimmee, Florida 34741

Business hours: 8:00 A.M. to 5:00 P.M., Monday through Friday.

Closed: We are closed Weekends and County Holidays.

Appointment: You are encouraged to make an appointment with the Procurement Analyst responsible for the commodity of service you are interested in providing. For a complete list of Procurement staff, please visit the Osceola County Procurement website.

Osceola County, Florida

Procurement Services • 1 Courthouse Square, Suite 2300 • Kissimmee, FL 34741

Phone (407) 742-0900 • Fax (407) 742-0901 • <http://www.osceola.org>

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BIDDING REQUIREMENTS

- Osceola County qualifies its vendors and contractors on a per bid basis.
- County purchases with an estimated value above the current formal bid threshold level will be purchased by means of a duly advertised "Invitation to Bid" (ITB). The ITB is advertised in local newspapers, posted to our County website and uploaded to our third party bid notification system. ITB's are opened publicly at a specified date, time and place. The award of an ITB is to the lowest, responsive and responsible bidder.
- Request for Proposals (RFP) are used by the County for complex solicitations or to enlist vendor suggestions for a service or commodity. Limited specifications or scopes of work are issued for consideration. RFP's use specific award criteria based on qualifications and experience with price being only one element of the selection.
- Professional Services (PS) is used for the solicitation of Engineers, Architects, Land Surveyors and Landscape Architects in accordance with Florida State Statute Section 287.055, the Consultant's Competitive Negotiations Act (CCNA).
- Request for Quotation (RFQ) are used for purchases less than the formal bid threshold level which may be solicited by phone, fax, written quotes, or written purchase orders. Depending on the amount, the County may or may not advertise the purchase.

Small purchases less than \$1,000 are usually acquired with the County's Procurement Card.

TAXES

Osceola County is exempt from the payment of all sales and excise taxes imposed by State or Federal Government. The County's tax exempt certificate is available to those firms who require them.

FREIGHT, DELIVERY POINT & DOCUMENTATION

All Osceola County purchases are considered F.O.B. destination unless otherwise accepted by the County. The Purchase Order number should appear on all bills of lading and invoices.

Vendors are cautioned that failure to secure a purchase order may result in nonpayment or the immediate cancellation of the order.

BID OPENINGS

All formal bid openings are public, and all interested parties and those vendors who have submitted bids are welcome to witness the bid openings. 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 County before a recommendation of an award is made to the Board of County Commissioners.

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

LOCAL SMALL BUSINESS ENTERPRISE PROGRAM

Osceola County Board of County Commissioners has established a Local Small Business Enterprise Program (LSBE). Under this program, certified LSBE firms are given an opportunity to match the lowest bid price when they are within five percent (5%) of the lowest bid. The lowest bidder among a certified LSBE is given the opportunity to match the lowest bid first. The LSBE will have three days to respond in writing to the County's request to match. If the lowest LSBE within the five percent (5%) elects not to match, the next LSBE within five percent (5%) will be granted the same opportunity. "Osceola County persons, firms, and corporations" shall be defined as firms having a principal place of business for more than one (1) year located within the legal boundaries of Osceola County, Florida. Other minimum requirements also apply.

In order to have LSBE certification applied to a submittal, certification must have been obtained prior to the submission of the bid response. To receive an application for LSBE certification, please contact our office.

MINORITY, WOMEN, AND SERVICE DISABLED VETERAN BUSINESS ENTERPRISE

Osceola County offers Reciprocal Certification for Minority, Women, and Service Disabled Veteran Business Enterprises (MBE/WBE and SDVBE) currently certified by another governmental entity. Please contact our Supplier Development Office for an application for Reciprocal Certification.

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