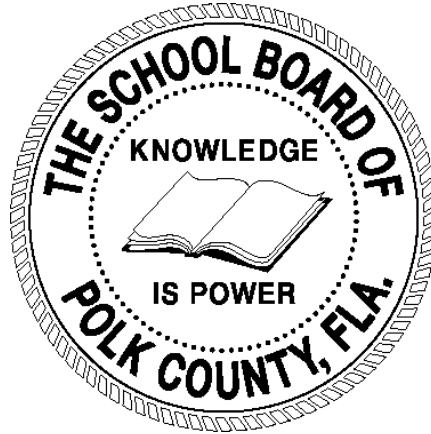


# VENDOR GUIDE



## DOING BUSINESS WITH THE SCHOOL BOARD OF POLK COUNTY

*The mission of Polk County Schools is to ensure rigorous, relevant learning experiences that result in high achievement for our students.*

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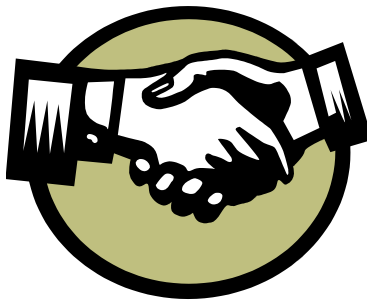
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## **FORWARD**

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 the guide is to explain the purchasing process by which the Polk 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 (863) 534-0573.



It is the intent of the School Board 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.

Polk County School District currently operates and maintains over 100 K-12 schools with enrollment exceeding 90,000 students. A partial listing of items purchased by the School Board 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

**Polk County School Board  
Purchasing Department Staff**

**Scott Clanton, FCCN, Director, Purchasing, Warehousing and Printing Services**

863-534-0572

email: [scott.clanton@polk-fl.net](mailto:scott.clanton@polk-fl.net)

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

**Sheila Conrad, Purchasing Technician**

863-534-0045

email: [Sheila.Conrad@polk-fl.net](mailto:Sheila.Conrad@polk-fl.net)

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

**Johnnie Butler, Purchasing Clerk Specialist**

863-534-0576

email: [johnnie.butler@polk-fl.net](mailto:johnnie.butler@polk-fl.net)

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

**Heena Gandhi, Purchasing Clerk Specialist**

863-534-0573

email: [Heena.Gandhi@polk-fl.net](mailto:Heena.Gandhi@polk-fl.net)

Primary responsibilities include administrative support to the staff of the Purchasing office, pagers, telephones, copy machines.

**Lynn Adams, CPPO, CPPB, FCCN, Purchasing Manager**

863-534-0563

email: [lynn.adams@polk-fl.net](mailto:lynn.adams@polk-fl.net)

Responsible for overall direction and administration of the District's purchasing operation; procurement of food; kitchen equipment; furniture (administrative and library); rental vehicles; special projects.

**Harold Hamby, Jr., Purchasing Agent**

863-534-0575

email: [Harold.hambyjr@polk-fl.net](mailto:Harold.hambyjr@polk-fl.net)

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.

**Satyra Bryan, Purchasing Clerk Specialist**

863-534-0577

email: [satyra.bryan@polk-fl.net](mailto:satyra.bryan@polk-fl.net)

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

**Robert Woods, Purchasing Agent**

863-534-0566

email: [Robert.woods@polk-fl.net](mailto:Robert.woods@polk-fl.net)

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, copier toner/developer, standard classroom and cafeteria furniture; athletic clothing; band uniforms.

**Barbara Joyner, Purchasing Clerk Specialist**

863-534-0568

email: [Barbara.Joyner@polk-fl.net](mailto:Barbara.Joyner@polk-fl.net)

Primary responsibilities include administrative support to the Purchasing Agent and staff of the Purchasing office; athletics, furniture and equipment surveys; vendor applications.

**Elizabeth (Betsy) Satterwhite, Purchasing Clerk Specialist**

863-534-0571

email: [Elizabeth.satterwhite@polk-fl.net](mailto:Elizabeth.satterwhite@polk-fl.net)

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

**Angela Hawkins, CPPB, FCCM, Buyer**

863-534-0567

email: [Angela.Hawkins@polk-fl.net](mailto:Angela.Hawkins@polk-fl.net)

Primary areas of responsibility include the procurement of district office technology purchases, software, furniture, fixtures and equipment for capital outlay projects.

**Kathryn Harris, Buyer**

863-534-0276

email: [Kathryn.Harris@polk-fl.net](mailto:Kathryn.Harris@polk-fl.net)

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

**John Turner, Buyer**

863-534-0569

email: [John.Turner01@polk-fl.net](mailto:John.Turner01@polk-fl.net)

Primary areas of responsibility include the procurement of products and services related to B-1 (Facilities); school-based technology purchases; software; paper.

**Daryl Crank, Buyer**

863-534-0903

email: [Daryl.Crank@polk-fl.net](mailto:Daryl.Crank@polk-fl.net)

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

**Loy Connor, Materials Maintenance Specialist**

863-534-0909

email: [Loy.Conner@polk-fl.net](mailto:Loy.Conner@polk-fl.net)

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

## PURCHASING POLICIES

The school district 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 the purchasing process for Polk County Schools.

<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 School District Buyer.
\$15,001 to \$50,000	Written quotations from a minimum of three sources, are obtained with the final approval handled by a School 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 School District.

**FACILITIES & CONSTRUCTION PROJECTS are handled by the Facilities & Construction Department.**

## **VENDOR APPLICATION, W-9 FORM and COMMODITY LIST**

Vendors who wish to do business with the School Board of Polk County, FL must complete a Vendor Application, a W-9 form and commodity list.

These forms and other purchasing-related information are posted on our web page at

<http://www.polk-fl.net/community/doingbusinesswithus/default.htm>

Please print each document and complete all appropriate sections using black or blue ink. The vendor application and W-9 forms must be signed. For commodity lists, return only those pages that include commodities/services that your company can provide-remember to print your company name on each sheet. You do not need to return all pages of the commodity list. If you need further assistance, please contact us at the telephone number listed below.

Please mail or fax your completed, signed vendor application, W-9 forms and commodity list to:

ATTN: Vendor Applications  
The School Board of Polk County, Florida  
Purchasing Department  
Post Office Box 391  
Bartow, Florida 33831  
Phone: 863-534-0568  
Fax: 863-534-7497

**We cannot accept unsigned vendor application forms or W-9 forms.**

**It is the vendor's responsibility to notify the Purchasing Department of any changes to information provided on their vendor application.**

Once your application has been processed and approved, you will receive notification of bid solicitations for the categories you have checked. Vendors are encouraged to check the Purchasing Department website periodically to ensure that you are aware of the solicitations, and any addenda, as they are released. You may find this information on our department website at <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm>.

## BID INFORMATION

**Bid Advertisement:** The Purchasing Department advertises formal bids on our website at

<http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm>

**Bid Response:** Responding to an Invitation To Bid is important in order to remain on the active bid list. If the response has to be a "No Bid," complete the lower section of the notice received labeled "No Bid" on the cover page and return the form in a sealed envelope marked "No Bid." Please provide your company's name and address on the outside of the response envelope. If you do not respond to the bid solicitation you may be removed from the bidder's list.

**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. Seal the bid in an envelope and return it to the address specified in the bid.

**Be sure that your bid reaches the Purchasing Department prior to the time and date specified on the bid form. Late bids will not be accepted.**

**Bid Opening:** All bids are opened in public at the designated date, time and place. Bidders and the public are invited to attend, but it is not required. The names of the responding bidders will be read aloud in the specified bid opening room. No activity on the part of the bidders at an opening, other than attendance or note taking, is permitted. Any attempt to qualify or change any bid by a bidder may result in the rejection of that respondent's bid.

**Bid Recommendation Posting:** After the bid is evaluated, the bid recommendation for award(s) is posted on the bulletin board within the Purchasing Department's office and on the Purchasing Department's website at <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm> for a period of at least seventy-two (72) hours. Public inspection is invited. NOTE: These recommendations are NOT official until board action is taken. After the bid has been approved by the 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 sealed bid prior to the date and time of the opening. After the opening, 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 designated time for the opening of bids. 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 School Board shall have the authority to reject any or all bids, and request new bids.

**Award Policy:** The School Board shall accept the lowest and best 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 has adopted the procedures specified in School Board Policy 6Gx53-5.008 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 District. Invoices will not be processed for payment without a valid purchase order.

**Taxes:** The School Board is exempt from most taxes imposed by the state and/or federal government. A tax exemption certificate will be furnished upon request.

**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, the vendor must submit an original invoice to the Finance Department. 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 Polk County School Board's 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 VISA 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 School Board 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) 534-0573

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