

# How to Participate in Competitive Solicitations April 20, 2016





### Patrick Snodgrass, CPSM

• Director of Purchasing

#### Paul Rose

• Ex. Director of Facilities and New Construction



### AGENDA



- Who are we and who should you contact?
- What does the School District purchase?
- When is a competitive solicitation released?
- Where can you find information on open or awarded solicitations?
- Important factors when preparing submittals
- What are the rules and regulations in place?
- Ways that we can help you!
- Questions

### Who Should You Contact?



When in doubt, contact the Purchasing Department!

You will be directed to the appropriate staff member for assistance.

www.stjohns.k12.fl.us/purchasing/904-547-8941

## What Does the School District Purchase?



 Commodities, services and construction related services

• For the support and operation of all Schools and Departments in the District

Decentralized Purchasing

## When Is A Competitive Solicitation Released?



\$25,000 - \$50,000	Release Formal Invitation to Quote
\$50,000 or Greater	Release Formal Bid/RFP/RFQ/ITN

Or Utilize Existing Solicitation or Other Exemption as Permitted by Florida Statutes, State Board of Education, or School Board Rules

Additional Guidelines For Major Construction and Professional Services





- Invitation to Quote (ITQ)
- Invitation to Bid (ITB)
- Request for Proposals (RFP)
- Request for Qualifications (RFQ) CCNA
- Request for Qualifications (RFQ)
- Invitation to Negotiate (ITN)

## Invitation to Quote (ITQ)



- Utilized for the purchase of commodities and/or services that can be fully defined
- Award is made to the lowest responsive and responsible vendor
- Cannot exceed \$50,000

## Invitation to Bid (ITB)



- Utilized for the purchase of commodities and/or services that can be fully defined
- Award is made to the lowest responsive and responsible vendor



### Terminology

**Responsive:** Vendor has responded to the solicitation as stated in the Bid.

Responsible: Vendor has the ability in all respects to fully perform the requirements. Deals with financial, resources, personnel, facilities, integrity and reliability that will assure good faith performance.

## Request for Proposal (RFP)



- Utilized for the purchase of commodities and/or services that cannot be fully defined
- Cost is one of numerous factors
- Evaluation committee is appointed to review and score the proposals and/or presentations

## Request for Qualifications (RFQ) CCNA



(Consultants Competitive Negotiation Act)

CCNA Applies to Professional Services Including:

- Architectural
- Engineering
- Landscape Architectural
- Surveying
- Mapping

### Consultants' Competitive Negotiation Act (CCNA cont.)



- The Process (follows F.S. 287.055)
  - Identify the Requirements (Study or Project)
  - Public Announcement (RFQ)
  - Qualification and Certification of Firms (No Pricing)
  - Evaluation: Selection/Presentation of Firms (3 min)
  - Negotiation of Contract with Most Highly Qualified
  - Board Award

### Consultants' Competitive Negotiation Act (CCNA cont.)



### SJCSD Applications of CCNA:

- Continuing Professional Services Requirements
  - For Construction Contracts under \$2.0 Million
  - For Study Activities under \$200,000
- Major Construction Project Designs
  - Construction Projects estimated > \$2.0 Million
- Exempt from CCNA for:
  - Construction Projects under \$325,000\*
  - Professional Services under \$35,000\*
  - \* For these requirements our practice is to utilize existing firms awarded under our Continuing Professional Services Contracts

## Request for Qualifications (RFQ) – Non CCNA



• Utilized to pre-qualify vendors and ensure they meet a minimum set of criteria in order to do business with the District

### **Examples**

- □Work Experience
- □ Certification
- License

## Invitation to Negotiate (ITN)



• Utilized for the purchase of complex commodities and/or services such as technology or volatile market areas

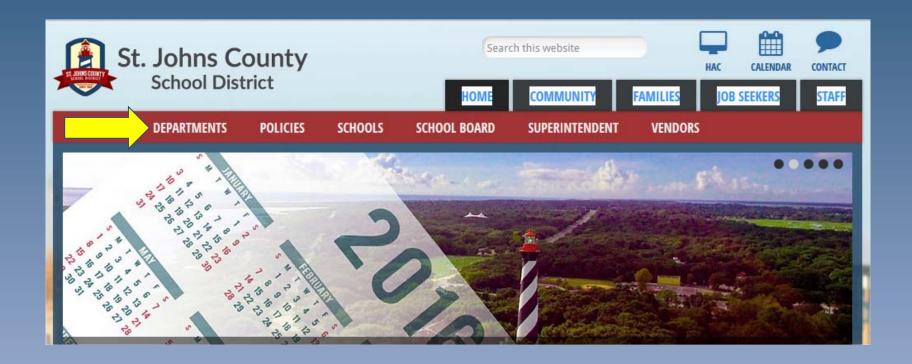
• Negotiating with two or more top ranked firms simultaneously to obtain a final negotiated contract

## Information On Open or Awarded Solicitations?



SJCSD Website:

http://www.stjohns.k12.fl.us/

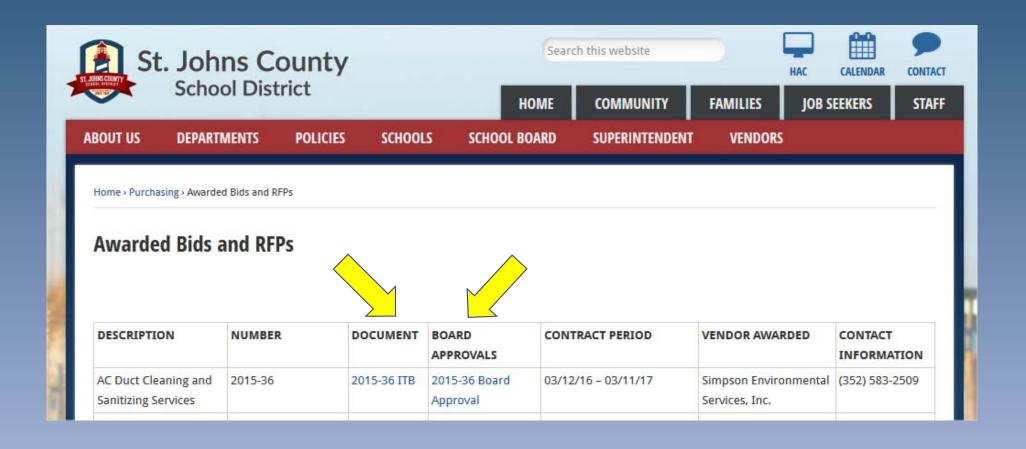


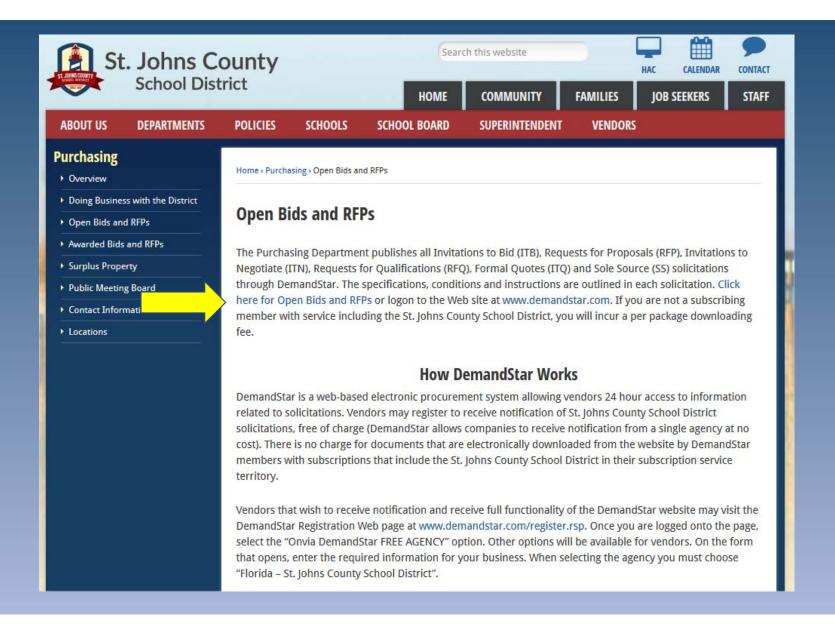
### **Operational Services**

#### **Business and Fiscal Services**

- Accounting
- Accounts Payable
- Budget
- · Food and Nutrition Services
- Grants
- Payroll
- Purchasing

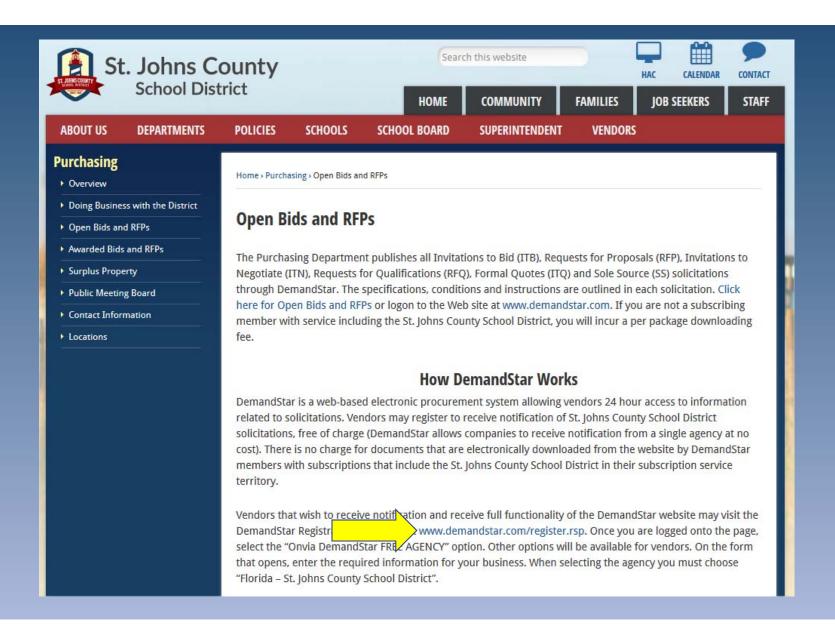








Bid Identifier	Bid Status	<b>Broadcast Date</b>	Date Due <b>▽</b>	Name	Actions
RFP-2016-07-0-2016/PS	Active	1/29/2016	3/2/2016	Appraisal Services	Details, Download/Order
ITB-2016-08-0-2016/PS	Active	1/28/2016	3/1/2016	Cafeteria Service Line Equipment and Installation	Details, Download/Order
ITB-2016-06-0-2016/LB	Active	1/27/2016	2/29/2016	Aluminum Walkway Covers	Details, Download/Order
ITB-2016-05-0-2016/LB	Active	1/22/2016	2/26/2016	Fire Alarm Systems Inspection, Testing and Certification	Details, Download/Order
ITB-2016-03-0-2016/PS	Active	1/20/2016	2/25/2016	HVAC Units and Service	Details, Download/Order
ITB-2016-04-0-2016/PS	Active	1/22/2016	2/22/2016	Pressure Washing	Details, Download/Order
RFP-2016-02-0-2016/LB	Active	1/15/2016	2/12/2016	Ketterlinus Energy Management System Upgrade	Details, Download/Order
RFP-2015-40-0-2016/PS	Under Evaluation	12/7/2015	1/8/2016	School Fiber Optic Backbone and Cabling Refresh	Details
RFP-2015-41-0-2016/PS	Under Evaluation	12/7/2015	1/8/2016	School Network Switching Refresh	Details
ITB-2015-38-0-2015/LB	Recommendation of Award	11/17/2015	12/17/2015	Doors	Details



#### Onvia DemandStar SELECT

\$100

Get bid notification from Onvia DemandStar agencies in up to 4 counties \$100/year. (additional \$25 for each county up to 8 counties)

This product includes full functionality of the Onvia DemandStar platform including Bidwire, Quotewire and free document downloads.

#### Onvia DemandStar FREE AGENCY

FREE

Receive notification from a single agency at no cost.

This product includes full functionality of the Onvia DemandStar platform including Bidwire, Quotewire and free document downloads. Plans and specifications continue to be available for an additional charge.

#### Onvia DemandStar BASIC

FREE

Search only the Onvia DemandStar Agency database at no cost.

This product does not include Bidwire, Quotewire or free document downloads. Document downloads are \$5 each. Once a document is downloaded, you will receive notification of addenda for that specific product.

#### **Subscriber General Information**

By completing and submitting the form below you're creating a Free Subscription to one Demandstar Agency. Your subscription includes the full functionality of the DemandStar platform including Bidwire, Quotewire and free document downloads from a single agency. Bid document downloads from the rapencies are available at an additional cost

downloads from other agencies are ava	illable at an additional cost.
* indicates required fields	
Create Your Username	
Create four Osername	
Login Username (E-Mail) *	
Main Contact Information	
First Name *	
Last Name *	
Phone *	
E-mail Address *	(Please call 800-711-1712 for help if you do not have an email address)
Company Information	
Company Name *	
Address Line 1 *	
Address Line 2	
City *	
State/Province *	(Choose One) ▼
Zip/Postal Code *	
Phone Number *	
Fax Number	
Time Zone *	(Choose One) ▼
Country *	United States of America ▼
Website	
Free Agency Selection	
Select the agency *	St. Johns County School District  ▼

## Important Factors When Preparing Submittals



Be informed. Obtain a copy of the solicitation and become familiar with the scope of services and conditions

Check for a site visit or pre-submittal meeting (could be mandatory or non-mandatory)

Review and understand the award criteria (price, technical, approach and methodology, all or none and partial)

#### COVER PAGE OF SOLICITATION

St. Johns County School District Sebastian Administrative Annex Purchasing Department 3015 Lewis Speedway, Unit 5 St. Augustine, FL 32084

### INVITATION TO BID TITLE: HVAC Units



#### **INVITATION TO BID** (ITB) REQUIRED RESPONSE FORM

BID NO.: 2016-03

and Service		RELEASE DATE: January 20, 2016
F.O.B. Destination: District Wide		CONTACT: Patrick Snodgrass Director of Purchasing
BID DUE DATE AND TIME: February 25, 2016 (BID OPENING DATE AND TIME: February 25, 2	@ 1:30 pm 2016 @ 2:00 pm	(904) 547-8941 patrick.snodgrass@stjohns.k12.fl.us
SUBMIT BID TO: Sebastian Administrative Anne Purchasing Department 3015 Lewis Speedway, Unit 5 St. Augustine, FL 32084	ex BID OPENII	NG LOCATION: Sebastian Administrative Annex Purchasing Department 3015 Lewis Speedway, Unit 5 St. Augustine, FL 32084
REQUIRED SUBMITTALS CHECKLIST - Each su	ubmittal checked belov	v is required for Bid to be considered.
Literature Specifications Catal	logs Pro	oduct Samples: See Special Conditions
X Debarment Form	Ma	nufacturer's Certificate of Warranty
X Drug-Free Workplace Certification	Lis	t of References
X Certificate of Insurance: See Special Cond	itions	
_X_ Additional submittals specific to this ITB ma	y also be required – S	See Special Conditions for details
BIDDER MUST FILL IN THE INFORMATION LISTED	BELOW AND SIGN WH	ERE INDICATED FOR BID TO BE CONSIDERED.
Company Name:		
Address:		
City, State:	Zip:	(FEIN:
Signature of Owner or Authorized Officer/Agent		(Telephone:
Typed Name of Above:		(FAX:)
(Email:		

#### GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION

#### GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION

Bidder: To ensure acceptance of the bid follow these instructions:

#### DEBARMENT FORM

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

- By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- 3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was eroneous when submitted or has become eroneous by reason of changed circumstances.
- 4. The terms "covered transaction," "debarred," "suspended," "ineligible," Tower tier covered transaction," "participant," person," "primary covered transaction," "primipal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- 5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originates.

- The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Esclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all soliditations for lower tier covered transactions and in
- 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower ther covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
- Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealinos.
- 9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

#### Instructions for Certification:

- 1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:
  - (a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
  - (b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction, or for violation of federal or state antifrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or
  - receiving stolen property,

    (c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or
  - (d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.
- Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant	PR/Award Number and/or Project Name
Printed Name	Title of Authorized Representative
(Signature	Date

#### DRUG FREE WORKPLACE CERTIFICATION

#### DRUG FREE WORKPLACE CERTIFICATION FORM

In accordance with 287.087, Florida Statutes, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program *shall be given preference* in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free program, a business shall:

- Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the action that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

(Vendor's Signature)

#### PRINCIPAL PLACE OF BUSINESS INSIDE FLORIDA



Bid number and description:

#### BIDDER'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS

[Must be completed & submitted with each competitive solicitation]

Identify the state in which the Vendor has its principal place of business:	
Instructions: <u>IF</u> your principal place of business above is located within the State of Florida, th with your bid response, <u>no further action is required.</u>	e Vendor must sign below and submit this form
However, if your principal place of business is outside of the State of Florida, the following <u>mu</u> with your bid response. <u>FAILURE TO COMPLY SHALL BE CONSIDERED TO BE NON-RESPONSIVE</u>	
OPINION OF OUT -OF-STATE BIDDER'S ATTORNEY ON BIDDIN	NG PREFERENCES
(To be completed by the Attorney for an Out-of-State	Vendor)
NOTICE: Section 287.084(2), Florida Statute, provides that "a vendor whose principal place of by written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to preferences, if any or none, granted by the law of that state (or political subdivision thereof) to it business are in that foreign state in the letting of any or all public contracts." See also: Section 2 LEGAL OPINION ABOUT STATE BIDDING PREFERE	o practice law in that foreign state, as to the ts own business entities whose principal places of 87.084(1), Florida Statutes.
(Please Select One)	
The Vendor's principal place of business is in the State of and it is my leg a preference in the letting of any or all public contracts to business entities whose principal place	es of business are in that state.
The Vendor's principal place of business is in the State of and it is my  c following preference[s] in the letting of any or all public contracts to business entities whose pri describe applicable preference(s) and identify applicable preference(s) and identify applicable st	ncipal places of business are in that state: ( Please
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LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING	PREFERENCES
	PREFERENCES
LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING	and it is my legal opinion that the laws o
LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING  (Please Select One)  The Vendor's principal place of business is in the political subdivision of that political subdivision do not grant a preference in the letting of any or all public contracts to	and it is my legal opinion that the laws or business entities whose principal places of
LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING  (Please Select One)  The Vendor's principal place of business is in the political subdivision of that political subdivision do not grant a preference in the letting of any or all public contracts to business are in that political subdivision.	and it is my legal opinion that the laws or business entities whose principal places of and the laws of that political subdivision whose principal places of business are in that
LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING  (Please Select One)  The Vendor's principal place of business is in the political subdivision of that political subdivision do not grant a preference in the letting of any or all public contracts to business are in that political subdivision.  The Vendor's principal place of business is in the political subdivision of grant the following preference(s) in the letting of any or all public contracts to business entities political subdivision: (Please describe applicable preference(s) and identify applicable authority general subdivision:	and it is my legal opinion that the laws of business entities whose principal places of  and the laws of that political subdivision whose principal places of business are in that granting the preference(s)):
LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING  (Please Select One)  The Vendor's principal place of business is in the political subdivision of that political subdivision do not grant a preference in the letting of any or all public contracts to business are in that political subdivision.  The Vendor's principal place of business is in the political subdivision of grant the following preference[s] in the letting of any or all public contracts to business entities political subdivision: (Please describe applicable preference(s) and identify applicable authority good profession of Signature of out-of-state Vendor's attorney:	and it is my legal opinion that the laws of business entities whose principal places of  and the laws of that political subdivision whose principal places of business are in that granting the preference(s)):
LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING  (Please Select One)  The Vendor's principal place of business is in the political subdivision of	and it is my legal opinion that the laws of business entities whose principal places of  and the laws of that political subdivision whose principal places of business are in that granting the preference(s)):
LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING  (Please Select One) The Vendor's principal place of business is in the political subdivision of that political subdivision do not grant a preference in the letting of any or all public contracts to business are in that political subdivision. The Vendor's principal place of business is in the political subdivision of grant the following preference[s] in the letting of any or all public contracts to business entities political subdivision: (Please describe applicable preference(s) and identify applicable authority g  Signature of out-of-state Vendor's attorney:  Attorney's printed name:  Address of out-of-state Vendor's attorney:	and it is my legal opinion that the laws of business entities whose principal places of  and the laws of that political subdivision whose principal places of business are in that granting the preference(s)):
LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING  (Please Select One)  The Vendor's principal place of business is in the political subdivision of	and it is my legal opinion that the laws of business entities whose principal places of  and the laws of that political subdivision whose principal places of business are in that granting the preference(s)):
LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING  (Please Select One) The Vendor's principal place of business is in the political subdivision of that political subdivision do not grant a preference in the letting of any or all public contracts to business are in that political subdivision. The Vendor's principal place of business is in the political subdivision of grant the following preference[s] in the letting of any or all public contracts to business entities political subdivision: (Please describe applicable preference(s) and identify applicable authority g  Signature of out-of-state Vendor's attorney:  Attorney's printed name:  Address of out-of-state Vendor's attorney:	and it is my legal opinion that the laws of business entities whose principal places of  and the laws of that political subdivision whose principal places of business are in that granting the preference(s)):

#### PRINCIPAL PLACE OF BUSINESS OUTSIDE FLORIDA



Vendor's Printed Name:

#### BIDDER'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS

(Must be completed & submitted with each competitive solicitation) Bid number and description: Identify the state in which the Vendor has its principal place of business: Instructions: IF your principal place of business above is located within the State of Florida, the Vendor must sign below and submit this form with your bid response, no further action is required. However, if your principal place of business is outside of the State of Florida, the following must be completed by an attorney and returned with your bid response. FAILURE TO COMPLY SHALL BE CONSIDERED TO BE NON-RESPONSIVE TO THE TERMS OF THE SOLICITATION. OPINION OF OUT -OF-STATE BIDDER'S ATTORNEY ON BIDDING PREFERENCES (To be completed by the Attorney for an Out-of-State Vendor) NOTICE: Section 287.084(2), Florida Statute, provides that "a vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state (or political subdivision thereof) to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts." See also: Section 287.084(1), Florida Statutes. LEGAL OPINION ABOUT STATE BIDDING PREFERENCES (Please Select One) \_ The Vendor's principal place of business is in the State of \_\_\_\_\_\_ and it is my legal opinion that the laws of that state <u>do not grant</u> a preference in the letting of any or all public contracts to business entities whose principal places of business are in that state. \_\_ The Vendor's principal place of business is in the State of \_\_\_\_\_\_ and it is my legal opinion that the laws of that state grant the following preference(s) in the letting of any or all public contracts to business entities whose principal places of business are in that state: ( Please  $describe\ applicable\ preference (s)\ and\ identify\ applicable\ preference (s)\ and\ identify\ applicable\ state\ law (s)):$ LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES (Please Select One) \_\_\_\_The Vendor's principal place of business is in the political subdivision of \_\_\_\_\_\_ and it is my legal opinion that the laws of that political subdivision do not grant a preference in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision. \_\_\_\_\_ The Vendor's principal place of business is in the political subdivision of \_\_\_\_\_ and the laws of that political subdivision grant the following preference(s) in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: (Please describe applicable preference(s) and identify applicable authority granting the preference(s)): Signature of out-of-state Vendor's attorney: Attorney's printed name: Address of out-of-state Vendor's attorney: Phone number/e-mail of out-of-state Vendor's attorney: Attorney's states of bar admission: Vendor's Signature:

#### SPECIAL CONDITIONS

Bid #2016-03 HVAC Units and Service

ST. JOHNS COUNTY SCHOOL DISTRICT

INVITATION TO BID

SPECIAL CONDITIONS

#### IMPORTANT DATES AND TIMES

#### 2.0 <u>INSTRUCTIONS FOR BID SUBMITTAL</u>

2.1 All bids must be received no later than February 25, 2016 @ 1:30 PM and must be delivered to:

St. Johns County School District Sebastian Administrative Annex 3015 Lewis Speedway, Unit 5 St. Augustine, FL 32084

If a bid is transmitted by US mail or other delivery medium, the bidder will be responsible for its timely delivery to the address indicated

2.2 Any bid received after the stated date and time, WILL NOT be considered.

#### IMPORTANT DATES AND TIMES

#### 5.0 BID INQUIRIES/NOTICES

5.1 In order to maintain a fair and impartial competitive process, prospective bidders shall not communicate with District staff or Board members after bids are released. All questions and inquiries must be submitted via email no later than February 8, 2016 @ 12:00 PM to:

Patrick Snodgrass
Director of Purchasing
patrick.snodgrass@stjohns.k12.fl.us

Communication via email as stated above is the only means prospective bidders may contact the District regarding this solicitation. Violation of this section is grounds for automatic disqualification of a prospective bidder's submittal.

All questions will be answered via posting to the DemandStar website <a href="https://www.demandstar.com">www.demandstar.com</a> no later than February 10, 2016 @ 5:00 PM. The District will not respond to questions and inquiries submitted after the deadline stated above.

## Other Important Factors Could Include

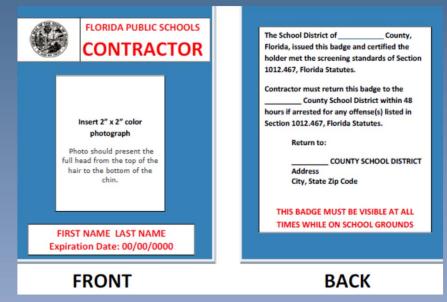


- Type of Solicitation
- Pricing
- Qualifications
- Insurance Requirements
- Contract Term and Renewals
- Documents Required for Submittal
- References
- Fingerprinting and Clearance



### Background Screening

F.S. 1012.467 and School Board Rule 7.142



www.stjohns.k12.fl.us/screening/process/





- Florida Statutes
- State Board of Education Rules
- State Requirements for Educational Facilities
- School Board Rules

### Ways That We Can Help You!



- Purchasing Website
- Pre-Bid Meetings and Site Visits
- De-Briefings
- Contact the Purchasing Department



The St. Johns County School District will inspire good character and a passion for lifelong learning in all students, creating educated and caring contributors to the world

### QUESTIONS?

