

Purchases less than the formal bid threshold level may be solicited through various “informal methods.” Pricing and availability of these requirements may be solicited by means of informal written quotes (i.e., not advertised) in the best interest of the District.

Vendors are cautioned to make sure a written Purchase Order is issued by the Purchasing Department or a School’s Internal Accounts prior to delivery of any material(s) and/or services. Failure to secure a Purchase Order may result in non-payment.

VENDOR NOTIFICATIONS

The Purchasing Department utilizes Demandstar, an on-line bid notification and vendor information management system. Businesses must register with DemandStar for this service if they would like to be automatically notified by email of any upcoming ITB, RFP, ITN, RFQ or ITQ solicitation documents. Visit the link below or follow the instructions on our website: www.DemandStar.com. In addition, businesses can track the solicitation, evaluation, and award process on DemandStar and obtain up-to-date information 24 hours per day, 7 days per week, 365 days per year.

BID OPENINGS

All formal bid openings are public. 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 District before a recommendation of an award is presented to the School Board.

TAXES

The School District is exempt from sales and excise taxes imposed by State or Federal Government.

FREIGHT, DELIVERY POINT & DOCUMENTATION

All District purchases are considered F.O.B. destination unless indicated in writing by the District. The Purchase Order number should appear on all bills of lading and invoices.

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.

The information contained in this brochure is for informational purposes only, and is not intended to be a compilation of all legal requirements applicable to the District.

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HOW TO DO BUSINESS WITH THE ST. JOHNS COUNTY SCHOOL DISTRICT

Purchasing Department
3015 Lewis Speedway
Sebastian Administrative Annex
Unit 5
St. Augustine, Florida 32084

Phone (904) 547-8941
FAX (904) 547-8945

www.stjohns.k12.fl.us

FOREWORD

This brochure is designed to help potential vendors understand how to do business with St. Johns County School District and to explain the basic guidelines of the District's purchasing policies and procedures. It is intended to promote good will, communicate with the vendor community, and to serve as a general guide. If you should need additional information, please do not hesitate to contact the purchasing staff listed below. We will be happy to answer your questions.

CONTACT INFORMATION

To obtain staff information, visit our website:

www.stjohns.k12.fl.us/purchasing/contact/

- Patrick Snodgrass, CPSM, Director of Purchasing
- Laura Bowden, Buyer
- Wendy Wilson, Exec. Secretary
- Joni Bennis, Specialist
- Joe Outlaw, Property Control Spec.
- Teresa Sovine, Conf. Secretary
- Cory Lewis, Warehouse Clerk

LOCATION AND HOURS

The Purchasing Office is located at 3015 Lewis Speedway, Sebastian Administrative Annex Unit 5, Saint Augustine, Florida 32084.

The Purchasing Warehouse is located at 2980 Collins Avenue, Building J, Saint Augustine, Florida 32084.

See the District website for the most up to date hours of operation.

BACKGROUND SCREENING

All vendors awarded contracts that require their employees, agents or subcontractors to perform services on District grounds will comply with Florida Statute 1012.467 and School Board Rule 7.142. Vendors are responsible for the expense of the background screening of its employees. For more information on the Vendors Clearance Process visit our website:

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

POLICIES AND PROCEDURES

All District purchases with an estimated value of \$50,000 or more (current formal bid threshold level) are normally purchased by means of an advertised formal solicitation package. The requirements are incorporated into an Invitation to Bid, Request for Proposal, Invitation to Negotiate, or Request for Qualifications. Solicitation packages include the District's standard terms and conditions as well as detailed specifications describing the product or service required. All formal solicitations are advertised on DemandStar.

It is the sole responsibility of all vendors to check for current solicitations on DemandStar.

An Invitation to Quote (ITQ) is used for purchases between \$25,000 and \$50,000. A formal written quote must be initiated and awarded from the Purchasing Department prior to issuing a purchase order.

An Invitation to Bid (ITB) is used when the District is able to define the specifications and award the solicitation to the lowest responsive, responsible bidder.

A Request for Proposal (RFP) is used when the District has defined the specifications and solicits the vendor community for solutions to a particular requirement. An RFP has a specific award criteria that includes price but with the understanding that price may not necessarily be the determining factor in an award.

An Invitation to Negotiate (ITN) is utilized when the District intends to negotiate the scope of services and pricing in order to obtain best value.

A Request for Qualifications (RFQ) can be used for commodities and/or services that are required by the District, and for which price is not the determining factor. This process may be utilized when definite specifications cannot be written.