

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. The submittals are available for inspection, by appointment only, after 30 days or an intended decision has been made. 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.

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

ETHICAL CONDUCT

The District appreciates its relationships with the vendor community, but we require our vendors to act in a fair and ethical manner. Accordingly, we ask that vendors please respect and abide by the following district ethics policies:

-The District will not do business with firms who are officers, employees or agents of the District
-Vendors shall not offer gifts to any Board member or district personnel, as District policy prohibits acceptance of any gifts or favors from any vendor which might influence their recommendations on the eventual purchase of equipment, supplies or services.

-All vendor salespersons regardless of product or service, are encouraged to contact the Office of Procurement before contacting any teachers, students, or other personnel of the District.

TAXES

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

certificates are available on our website.

FREIGHT, DELIVERY POINT & DOCUMENTATION

All District purchases are considered F.O.B. destination unless indicated in writing by the District. Vendors may take specific exception and note the exception on written quotes. The Purchase Order number should appear on all bills of lading and invoices.

TERMS DEFINED

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 criterion 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.

Professional Services - Request for Qualification (RFQ) is used for the solicitation of Construction Managers, Engineers, Architects, Land Surveyors and Landscape Architects in accordance with Florida State Statute Section 287.055, the Consultant's Competitive Negotiations Act (CCNA). An RFQ will be advertised and evaluated by a selection committee as needed for these services.

Brevard Public Schools will serve our community and enhance students' lives by delivering the highest quality education in a culture of dedication, collaboration, and learning

HOW TO DO BUSINESS WITH BREVARD PUBLIC SCHOOLS

Procurement & Distribution Services
2700 Judge Fran Jamieson Way
Viera, FL 32940



To Serve Every Student
With
Excellence as the Standard

Phone (321) 633-1000, ext. 11645
Fax (321) 633-3618

<http://www.brevardschools.org>

FOREWORD

This brochure is designed to help potential vendors understand how to do business with Brevard Public Schools 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 Procurement staff listed on our website. We will be happy to answer your questions.

CONTACT INFORMATION

To obtain staff information, visit our website:
<https://www.brevardschools.org/Page/13740>

LOCATION

The Brevard Public Schools Procurement Office is located at 2700 Judge Fran Jamieson Way, Viera, FL 32940.

Our business hours are from 8:00 A.M. – 4:30 P.M., Monday through Friday. We welcome your visit, as it gives us a chance to learn more about your products and/or services. Your visit also gives us the opportunity to direct you to those schools and/or departments that may be interested in purchasing your products and/or services. To better assist you, please call ahead and schedule an appointment with the appropriate staff member.

We promote positive business partnerships with our vendors as we accomplish our mission to invest taxpayer dollars toward the District's Student Achievement Goals and to serve the public's trust. We are committed to reaching out to our community of small business Minority/Women Business

Enterprise (MWBE). We welcome your participation in our public contracting opportunities.

****BACKGROUND CHECKS****
Will be required of all vendors that require access for services to any of Brevard Public School Campuses or District Office.

SUNBIZ.ORG/FL DEPT. OF MANAGEMENT SERVICES OFFICE OF SUPPLIER DIVERSITY

Brevard Public Schools require that vendors are registered in Sunbiz.org. The exception is MWBE and small diversity vendors who must register and certify with the state at osd.dms.myflorida.com.

VENDOR NOTIFICATIONS

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

DECENTRALIZED PURCHASING

In addition to Brevard Public Schools Centralized Procurement Office located in Viera, FL, we have decentralized purchasing at each of our school campuses that is performed by our Bookkeepers.

MICRO-PURCHASES

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) or requests for quotes depending on the amount.

POLICIES AND PROCEDURES

All District purchases with an estimated value of **\$50,000.00** (current formal bid threshold level) or more 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 VendorLink. All prospective bidders who are registered through VendorLink will receive automated notices. For more information, please visit our Procurement website.

Vendors are cautioned to make sure a written Purchase Order or a Purchase Order number issued by the Procurement Office has been provided to their firm prior to delivery of any material(s) and/or services(s). Failure to secure a Purchase Order may result in the cancellation of the order.