

Indian River County Schools Procurement Overview

Jeff Carver, CPPO

Director of Purchasing

School District of Indian River County

Goods and Services

- Supplies
- Furniture, Fixtures, and Equipment
- Term Contract Skilled Trades
- Professional Services
- Instructional Materials

Procurement Requirements

- Supplies – Informal quote solicitation when expected to exceed \$5,000.00 and not on bid or term contract. Director of Purchasing may require solicitation for lower amounts if deemed appropriate.
- Furniture, Fixtures and Equipment – Informal quote solicitation \$5K to \$50K. If expected to exceed \$50K, then formal bid solicitation is required.
- Skilled Trades – Formal bid Solicitation
- Professional Services except Architecture and Engineering – Formal bid exempt per School Board Policy.
- Instructional Materials – Formal bid exempt per School Board Policy

Current Solicitations

- 7 RFPs for insurance related products
- Architectural Continuing Services
- Mechanical Engineering Continuing Services
- Term Contract for Roof Repairs
- Districtwide Lawn Maintenance

Future Solicitations

- Four HVAC project at various schools
- Pelican Island Renovations
- Beachland Elementary Roof Renovations
- Walkway Covers at 3 schools

Methods of Procurement

- Informal Quote Solicitation
- Formal Invitation to Bid, Request for Proposal, or Request for Qualifications
- Florida State Contracts
- Purchasing Cooperatives
- Piggyback off the properly awarded bid of another agencies

Various Platforms Used for Bid Solicitation

- School Board Policy requires that formal solicitations be advertised in a local news paper at least one time.
- All formal bid solicitations are released on Demandstar by Onvia
<https://www.demandstar.com/>
- Current solicitations are available on the School District Purchasing Department web site: <https://www.indianriverschools.org/purchasing-and-central-distribution>

Vendor Requirements

- Complete the Vendor Information Form (can be found on the SDIRC Purchasing Department web site.)
- Complete W-9
- If you will be providing services at student occupied schools, you will need to have a School District issued I.D. Badge in compliance with the Jessica Lunsford Act. The background check costs \$82.50 per person.

Various Guiding Authority and Legal References

- Florida State Statute 287.017 (Bid Thresholds)
- Florida State Statute 287.055 (Professional Service)
- Florida State Statute 287.057 (General Goods and Services)
- School Board Policies 6320, 6322, and 6330
- Department of Education Administrative Rule 6a-1.012

Thank you

- Questions