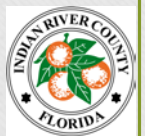


Indian River County
Board of County
Commissioners

**Procurement
Workshop**

Who do we serve?

- Board of County Commissioners Departments:
 - Emergency Services
 - Public Works
 - Utilities
 - Community Development
 - General Services (Libraries, Parks, Recreation)
- Most County facilities (except Schools)



What do we procure?

- Services

- Contracting
- Custodial
- Mowing
- Banking/Auditing
- Embroidery
- Veterinary
- Printing

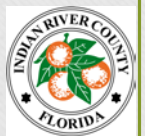
- Goods

- Vehicles
- Furniture
- Parts
- Fuel
- Office Supplies
- Uniforms



We Ensure

- Compliance with current federal, state and local laws, statutes and policies
- Limit liability and protect the County's resources
- Provide open and fair procurement processes
 - Promoting efficiency



Basic Vendor Requirements

- W-9
- Insurance
 - Commercial General Liability - \$500,000
 - Business Auto Liability - \$500,000 (may be reduced to \$300,000 in certain cases)
 - Worker's Compensation Insurance
 - Per Statute (\$100,000) or Certified Election to be Exempt
- Licensure (occupational, professional, etc.)



General Thresholds

- Over \$25,000 – Formal Bid
 - Usually result in contract
- Under \$25,000 – Quotes (if required)
 - Usually result in a Purchase Order or purchase by credit card



Quotes

- Decentralized system
- Departments typically request quotes from potential vendors by phone or emails
 - Occasionally use online quotes through Demandstar.com
- Award primarily on price, but other factors may be considered
 - Speed of delivery or service completion
 - Warranty



Bids/RFPs/RFQs

- Sources
 - Legal Ad in Press Journal
 - Listed on County Web Site (www.ircgov.com – “Bid Documents/Purchasing” under Quick Links on the right)
 - Demandstar (www.demandstar.com)
- Set due date and time
- Sealed responses
 - No late submittals
 - Public opening
 - All Required forms and information



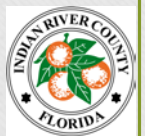
How to get involved

- Obtain insurance/licensure
- Reach out to Purchasing with info on services/goods
 - We'll keep info and forward to using departments
 - We can provide contacts at various departments



Resources

- Sign up for email notifications of bids/RFPs/RFQs
 - Email “subscribe” to purchasing@ircgov.com
 - Advertisements emailed when released
- Reach out to Purchasing with info on services/goods
 - We’ll keep info and forward to using departments
 - We can provide contacts at various departments



Summary

- Contact Information
 - 226-1416
 - purchasing@ircgov.com
- Resources
 - www.ircgov.com

