

Doing Business with Escambia County

Escambia County Board of County Commissioners

Office of Purchasing

Jeffrey Lovingood – Purchasing Coordinator

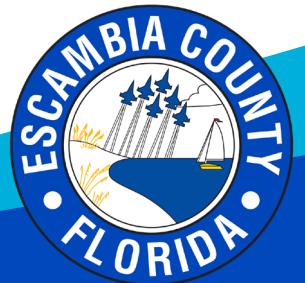
Purchasing@myescambia.com

850-595-4980

WHAT DOES THE OFFICE OF PURCHASING DO?

Buy – Advise – Solicit

- **Buy:** Pens, Copiers, Roads, Bridges, Fire Trucks, PPE, New Jail
- **Advise:** Responsible to Escambia County and citizens for following procurement procedure as covered by federal law, state statute, and county ordinance.
- **Solicit:**
 - Below \$5,000 – Three Quotes Preferred
 - \$5,000 - \$49,999.99 –
 - Must attempt to obtain a minimum of three quotes
 - Vendor Registry
 - \$50,000 and up – Formal Solicitation (ITB, RFP, RFI, RLI, ITN, RFQ)



WHAT IS VENDOR REGISTRY?



Vendor Registry is a free-to-vendors platform, paid for by Escambia County.

- Free for vendors to register and includes support.
- View all informal quotes and formal solicitations.
- Automatic notifications.
- Vendor Registry offers lists, but no purchase is required to view and participate in Escambia County projects.



HOW DO I REGISTER WITH VENDOR REGISTRY?

MyEscambia.com

Escambia County
FLORIDA

Join Our Team
as a Firefighter, Volunteer Firefighter or Fire Cadet

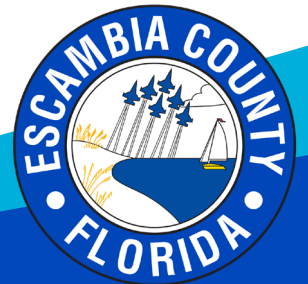
[Learn More](#)

Escambia County
Fire Rescue

Escambia County Fire Rescue is Hiring. [Learn More.](#)

Adopted Budget | County Commissioners | County Ordinances | County Projects | **Departments** | Environmental Code Enforcement | Flood Info

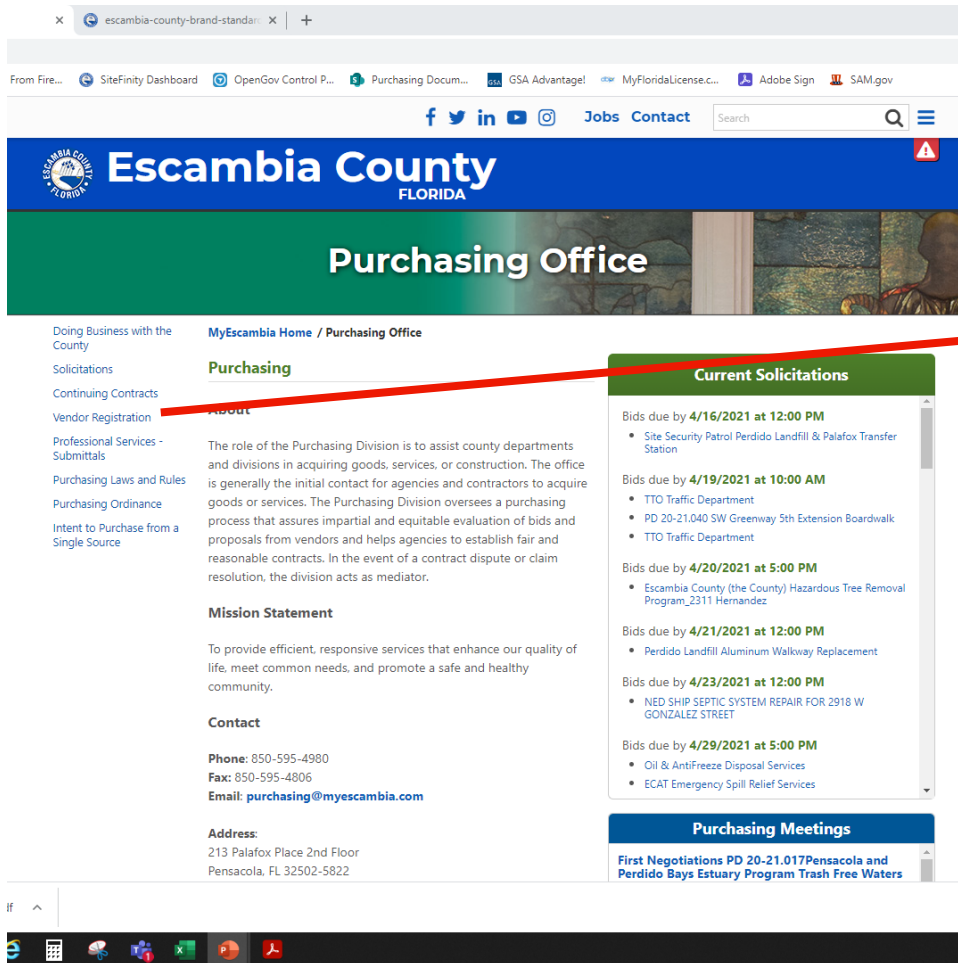
Inmate Lookup | Maps | Meetings | Parks | Pensacola Beach | Permits / Contractors | Road Conditions



HOW DO I REGISTER WITH VENDOR REGISTRY?

MyEscambia.com

Scroll down to “Purchasing Office” and click.



Doing Business with the County

Solicitations

Continuing Contracts

Vendor Registration

Professional Services - Submittals

Purchasing Laws and Rules

Purchasing Ordinance

Intent to Purchase from a Single Source

MyEscambia Home / Purchasing

Purchasing

About

The role of the Purchasing Division and divisions in acquiring goods or services. The Purchasing process that assures impartial evaluation of proposals from vendors and helps agencies to establish fair and reasonable contracts. In the event of a contract dispute or claim resolution, the division acts as mediator.





Registration

Subscribe to the County of Escambia Vendor Registration System

Vendor Registry is your source for local, state and Federal government bids with real-time bid alerts to grow your business in your state, region and nationwide.

Monthly **Annually**

Agency

FREE

Access bids from **County of Escambia**

SIGN UP FOR FREE

This package includes:

- ✓ Get bids from one agency only
- ✓ Receive agency-sent notifications

MOST POPULAR

State

\$42 / month
Billed Annually

Get bids from 2753 governments in **Florida**

CHOOSE STATE

All features from **Agency** package

PLUS

- ✓ Access local, state and Federal bids
- ✓ Receive keyword based bid alerts
- ✓ View current and past bids
- ✓ Filter, search and save bids

National

\$158 / month
Billed Annually

Get bids from 86518 governments in **all 50 States**

CHOOSE NATIONAL

All features from **State** package

PLUS

- ✓ Access bids throughout the country
- ✓ Customized support and training





Registration

- 1 Company
- 2 Keywords
- 3 Products/Services
- 4 Compliance
- 5 Complete

Keywords

Keywords are used to match your business to bid opportunities. Please use the field below to enter the keywords that describe your product and/or service.

ADD A KEYWORD OR PHRASE (EXAMPLES: LANDSCAPING OR OFFICE SUPPLIES) ?

 + ADD

KEYWORDS THAT DESCRIBE YOUR PRODUCT AND SERVICE OFFERINGS

paving	277	3,302	REMOVE
asphalt	329	4,502	REMOVE
mowing	92	1,848	REMOVE
paint	236	3,092	REMOVE

SAVE AND CONTINUE

Need help? Call us at 844-802-9202 or cservice@vendorregistry.com



- 1 Company
- 2 Keywords
- 3 Products/Services
- 4 Compliance
- 5 Complete

My Products and Services

! Please select all products/services your business provides (e.g., printers) so purchasing agents are able to find you.

SEARCH FOR PRODUCTS AND SERVICES

FILTER BY

- Products
- Services
- Both

SAVE AND CONTINUE

CLICK ON "SELECT" WHEN YOU FIND DESCRIPTIONS MATCHING YOUR PRODUCT/SERVICE OFFERINGS

RESULTS FOR MOWING (3)

Grounds And Roadside Maintenance: Mowing, Edging, Plant, Not Tree Trimming, Etc. (NIGP: 98836) **Roadside, Grounds, Recreational And Park Area Services** (NIGP: 988) **Parks and gardens and orchards** (UNSPSC: 70111700)

Show Details

REMOVE

Roadside Maintenance Services, Including Mowing, Etc. (Inactive, Please See Commodity Code 988-36 Effective January 1, 2016) (NIGP: 98875) **Roadside, Grounds, Recreational And Park Area Services** (NIGP: 988) **Highway lawn maintenance services** (UNSPSC: 70111707)

Show Details

SELECT

Mower-Tractor Unit Or Self-Propelled Mower, For Slope Mowing (See Class 515 For Lawn Type Mowers) (NIGP: 02067) **Agricultural Equipment, Implements, And Accessories (See Class 022 For Parts)** (NIGP: 020) **Agricultural machinery for harvesting** (UNSPSC: 21101700)

Show Details

SELECT

Selected

1

Remove All Selected

Grounds And Roadside Maintenance: Mowing, Edging, Plant, Not Tree Trimming, Etc. (NIGP: 98836)

REMOVE



Registration

- 1 Company
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County of Escambia Compliance Requirements

County of Escambia requires the following information from vendors for compliance purposes. Please upload the file(s) from your computer (download the blank form(s) as needed).

Profile Verification

County of Escambia requires their registered vendors to verify profile information every **12 months**.

General Business Information

W-9 Form:

Need the form? [Click here](#)

[Upload W-9](#)

E-Verify:

I AM E-VERIFY EXEMPT

[Add E-Verify](#)

E-VERIFY NUMBER

Licenses

Business License:

I DO NOT REQUIRE BUSINESS LICENSE

[Add Business License](#)

Licenses

Business License:
 I DO NOT REQUIRE BUSINESS LICENSE [Add Business License](#)

Contractor License:
 I DO NOT REQUIRE CONTRACTOR LICENSE [Add Contractor License](#)

Business Registration

I DO NOT REQUIRE BUSINESS REGISTRATION [Upload Business Registration](#)

Government Specific Questions/Documents

W9 ADDITIONAL INFORMATION FOR PROCESSING PAYMENTS (REQUIRED TO COMPLETE REGISTRATION)
Download Form: w9-additional-information-for-processing-payments.pdf [Upload Document](#)

VENDOR ACH AUTHORIZATION AGREEMENT
Download Form: ach-eft-vendor-deposit-authorization-agreement-1.pdf [Upload Document](#)

CONTINUE WITH THE REGISTRATION



Registration

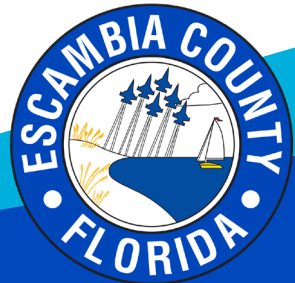
- 1 Company
- 2 Keywords
- 3 Products/Services
- 4 Complete

Congratulations! Your free registration with County of Escambia is complete.

[View County of Escambia 's Bid Opportunities.](#)

You have **895 active bids** available from additional agencies in your premium Bid Center. Ready to start winning more business? Visit [My Sales Territory](#) and select the states your company serves to start a Bid Notification Subscription.

[Review your Vendor Registry account](#)



Solicitations From County of Escambia

[Current](#)
[Expired](#)
[No Deadline](#)

[RETURN](#)

[Print Results](#)

Type	Description	Status	ID #	Deadline	Pre-Bid Meeting	Docs
Quote	NED Professional/Engineering Services	Open	NED CDBG ENG 2021	5/19/2021 5:00 PM		1
Quote	PW-PB-COMMERCIAL FENCING-4-27-2021	Open	PWPB-COMMERCIAL FENCING-4-27-2021	5/17/2021 5:00 PM		
Quote	NED ENVIRONMENTAL CONSULTANT	Open	NED-EC-2021	5/14/2021 5:00 PM		2
Quote	Fire-TNT extrication annual service	Open		5/14/2021 1:00 PM		1
Quote	Escambia County (the County) Residential Painting Program_417 SE Baublits	Open	CRA_Paint__05 13 21_GG	5/13/2021 5:00 PM		
Quote	Perdido Landfill Wetland Delineation	Open	WS-EQ-2021-2	5/12/2021 5:00 PM		1
Sealed Solicitation	NED-RFP for 2021 HOME CHDO Homeownership Infill Project	Open	NED-2021CHDOinfill	5/28/2021 5:00 PM		2
Sealed Solicitation	NED SHIP SINGLE FAMILY HOUSING REPAIR FOR 3061 WOODBURY CIRCLE	Open	NED S-R-2021-5	5/28/2021 12:00 PM	5/21/2021 8:30 AM	1
Sealed Solicitation	PD 20-21.048 Escambia County Jail Campus Fiber Ring	Open	ID 20-21.048	5/21/2021 3:00 PM	4/27/2021 10:00 AM	3
Sealed Solicitation	NED SHIP SINGLE FAMILY HOUSING REPAIR FOR PATRICIA & JAMES MILLER	Open	NED S-R-2021-4	5/21/2021 12:00 PM	5/14/2021 8:30 AM	1



ESCAMBIA COUNTY OFFICE OF PURCHASING

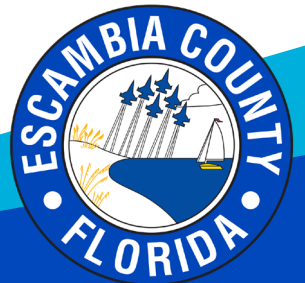
RANDY BURNS – Purchasing Manager

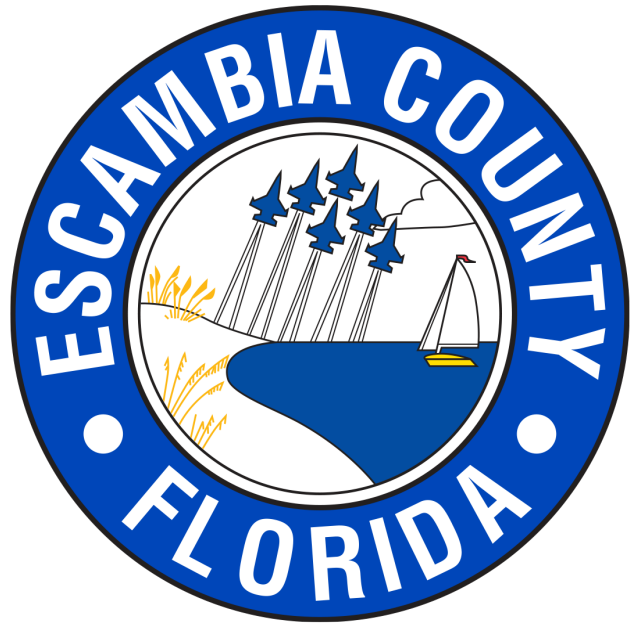
BUZZ ROGGENBUCK – Senior Purchasing Coordinator

JEFFREY LOVINGOOD – Purchasing Coordinator

LAWRENCE GORDON – Purchasing Specialist

SCOTT LARSON – Purchasing Specialist





Doing Business with Escambia County

Questions?