



VENDOR GUIDE

HOW TO DO BUSINESS

*Prepared by:
Escambia County Office of Purchasing*



TABLE OF CONTENTS

Purchasing Overview

About the Office of Purchasing, Contact Information, and Purchasing Mission Statement

Purchasing Thresholds

A breakdown of Purchasing Thresholds & How they are handled by Escambia County Office of Purchasing

Vendor Registration

How to Register in OpenGov, Subscribe to Notifications, Set Commodity Codes, etc.

Form Guidance

Vendor Submissions Overview & Expectations, Commonly seen mistakes, Sample Request for Proposal Submission Format, and tips for a successful bid or proposal submission.

Local Preference & Small Business Enterprise

Overview of Local Preference in Bidding for Invitations to Bid

Award Process

Steps to obtaining a Purchase Order through formal Solicitation or informal quote process

OFFICE OF PURCHASING OVERVIEW



The Office of Purchasing is in Downtown Pensacola, Florida.

Escambia County utilizes an electronic bidding portal for all projects, quotes, and solicitations. This system is free for vendors to register in. Our office is comprised of a number of purchasing professionals who are able to assist with vendor questions related to OpenGov, registration, and our purchasing process.

MAIN LINE

850.595.4980

ADDRESS:

213 PALAFOX PLACE

SECOND FLOOR

PENSACOLA, FL 32502

MISSION STATEMENT

To provide efficient, responsive services that enhance our quality of life, to provide high quality goods and services to county departments and citizens in an efficient and effective manner, while maintaining the highest standards of ethical conduct and professionalism.

This mission is achieved by ensuring transparency, fairness, and accountability in all procurement activities as we work to obtain the best value for taxpayers while promoting healthy competition, supporting local businesses, meeting common needs, and promoting a safe and healthy community.



PURCHASING@MYESCAMBIA.COM

PURCHASING THRESHOLDS

ESCAMBIA COUNTY USES BOTH INFORMAL & FORMAL PURCHASING PROCESSES DEPENDENT UPON COST OF SERVICE OR GOOD ANNUALLY.

\$14,999 or less annually

Department will obtain at least 1 written quote and submit a PO request to Purchasing or process via Purchasing Card

\$49,999.99 or less annually

Department will obtain at least 3 written quotes (OpenGov or via Email) and submit a Purchase Order Request to Purchasing

Over \$50,000.00 annually

A formal solicitation must be conducted in OpenGov by Purchasing, and then approved by Board of County Commissioners to be awarded by Purchasing

IMPORTANT



VENDORS MUST CONTACT PURCHASING FOR ALL QUESTIONS RELATED TO ACTIVE FORMAL SOLICITATIONS NOT THE DEPARTMENT!



PURCHASING@MYESCAMBIA.COM

VENDOR REGISTRATION

Escambia County Utilizes OpenGov for our Electronic Bidding Platform. This platform is free for vendors to register in & allows you to set up a company profile that's searchable by the agency & the departments for quotes, and registers you for notifications for projects that relate to your designated commodity code.

Navigate to www.myescambia.com/our-services/purchasing/vendor-registration



[Register Here](#)

Escambia County encourages local, small, women-owned, and minority-owned businesses to register as vendors with the county. Businesses registered on OpenGov have an immediate advantage in acting on any advertised bid solicitations that fit the description of their business. There is no cost to register as a vendor on OpenGov. Once you have registered, you will be able to monitor the online bidding process.

Create your OpenGov Account in the next steps:

OPENGOV
PROCUREMENT

Sign up with just an Email!
We'll send you an email to activate your account

Email Address

Sign Up

[Already have an account?](#)

By clicking "Sign Up" you agree to our Terms and Privacy Policy.

VENDOR REGISTRATION

You will then be asked to complete your account information for setup, walk through the prompts in OpenGov.

The screenshot shows the 'Account Information' registration form in the OpenGov Procurement system. The form includes the following fields and options:

- First Name:** A required text input field with a red border and a red 'x' icon. Below it, the text 'This field is required' is displayed.
- Last Name:** A text input field.
- Company Name:** A text input field.
- Company Phone Number:** A text input field with an 'Add Ext.' link to its right.
- Outside the United States & Canada?:** A checkbox option.
- Navigation:** '< Previous' and 'Next >' buttons at the bottom.

Navigate to Company Profile once you've created your account & fill in the details for your business such as NIGP codes & Certifications for Small Business

The screenshot shows the 'Company Profile' page in the OpenGov system. The page includes a 'Test' button, a 'NO LOGO' placeholder, and a progress indicator for 'No additional steps'. The main content is organized into three sections:

- COMPANY INFORMATION:** Fields for Website, Phone Number, Address, State of Incorporation, Company Type, Company Description, Dun & Bradstreet Number (DUNS), and Employer Identification Number (EIN).
- CATEGORY CODES:** Fields for NIGP Codes, NAICS Codes, and UBSPEC Codes.
- CERTIFICATIONS:** A list of certification checkboxes, including Certified Small Business, Disadvantaged Business Enterprise, LGBT Owned, Minority Business Enterprise, Native American Owned, US DOT Certified DBE, Veteran Owned, Woman Business Enterprise, Health Crisis Emergency Provider, Natural Disaster Emergency Provider, Other Emergency Provider, and Disadvantaged Business Enterprise Certifications Not Applicable.

NIGP Codes help ensure you will receive only solicitations and quote requests that fall under your line of business. The current list of NIGP codes can be found by [clicking here](#).

VENDOR REGISTRATION

After you've completed your profile setup you will be available to view the OpenGov Portal for Escambia County.

<https://procurement.opengov.com/portal/embed/escambiacountyfl/project-list?departmentId=all&status=all>

Example Below:



The screenshot displays the OpenGov Procurement Portal interface. On the left, there is a sidebar with the Escambia County logo and navigation options like 'Projects', 'Intake', and 'Contracts'. The main content area shows a table of active projects. The table has the following columns: Project Title, Project ID, Addenda, Release Date, and Due Date. Three projects are listed, each with a green 'OPEN' status indicator.

Project Title	Project ID	Addenda	Release Date	Due Date
CEI Services for the Ferry Pass Community Center - Site Improvements Project	PD 23-24 028		1/10/2024	2/6/2024
Wilson Robertson Boat Ramp Landscaping Contract	Wilson Robertson Boat Ramp 01-08-24		1/10/2024	2/9/2024
Innerarity Point Park Landscaping Contract	Innerarity Park 1.8-24		1/10/2024	2/8/2024

You should now select "Subscribe" on the left side of the Portal to Subscribe to Escambia County solicitation notifications.

OpenGov Support Tools:

If you have any difficulty navigating OpenGov you can check out their support tools & video references below:

<https://opengov.my.site.com/support/s/article/ca6d1285-1e48-4a21-bb0d-715edb7794ed>

In this portal you will find videos for bid submissions, Q&A Portal, Acknowledging Addenda, and updating your company information should you need it.

FORM GUIDANCE– VENDOR SUBMISSION CHECKLIST

33. Vendor Submissions

All forms downloaded in this section must be uploaded with your submission

1. I certify that I have read through the attached solicitation and I understand all materials provided.

- Yes
 No

2. Contract Execution and Certificate(s) of Insurance**

The contract shall be executed by the successful bidder and shall be returned, with the Certificate(s) of Insurance execution. Failure to do so shall be just cause for forfeiture of the proposal guaranty.

Please confirm

*Response required

3. References Form

Please download the below documents, complete, and upload.

 [REFERENCES_FORM.pdf](#)

4. Deletion of Records Form

Deleted and Destroyed Documents Letter

PD PD 23-24.029 Security Services for the Ernie Lee Magaha Government Building

To the Escambia County Office of Purchasing

Our firm recently received an Invitation to Bid on the above-mentioned specification.

We hereby acknowledge and certify that our company has destroyed/deleted any digital downloaded copies of the exempt from the Public Record Law and all of the information, whether originals or duplicated, shall be destroyed/

Please confirm

5. E-Verify Certification

Please download the below documents, complete, and upload with your proposal submission.

 [E-Verify.pdf](#)

FORM GUIDANCE- VENDOR SUBMISSION CHECKLIST

7. Conflict of Interest Form

Please download the below documents, complete, and upload with your proposal submission.

 [Conflict_of_Interest.pdf](#)

8. Drug-Free Workplace Form

Please download the below documents, complete, and upload with your proposal submission.

 [Drug_free_workplace.pdf](#)

9. Information Sheet for Transactions and Conveyances Corporate Identification.

Please download the below documents, complete, and upload with your proposal submission.

 [Information_Sheet.pdf](#)

10. Scrutinized Companies Certification

Please download the below documents, complete, and upload with your proposal submission.

 [Scrutinized_Companies.pdf](#)

11. Certificate of Authority to do Business from the State of Florida (SunBiz)*

The person listed as the contract signature authority must be listed on Sunbiz registration for FEIN provided. Upload you

Yes

No

*Response required

12. Copy of current Required Insurance declaration page with Escambia County named interest or, Letter of Insu

Upload with your proposal

Yes

No

*Response required

13. Current W-9*

Please upload as a part of your submission package

Yes

No


*Response required

14. Proposal Package*

Enter your proposal in the format required by this solicitation.

*Response required

**PLEASE UPLOAD
ALL FORMS IN
ONE PACKAGE
WITH
YOUR PROPOSAL**



SIGN AND RETURN THIS FORM WITH YOUR BID*


SOLICITATION, OFFER, AND BID FORM

Submit Offers to: Escambia County OpenGov Procurement System Project List (opengov.com)	ESCAMBIA COUNTY, FLORIDA Invitation to Bid: Solicitation Number:
-------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------

POSTING OF SOLICITATION TABULATIONS

Solicitation tabulations with recommended awards will be posted for review by interested parties at the Escambia County Office of Purchasing and will remain posted for a period of two (2) business days. Failure to file a protest in writing within two (2) business days after posting of the solicitation Intent To Award shall constitute a waiver of any protest relating to this solicitation. All protests must be filed with the Escambia County Office of Purchasing. Protests will be handled according to the Escambia County Purchasing Ordinance.

OFFER (SHALL BE COMPLETED BY OFFEROR)

<p>Delivery Date will be _____ days after receipt of purchase order</p> <p>Person to Contact Concerning this Bid: _____</p> <p>Firm Name: _____</p> <p>Address: _____</p> <p>City, ST. & Zip: _____</p> <p>Phone: (____) _____</p> <p>Toll Free: (____) _____</p> <p>Fax: (____) _____</p> <p>I certify that this offer is made without prior understanding, agreement, or connection with any Corporation, firm, or person submitting an offer for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the Offeror and that the Offeror is in compliance with all requirements of the solicitation, including but not limited to certification requirements.</p> <div data-bbox="889 1444 1042 1612" style="text-align: center;"></div>	<p style="text-align: center;">Reason for No Offer</p> <hr/> <p style="text-align: center;">Bid Bond Attached: \$Dollar Amount of <u>5%</u></p> <hr/> <p style="text-align: center;">(Printed Name and Title of Person Authorized in Sunbiz to Sign Offer)</p> <p style="text-align: center;">*SignHere Signature of Person Authorized in Sunbiz to Sign Offer (Original or Digital Signature Accepted)</p> <p><i>* Failure to execute this Form binding the Bidder's offer shall result in the Bid being rejected as non-responsive.</i></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

By signing this form, I affirm that the Pricing Table is correct and binding.

(End of Bid Form)

FORM GUIDANCE- INFO SHEET

The individual your agency submits as the "Name of Individual who will sign the Instrument on behalf of the Company" on Page 2 of the Information Sheet in the Vendor Submission Package **MUST** be the Vice President or President registered in SunBiz OR you must include a corporate resolution of Authorized Signers/Signature Delagatory signed by someone who is listed on the Sun Biz registration.

Purchasing will not be able to issue a contract arising from a solicitation without this information matching or the signed Corporate Resolution.

Upon Certification of Award, Contract shall be signed by the President or Vice Preside other officer shall have permission to sign via a resolution approved by the Board of Dire behalf of the company. Awarded Contractor shall submit a copy of the resolution toget the executed Contract to the Office of Purchasing.

Name of Individual Who Will Sign the Instrument on Behalf of the Company:

David Stejskal

(Spelled exactly as it would appear on the instrument.)

Title of the Individual Named Above Who Will Sign on Behalf of the Company:

Vice President



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

[Previous On List](#) [Next On List](#) [Return to List](#)

[Events](#) [Name History](#)

Detail by Entity Name
Foreign Profit Corporation
JACOBS ENGINEERING GROUP INC.

Filing Information

Document Number	P13217
FE/EIN Number	95-4081636

Title VP

Stejskal, David

Pensacola, FL 35202

Title Authorized Representative

FORM GUIDANCE- SAM.GOV

Projects involving Federal Funds or Grant Funding will require proof of registration in Sam.Gov. Registration in Sam.Gov is free and once completed should look like the below.

12/19/23, 2:07 PM

SAM.gov

Proof of Registration with Federal System of Award Management

Entity Information

**JACOBS ENGINEERING
GROUP INC**

Active Registration

Unique Entity ID CAGE/NCAGE
MKCAUUG2K7H6 3T810

Expiration Date

Aug 24, 2024

Physical Address

**Dallas, Texas
75201-3136, United States**

Mailing Address

**Dallas, Texas
75201-3136, United States**

Purpose of Registration

All Awards

Version

Current Record

BUSINESS INFORMATION

Doing Business As (blank)	URL (blank)
Division Name (blank)	Division Number (blank)
Congressional District Texas 30	State/Country of Incorporation Delaware, United States

Registration Dates

Activation Date	Initial Registration Date
Sep 1, 2023	Aug 7, 2001
Submission Date	
Aug 25, 2023	

FORM GUIDANCE- RFP SUBMISSIONS

Vendors interested in responding to a Request for Proposals should review the Scope of Work for the Solicitation for Submission Format carefully when preparing your proposal. The Request for Proposals outlines a specific format the Selection Committee wants to see your proposals in, and not following this instruction could result in a lower score from the scorer if information is missing, unclear, or difficult to find. The last tab of the submission will always be your required Purchasing Documents listed under the Vendor Submission checklist of the Solicitation.

Sample RFP Format Guidance:

2.2. [Submission Format](#)

Submissions will be in the following format.

Tab 1. Adequacy of Personnel to Perform Scope of Services

Proposer must provide the security officer job descriptions used to recruit security officers. Proposer must also describe the method by which the Proposer ensures its security officers meet the physical and other requirements to perform the services contained in the RFP at all times.

Tab 2. Qualified Staffing and Supervision

All personnel used by the Contractor must have a State of Florida Security License, excluding administrative staff used by the Contractor. Proposer must submit the specific security officers and supervisor(s) to initially be used in this contract, along with their resume/experience and Security License information. Proposer should also include the policies and procedures in place within its company to respond to emergency and non-emergency situations in buildings that it provides services to.

Tab 3. Staffing Level Guarantee

It is mandatory that the Contractor always have two security officers available. Realizing that employees, including security officers, will have vacations, training days, sick days, etc., Proposer must describe – in detail, including breaks allowed during a shift – how it will always have security officers available at all required times.

LOCAL PREFERENCE & SMALL BUSINESS ENTERPRISE

Escambia County encourages local, small, women-owned, and minority-owned businesses to register as vendors with the county. You should also ensure you self-certify any Small Business Designations your business qualifies for within OpenGov under Company Profile when creating your account as outlined in the Vendor Registration process.

Escambia County has Local preference in bidding, please refer to Sec. 46-106. - Local Preference in Bidding to read through the Escambia County requirements and definitions. ***Local Preference only applies to Invitation to Bid processes.***

We encourage any interested vendor register in OpenGov for any future bidding opportunities, and to monitor the Escambia County Purchasing Page for How to Do Business Workshops.

AWARD PROCESS

Formal Solicitations:

The Department has decided to move forward with a Recommendation to Award following a Solicitation...When will the vendor receive a Purchase Order?

- Purchasing drafts a intent to award notice in OpenGov
- Department prepares Board Approval
- Purchasing to obtain vendor signed agreement
- Department requests Board Approval at a regularly scheduled BCC Meeting.
- Once the board approval is received, Purchasing will receive a fully executed agreement typically the week following the meeting.
- Purchasing will send the fully executed agreement to the Vendor & the department and request any final contract documents needed.
- Vendors will have 10 days to obtain all remaining required documents - this can include: updated COI, Performance and Payment Bond Recorded at the Clerk's Office, etc. Review the solicitation and your agreement for required items and verify with your Purchasing Contact when the items are needed.
- Department to issue a notice to proceed and send the vendor a Purchase Order once the board has approved the award, and Purchasing has received all required items, and received risk approval on any insurance requirements.

Quotes:

- The Department will issue a requisition request to Purchasing after informal quotes have been obtained (written or in OpenGov) and all required documents such as a W9 etc.
- Purchasing to process requisition to PO
- The Department will send vendor the signed purchase order once received from Purchasing



PURCHASING CONTACT INFORMATION



Main Line- 850.595.4980



purchasing@myescambia.com

**Scan the QR Code to
Visit Our Website**

