



How to do Business with Escambia County

Escambia County BCC
Office of Purchasing



Escambia County

General Rules

- All procurement of goods or services of \$50K or more require a formal bid or request for proposal, advertised in the PNJ and open to all. The Board of Commissioners is the final approval authority.
- Procurement of goods or services under \$50K require the department to get 3 quotes and purchase from the lowest cost quote. Purchasing is the final approver of these purchases. Purchasing may obtain the quotes in some cases. Purchasing maintains a vendor list for use by Departments for obtaining quotes.



Escambia County

General Process

- Needs are Identified by Department
- Less than \$50K
- Review vendor list for providers
- Obtain at least 3 quotes
- Obtain COI, other qualifications of the lowest cost quote provider
- Negotiate terms, schedule, etc.
- Send requisition to Purchasing



Escambia County

General Process

- Needs identified by the Department
- \$50K or greater
- Budget identified
- Services? – Scope of work provided
- Goods? - Specifications provided
- Construction? – Design package/Plans/Specifications provided
Design/Bid/Build



Advertisement

- All Invitations to Bid (ITB) are advertised in the Pensacola News Journal on Mondays
- The solicitations are available for download from the Purchasing website.
- <http://www.co.escambia.fl.us/Bureaus/ManagementServices/Purchasing.html>



Legal Ad

● Invitation To Bid



- Until 2:00p.m. CST, Tuesday, March 8, 2011, the Board of County Commissioners of Escambia County, Florida is soliciting sealed bids to be received in the Office of Purchasing, 2nd Floor, Room 11.101, Matt Langley Bell, III Building, 213 Palafox Place, Pensacola, Florida 32502, for the following:



• **ENSLEY FIRE STATION ADDITION**

- The bids will be publicly opened and read after receipt, in Conference Room 11.407, 2nd Floor, Matt Langley Bell, III Building, 213 Palafox Place, Pensacola, Florida 32502.
- A Pre-Solicitation Conference will be held at the Ensley Volunteer Fire Department 8634 Pensacola Blvd., Pensacola, FL 32534 on Tuesday, February 15, 2011, at 9:30 a.m. CST. **All bidders are encouraged to attend.**
- Specifications may be obtained in the Office of Purchasing, 2nd Floor, Room 11.101, Matt Langley Bell, III Building, 213 Palafox Place, Pensacola, Florida, copies are available on Compact Disk (CD) only with file viewable and printable in Portable Document Format (PDF). **Ask for Specification #PD 10-11.024. Point of contact for this solicitation is Joe Pillitary, CPPO, CPPB, Purchasing Coordinator at (850) 595-4878 at (850) 595-4878.** Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening. If you are hearing or speech impaired, please contact the Office of Purchasing at (850) 595-4684 (TTY). View this solicitation and related information on the Office of Purchasing web site at



Escambia County

Bid Packages

- Contain required forms to be returned
- Refer to General Terms and Conditions
- State the insurance and bonding requirements
- Bid forms
- Plans/Specifications picked up separately



Escambia County

Bid Forms

- **SIGN AND RETURN THIS FORM WITH YOUR BIDS****
- **SOLICITATION, OFFER AND AWARD FORM ESCAMBIA COUNTY FLORIDA**



Escambia County

Bid Review

- Timely submittal – late bids not accepted
- Complete – all forms returned and signed and legally accurate
- Lowest Bid – Bid tabs are created; reviewed and recalculated to determine the lowest bid
- Contractor with the lowest bid is reviewed; researched, all documents required at this point; COI, bonding agents, licenses, permits, etc.
- Certification of the recommendation to award is completed by Purchasing Manager



Recommendation

- A recommendation to award the contract, purchase order, task order is prepared by the Purchasing Manager and put on the next available agenda for the bi-monthly Board of Commissioners meeting.
- Final approval of the award is made by the Board of Commissioners for all formal solicitations.



BCC Approval

- The recommended award is posted on the Purchasing website.
- An “Intent to Award” Letter is generally prepared at the time of the recommendation and sent to bidder.
- We ask that the contract be signed prior to award by the Board



Protest

- Escambia County currently has a process for protesting any solicitations
 - Informal
 - Formal
- Protests must be received in writing in the Office of Purchasing within two business days of the notice of recommended award.



Anti-Lobbying Policy

- The Office of Purchasing is including in each solicitation the following message:

All submitters or individuals acting on behalf of submitters are hereby prohibited from lobbying or otherwise attempting to persuade or influence any member of the Escambia County Board of County Commissioners or any member of the selection committee at any time during the course of the solicitation process. Failure to comply with this procedure will result in rejection/disqualification of said submittal without exception.

All submitters or individuals acting on behalf of submitters are further prohibited from contacting or otherwise attempting to communicate with any member of the relevant Selection Committee regarding the pending solicitation or its outcome until after the committee has arrived at a recommendation of the most qualified submitter. Until such recommendation is disclosed, any contact with the Selection Committee shall be channeled through the Office of Purchasing. Failure to comply with this procedure will result in rejection/disqualification of said submittal without exception.



Escambia County

Things To Remember

- Contacting a commissioner from the time an ITB is publicly noticed until awarded could result in having your firm removed from consideration.
- The Office of Purchasing should be your contact for all correspondence on any ITB.



Escambia County

Bid Tab

PUBLIC NOTICE OF RECOMMENDED AWARD

BID TABULATION		DESCRIPTION: Innerarity Point MSBU BID # PD 08-09.074								
Bid Opening Time: 3:00 pm CDT Bid Opening Date: 07/13/2009 Bid Opening Location: 11.407		Solicitation Offer & Award Form	Bid Bond or Check	Written Opinion of Attorney at Law for a foreign state	Drug-Free Workplace Form	Information Sheet for Transactions & Conveyances Corporation ID	Certificate of Authority to do Business in the State of Florida	Acknowledgment of Addendums	Sworn Statement Pursuant to Sec: 287.133 FL Statutes	Total Bid Amount
NAME OF BIDDER										
APAC-Southeast Inc		Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes	\$495,595.80
Gulf Atlantic Constructors Inc.		Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes	\$408,194.25
Panhandle Grading & Paving Inc		Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes	\$411,195.95
Roads Inc of NWF		Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes	\$342,433.45
BIDS OPENED BY:		Dennis, MABA, CPPB, Purchasing Specialist						DATE: 07/13/2009		
BIDS TABULATED BY:		Angie Holtbrook, SOSA						DATE: 07/13/2009		
BIDS WITNESSED BY:		Angie Holtbrook, SOSA						DATE: 07/13/2009		

CAR DATE: / / BOC DATE: / /

The Purchasing Chief/Designee recommends to the BCC: **UNDER REVIEW**
 Pursuant to Section 119.07(3)(M)F.S., all documents relating to this tabulation are available for public inspection and copying at the office of the Purchasing Manager.
 Posted: July 13, 2009, @ 3:45 pm CDT

BD/abh