




# How To Do Business with Manatee County Government



## What is the Procurement Division and what does it do?

- ▶ Manatee County's Procurement Division is a staff of procurement professionals who act as the primary buyers of goods and services and oversee any delegated purchasing authority.
- ▶ Manatee County's Procurement Division is governed by the following rules and regulations including, but not limited to:
  - ▶ Manatee County Code of Ordinances (Chapter 2-26)
  - ▶ Florida Statutes
  - ▶ Florida Administrative Law
  - ▶ 2 CFR Part 200 (Uniform Guidance) (Federally-funded / certain grant purchases)
- ▶ The Procurement Division's purpose is to facilitate practices for the fair and equitable treatment of all persons involved in public purchasing by the County, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

# Procurement Division Mission, Vision and Values

- ▶ Mission:
  - ▶ To procure goods and services, through transparent and efficient strategies, that make Manatee County a premier place in which to live, work and play.
- ▶ Vision:
  - ▶ To be a trusted partner who delivers efficient procurement processes, innovative approaches to strategic sourcing, and outstanding customer service in order to generate exceptional value for Manatee County.
- ▶ Values:
  - ▶ RELIABILITY – We can be counted on to deliver on our commitments and promises (accountability)
  - ▶ TEAMWORK – We work collaboratively with our customers to get the job done (civility)
  - ▶ INTEGRITY – We strive to earn the trust of our customers by conducting business in a fair and open manner (ethics).
  - ▶ CUSTOMER SERVICE – We strive to be proactive in identifying and meeting our customer's needs.
  - ▶ EFFICIENCY – We incorporate effective processes to improve our level of service.
  - ▶ INNOVATION – We embrace innovative thinking to complete the task at hand.

# What Types of Goods & Services?



Financial/Legal Services



Advertising/Marketing Services



Grounds Equipment and Related Products



Automotive Products, Vehicles, and Services



Building Equipment, Supplies, and Services



## What Types of Goods & Services?



Communication Equipment and Services



Computers, Software, Supplies and Services



Consulting Services



Construction, Design, and Related Services



Furnishings and Furniture



Floor Coverings

# What Types of Goods & Services?



Fuel



Hardware, Tools



Janitorial and Cleaning Equipment, Supplies,  
and Services



Maintenance and Repair of Equipment



Management Services



Office Supplies, Related Items, and Services



Paper, Printing and Related Products and  
Services

# What Types of Goods & Services?



Safety and Protection Equipment



Sporting, Athletic, and other Outdoor  
Equipment and Services



Electrical, Engineering, HVAC,  
Plumbing



Transit Equipment and Related Services

**Category 1**— purchases up to \$2,500

No quotes required

**Category 1**—purchases \$2,500.01-\$5,000

3 quotes required

**Category 2**—purchases \$5,000.01-\$25,000

3 written quotes required

**Category 3**—purchases \$25,000.01-\$250,000

Quotes and Proposals by ITQ or RFO

**Category 4**—\$250,000.01-\$500,000

Bids and proposals by RFP, IFB, RFQ, ITN

**Category 5**— \$500,000.01 and above

Bids and proposals by RFP, ITB, RFQ, ITN. Award requires approval by the Board of County Commissioners

# Purchasing Categories





## Informal Competitive Solicitations (for purchases valuing \$250,000 or less)

- ▶ **Invitation to Quote (ITQ)** – This is an informal competitive process in which written quotations are solicited from suppliers. Award is to the lowest responsible, responsive bidder.
- ▶ **Request for Offers (RFO)** - This is an informal competitive process in which the award is based on the demonstrated ability of the proposer to perform the services or provide the materials as well as pricing.

- ▶ **Invitation for Bid (IFB)** – This is a formal competitive process in which sealed bids are submitted. This process is often used to procure goods and construction services. Award is made to the lowest price responsible, responsive bidder.
- ▶ **Invitation for Bid Construction (IFBC)** – Used for construction projects
- ▶ **Request for Proposals (RFP)** – This is a formal competitive process in which sealed proposals are submitted. Proposals are evaluated on multiple pre-established criterion including price by an Evaluation Committee.
- ▶ **Request for Qualifications (RFQ)** – This is a formal competitive process in which sealed proposal are submitted. Proposals are evaluated on multiple pre-established criterion by an Evaluation Committee. However, pricing is not requested or considered during the evaluation. This type of solicitation is used for professional services as defined in Florida Statute Section 287.055.
- ▶ **Invitation to Negotiate (ITN)** – This is a formal competitive solicitation process in which sealed proposal are submitted. Proposals are evaluated on multiple pre-established criterion. Negotiations can be held with multiple Proposers concurrently.

Formal  
Competitive  
Solicitations (for  
purchases in  
excess of  
\$250,000)



## Key Steps in the Public Procurement Process

- ❑ Need is identified / Scope is defined
- ❑ Solicitation method is determined
- ❑ Solicitation is advertised in accordance with established Florida Statute / procurement ordinance / procedure
- ❑ Vendor responses are received and evaluated
- ❑ Recommendation for award is made
- ❑ Award is made in accordance with procurement policy / procedure



## Responsive and Responsible

- ▶ **Responsive** - A bid or proposal that fully conforms in all material respects the solicitation and all of its requirements, including all forms and substance
- ▶ **Responsible** - A business entity or individual who has the financial and technical capacity to perform the requirements of the solicitation and subsequent contract



## How Do I Find Out About Projects?

- ❑ Register with DemandStar for free at:

<https://www.demandstar.com/registration>

- ❑ Solicitations are also posted on the Procurement Division's Website under the Bids and Proposals Tab:

[https://public.mymanatee.org/rfp\\_post/controller?view=home&list=all](https://public.mymanatee.org/rfp_post/controller?view=home&list=all)

# I Received the Solicitation!

## What should I do now?

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**READ** the Document carefully from beginning to end. Pay particular attention to the Scope of Services / Work and the Minimum Qualification Requirements.

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Note important dates, including information conference, request for clarifications deadline, and **DUE DATE AND TIME**.

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Information conferences provide valuable information about the project directly from Department staff; attendance is highly encouraged.

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Is the information conference mandatory? If yes, you must attend the meeting to be eligible to bid.

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Submit any requests for clarification in writing to the designated procurement contact prior to the Request for Clarifications deadline. Requests for clarifications received prior to the deadline will be answered in an Addendum. Requests for clarifications received after the deadline will not be addressed.

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If you are unsure of anything regarding the documents or process, contact the Procurement staff.

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Check for Addenda (Addendums will be posted in the locations where the solicitation was posted).



## How Should I Submit my Bid or Proposal?

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Bids must be received by the due date and time in the Procurement Division (Suite 803 of the Manatee County Government Administration Building).

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Bids / Proposals must be submitted in a sealed envelope or package and labeled properly.

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If sending your bid / proposal by mail, UPS, FedEx, etc. – send it early to make sure it gets to the Procurement Division on time.

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If you are hand delivering – give yourself enough time to find parking and the Procurement Division offices.





# I have submitted my bid / proposal, what next?

- ▶ Responses will be opened by Procurement on the date and time specified in the Bid or Proposal
- ▶ The Procurement representative will perform due diligence to verify responsiveness and responsibility
- ▶ Successful bidder / proposer will be notified by Procurement
- ▶ A Notice of Intent to Award or Intent to Negotiate and Notice of Award will be posted in the locations where the bid / proposal was originally posted.
- ▶ Responses to a sealed bid / proposal, are subject to public disclosure thirty (30) days after the public opening or if a notice of intent to award decision is made earlier than this time as provided by Florida Statutes § 119.071(1)(b)



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## Lobbying Prohibition

- ▶ After the issuance of any solicitation or during renegotiations, prospective Proposers, or their agents, representatives or persons acting on behalf of such Proposer, shall not contact, communicate with or discuss any matter relating in any way to the solicitation with any officer, agent or employee of Manatee County other than the Purchasing Official or designee
- ▶ This prohibition includes copying such persons on written communication, including email correspondence
- ▶ This requirement begins at the time of advertisement of the solicitation and ends upon final execution of the contract or at the time the solicitation is cancelled, or the renegotiation efforts are terminated



## What the County Expects from Suppliers

- ▶ To respect and not undermine the procurement process
- ▶ To independently and honestly prepare and submit bid and proposal responses based upon their own costs and operations
- ▶ To perform fully, timely, and honestly in accordance with the terms of their contracts
- ▶ To demonstrate responsibility through a history of successful and honest performance



## Questions and General Inquiries

- ▶ For questions or general inquiries, please contact the Procurement Division
  - ▶ Phone – 941-749-3014
  - ▶ Email – [purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)