



**301 Fourth St. SW
Largo, FL 33770-3536
www.pcsb.org**

PURCHASING HANDBOOK



The Key To Best Purchasing Practices

January 2021

The mission of the purchasing department is to purchase products and services that best contribute to improving student achievement.

The School Board of Pinellas County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, sexual orientation or disability in any of its programs, services or activities.

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Glossary of Terms

BUSINESS TO BUSINESS (B to B)	When businesses transact business between themselves in a totally paperless, closed-loop environment. An example would be ordering from a distributor's website, forwarding that order to the distributor's supplier electronically, receiving the bill electronically and paying the bill electronically.
CONFIRMATION PURCHASE	One in which the requester authorizes a vendor to deliver materials or provide services prior to issuing a purchase order.
CONTRACT	A written agreement between the board and a vendor or individual outlining the mutually agreed upon terms, conditions and expectations of both parties to the agreement, signed by both parties.
CONTRACTED SERVICES EMPLOYEE	A term used to describe an individual who is hired by the district to perform services on a short term, part-time basis. The district exerts a high level of control over the individual, much like a full-time employee.
CONTRACT ADMINISTRATION	The functions that are performed after the parties have signed the contract. Typical contract administration activities are goal oriented and are aimed at ensuring compliance with the contract terms and conditions while giving attention to the achievement of the stated output and outcome of the contract.
DISTRICT	A general term referring to the school board and all schools and departments as one entity.
DIRECTOR OF PURCHASING	The chief contracting officer designated by the superintendent to act on behalf of the district regarding all purchasing matters.
E-COMMERCE	Buying and selling over the Internet or by some other electronic means.
ELECTRONIC DATA INTERCHANGE (E.D.I.)	The interchange of computer data between businesses to transact business. A few applications would be electronic vendor payments, electronic purchase orders, direct deposit of payroll checks through Automated Clearing House (ACH) and wire transfers of funds between financial institutions.
F.O.B. DESTINATION	Terms of shipment in which the title to goods is held by the shipper until the shipment arrives at its destination and the purchaser takes delivery. The shipper is responsible for the goods should they be damaged or lost at any time while in transit. The cost of shipping is prepaid and included in the cost of goods.
F.O.B. ORIGIN or SHIPPING POINT	Terms of shipment in which the title to goods is held by the purchaser from the time the shipment leaves the shipping point until the shipment arrives at its destination. The purchaser is responsible for the goods should they be damaged or lost at any time while in transit. The cost of shipping is prepaid by the shipper and added to the final invoice for the goods.
INDEPENDENT CONTRACTOR	A term used to describe an individual who is in business for himself. Independent contractors earn their livelihoods from their own independent businesses instead of depending upon an employer to earn a living. Good examples of other terms used to describe independent contractors include consultants, freelancers, the self-employed, and even entrepreneurs and business owners. The district exerts little to no control over the activities of independent contractors during the performance of their duties for the district.
INTRANET	An internal website similar to an Internet website with password-controlled access available only to employees with a Microsoft Exchange Mail account. Information is posted to the site from schools and departments primarily of interest to district employees.

Glossary of Terms

INVITATION TO BID	A document initiated by the purchasing department soliciting bids for supplies, equipment or services, along with the associated technical specifications, terms and conditions of purchase. The document also contains the necessary forms upon which vendors officially submit their bid response.
INVITATION TO NEGOTIATE	A document initiated by the purchasing department used to solicit proposals for products or services for which a definite specification has not been determined. Criteria other than price are considered in the selection process, normally utilizing a point rating system to determine the winner. After the highest ranked vendor has been identified, negotiations should begin to obtain the most advantageous contract.
INVOICE	A document initiated by the vendor listing the items or services supplied and the payment amount due.
NOTICE TO BIDDERS	A published announcement sent to all prospective bidders informing them of our intent to bid goods or services and providing a brief scope of the bid, the due date and time, and instructions on how to obtain an Invitation to Bid package.
MANATEE® SYSTEM	The internal accounts, PC-based bookkeeping system used districtwide by school bookkeepers.
ORIGINATOR	The school or department originating a purchase requisition. Used interchangeably with “requester.”
PCS MAIL	The district’s e-mail system operated and maintained by the M.I.S. department.
PDF FILE	A PDF or Portable Document Format file is one created by the Adobe Acrobat™ software program. PDF is a universal file format that can be viewed and printed by either a Windows or Macintosh computer using Acrobat Reader™ software.
PUBLIC PURCHASE™	The secured, web-based vendor registration system used by the purchasing department to electronically advertise (post) bidding opportunities.
PURCHASE ORDER	The legal document issued by the purchasing department addressed to a vendor authorizing him or her to deliver products or services with the applicable terms of sale listed. The purchase order constitutes the official acceptance of an offer from a supplier by the purchaser.
PURCHASE REQUISITION	A request generated and approved by schools or departments to purchase products or services to support their programs.
PURCHASING	The act and functional responsibility for procuring supplies, equipment and services of the right quality, in the right quantity, at the right time, for the right price and from the right source.
PURCHASING CARD (PCARD)	A credit card issued to select employees to be used for incidental supply purchases under \$749. The Pcard is intended to replace less-efficient purchase orders and petty cash for these types of purchases.
REQUEST FOR QUALIFICATIONS	A document initiated by the purchasing department to obtain statements of the qualifications of potential responders (consultants) to gauge potential competition in the market place prior to issuing the solicitation. Used when selecting professional architects/engineers and construction managers at risk.

Glossary of Terms

REQUEST FOR PROPOSALS	A document initiated by the purchasing department used to solicit proposals for products or services for which a definite specification has not been determined. Criteria other than price are considered in the selection process, normally utilizing a point rating system to determine the winner.
REQUESTER	The school or department originating a purchase requisition. Used interchangeably with “originator.”
REQUISITION WORKSHEET	An internal document used by schools and departments to request that something be purchased. The form is completed by the requester and submitted to the expense authorizer for the cost center for approval to purchase. The signed worksheet is used as a guide to enter a TERMS purchase requisition. It is attached to the originator’s copy of the purchase order to document that the purchase was approved by the expense authorizer.
RESPONSIBLE BIDDER	One who has the skill, judgment and integrity necessary to faithfully perform, as well as sufficient financial resources and ability to discharge, the obligations delineated in the terms of a contract.
RESPONSIVE BIDDER	One who has provided all the required submittals, samples, signatures, etc., and otherwise complied with all other requirements of the bid or request for proposal
SCHOOL BOARD	The legal governing body of the school district.
SPECIFICATION	A detailed description of an item or service to be purchased setting forth its characteristics in a clear and concise manner.
SUPERINTENDENT	Chief executive officer of a school district, directly responsible to the school board for administrative control, direction, coordination and evaluation of the district.
TERMS	An acronym for the district’s mainframe software program used for all finance and human resource information processing. The acronym stands for “Total Educational Resource Management System.”
VENDOR	A supplier of products or services.
WAREHOUSE	A central depository for storing commonly used equipment and consumable supplies from which customers may obtain expedient delivery.



Part A

General Terms and Conditions for all Competitive Solicitations

1. PREPARATION OF BIDS:

- a) **Bidder's Liability:** Bidders are expected to examine the specifications and all special and general conditions, requirements, and instructions. Negligence on the part of the bidder to make the necessary examinations and investigations, visit appropriate site locations and become familiar with ALL locations covered under this bid, or failure to fulfill, in every detail, the requirements of the contract documents, will not be accepted as a basis for varying the requirements of the district or for paying additional compensation to the contractor. Failure to do so is at the contractor's risk. Failure to follow the instructions contained in the bid for completion of a bid response is cause for rejection of a bid.
- b) **Submittal of Bids: BIDS SHALL BE SUBMITTED IN A SEALED ENVELOPE.** The return address label provided with your bid invitation packet should be affixed to the outside of your envelope identifying it as a **sealed bid**. Any company not responding to this request with either a bid or a "NO BID" *may be removed from the active bidders list*.
- c) **Receipt of Bids:** The purchasing department is not responsible for timely delivery of the U.S. or private courier mail. The Bidder is responsible to allow adequate mailing time, including time for interoffice mail delivery, or to take appropriate alternate steps to assure that their bid is delivered to the **purchasing department** by the specified due date and time. **LATE BIDS WILL BE REJECTED!**
- d) **Minimum Required Documents:** The following documents must be returned with your bid proposal to be considered responsive:
- Completed **Invitation To Bid** form with original signature. (page 1)
 - Completed **Bid Proposal** form(s)
 - All items checked **required** on **Submittals Checklist** form included with the bid.
- e) **Forms:** All bids must be submitted on and comply with the bid forms provided. If additional space is required, the bidder may submit an attachment which will become part of the bid response. The Invitation to Bid Form 852-A **must** be signed by the owner or authorized officer/agent of the company submitting a bid or the bid will be rejected. Telegraph, Facsimile (FAX) or e-mail bids will not be considered a sealed bid.
- f) **Quoted Prices:** Prices are to be submitted in accordance with the quantities required, which appear in the bid invitation. Unit prices will prevail over extended totals whenever the extended amount is in conflict with the estimated quantity (x) the unit price. When a total group price of two or more distinct items is requested, the purchasing department reserves the right to verify mathematical extensions and totals, correct extensions and totals if necessary and recommend an award based upon the overall group total.
- g) **Freight Terms:** All items are to be bid **FOB destination** with all transportation charges prepaid and included in the bid prices and title transferring to the district at the time of delivery, unless otherwise stated in bid invitation. Any exceptions to these freight terms taken by the bidder must be clearly stated in the bidder's proposal. The purchasing department will evaluate any such exceptions and determine if the exception constitutes grounds for rejection of the bidder's proposal.
- h) **Item Specifications:** Specifications in this document may reference specific manufacturers' products and list their model or part numbers, followed by the words "or equal" or "approved brands". Unless the words "only" or "No Substitutes" is used in place of "or equal", these references are intended to establish a quality and performance standard only. Anything listed, herein, of a proprietary nature is done so without express knowledge or intent to exclude other manufacturers' products from consideration.
- Any item bid as an alternate which lacks sufficient descriptive literature or technical information to enable a complete comparative analysis, may prevent its consideration.
 - If the bidder does not clearly state in their bid proposal that an item proposed is an alternate to that specified, the bidder must furnish the specified item upon receipt of a purchase order or else be declared in breach of contract.
- i) **Bid , Performance & Payment Security:** When bid, performance and payment securities are required, the **"Required"** box will be checked on the **Submittals Checklist** form included with the bid. Detailed specifications will be included in the **"Bid, Performance & Payment Security Guidelines"** section of the bid.
- j) **Insurance Certificate:** When an insurance certificate is requested, the **"Requested"** box will be checked on the **Submittals Checklist** form included with the bid. Detailed specifications will be included in the **"Insurance Specifications for Contractors"** section of the bid.
- k) **Product Certification:** When product certification is requested, the bidder must submit a signed, notarized affidavit along with their bid attesting that the item meets all specifications requested.
- l) **Proposal Organization:** Bidders are expected to organize their bid proposals in such a manner as to facilitate the evaluation

Part A:

GENERAL TERMS & CONDITIONS

process. Bid proposals should be keyed or indexed to correspond with this bid solicitation. Responses should be correlated to the specific Submittal, Criterion, Section or Paragraph Number of the **Invitation to Bid** or **Request for Proposal** being addressed. District staff will make a reasonable effort to locate information in the bid proposals; however, failure to follow this suggested format may make location of critical submittal information difficult, possibly resulting in a loss of appropriate point credit or complete rejection of your bid proposal.

2. INQUIRIES/INFORMATION:

Any questions by prospective bidders concerning requirements of this bid should be addressed to the buyer whose name appears on the front of the **Invitation To Bid** form or to individuals specifically named in the **Special Conditions** or **Personnel Matrix** sections of the bid. The buyer will assist vendors and answer questions to the best of his or her ability. Questions of a technical nature may be referred to other individuals by the buyer for an appropriate response as deemed necessary. Requests for interpretation of the bid or additional information should be communicated to the buyer in writing no later than seven (7) working days prior to the scheduled bid opening date. Requests for information relating to bids in process will be addressed without delay when such information has a **material** effect on the completion of your bid response. Every effort will be made to supply other requested information of a less critical nature, such as, **lists of vendors solicited, prebid conference attendees, firms who have picked up plans and specifications, historical bid data or bid tabulations** within (48) hours from receipt of a request. Vendors are encouraged to visit our Web site at the address shown below to obtain this information, or it may be obtained in person, but we respectfully request that you notify the buyer in advance at the telephone number listed on the **Invitation to Bid** form to allow him or her ample time to compile the information for you before you arrive. If you have Internet access, the following information is available from the Web sites listed below 24 hours per day, 7 days per week.. :

Go to www.publicpurchase.com to obtain:

- A copy of a bid packet for a contract or project currently out for bid and any associated addenda (This is a secured site and you must be registered in Public Purchase to access these documents.)

Go to pcsb.schoolwires.net to obtain:

- The last price paid for an item(s) currently out for bid (when applicable);
- Historical bid results;

- A listing of bids scheduled for award at the next School Board meeting;
- Historical bid award information;
- A copy of a W-9 Form;
- A listing of departmental personnel, with job titles, phone numbers and e-mail addresses;
- A listing of buyers and their commodity assignments.
- A listing of prebid conference attendees.

3. ACCEPTANCE AND WITHDRAWAL OF BIDS:

A bid (or amendment thereto) will not be accepted by the purchasing department after the time and date specified for the bid opening, nor may a bid (or amendment thereto) which has already been opened in public be withdrawn by the bidder for a period of sixty (60) calendar days after the bid opening date and time, unless authorized by the purchasing department. By written request to the purchasing department, the bidder may withdraw from the bid process and ask to have their sealed bid proposal returned at any time prior to the closing date and time for the receipt of bid proposals.

4. AMENDMENT & CANCELLATION:

The purchasing department reserves the right to cancel, recall and/or reissue all, or any part, of a bid or request for proposal, at any time.

5. SOLICITATION OF DISTRICT EMPLOYEES & ACCEPTANCE OF GRATUITIES:

The district expressly prohibits bidders from making any offer of employment or any other offering of value to any employee of the district who is directly or indirectly involved in the development, solicitation or evaluation and subsequent recommendation for award of this bid. The only exception to this rule would be for items which bear product logos and other forms of advertising specifically intended for promotional purposes.

6. QUALIFICATIONS OF BIDDER:

Bids will be considered only from contractors, manufacturers, authorized distributors or dealers who are normally engaged in the manufacture, sale or distribution of the materials or services requested herein. The bidder must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the district. The purchasing department expressly reserves the right to reject any bid proposal if it determines that the business and technical organization, equipment, financial and other resources, or experience of the bidder, compared to work proposed, justifies such rejection.

7. CONFIDENTIALITY OF STUDENT RECORD INFORMATION:

Student record information may be provided to vendors to enable them to respond to a sealed bid invitation or to a request for proposals, or to perform under a contract already awarded to them. Vendors

Part A:

GENERAL TERMS & CONDITIONS

are hereby notified that any such student record information must be kept strictly confidential and may not be released to any other person or entity without authorization, pursuant to FS. 228.093 and Rule 6A-1.0955, FAC. Failure to comply with this directive could result in civil liability.

8. NON COLLUSION:

The bidder, by affixing its signature to this proposal, certifies that its bid is made without previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same item(s), and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

9. CONFIDENTIALITY OF INFORMATION SUBMITTED BY BIDDER:

The district reserves the right to retain all copies of bidders' proposals and associated documentation submitted. Under Chapter 119 F.S., (Florida's Public Records Law) sealed bids or proposals received by the district pursuant to invitations to bid or requests for proposals may only be kept confidential until such time as the district provides notice of a decision or intended decision or until 30 days after the bid or proposal opening, whichever is earlier. If a vendor feels that public scrutiny of certain information contained in its bid proposal could be detrimental to its business, the vendor should identify the specific information in question and cite the governing statute and section which exempts such material from public scrutiny. A general statement to hold its entire proposal in confidence will not be honored. If the information in question does not qualify for an exemption under Chapter 119 F.S., the vendor will have the option of withdrawing its request for confidentiality or withdrawing its entire bid proposal.

10. SUBCONTRACTING:

The bidder must describe in their bid proposal, all responsibilities that the bidder anticipates assigning or subcontracting, identify all the subcontractors and also describe how the bidder will manage these subcontractors. The vendor will be held directly responsible and liable for the actions of all of its subcontractors and the actions of its subcontractors' employees.

11. INTELLECTUAL PROPERTIES:

Any discovery, invention or work product produced under this contract shall be the sole and exclusive property of the District. The bidder surrenders any and all claims of any kind, type or nature, including but not limited to patent rights, copyrights and rights in data, developed under this contract.

12. PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST

Per the provisions of Florida Statute 287.133 (d), "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public

entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for **CATEGORY 3** for a period of 36 months from the date of being placed on the convicted vendor list".

13. PROPOSAL PREPARATION COSTS:

The costs to develop the bid proposal are entirely the responsibility of the bidder, and shall not be charged in any manner to the district. This includes, but is not limited to, the direct cost of the bidder's personnel assigned to prepare the bidder's response to this solicitation and any out-of-pocket expenses (including, but not limited to, travel, accommodation, supplies) incurred by the bidder in preparing their bid proposal.

14. VARIANCE TO BID DOCUMENTS:

For the purpose of bid evaluation, bidders must clearly stipulate any or all variances to the bid documents or specifications, no matter how slight. If variations are not stated in the bidder's proposal, it shall be construed that the bid proposal submitted fully complies in every respect with the bid documents.

15. ADDENDA TO BIDS IN PROCESS:

Interpretations of the bid, clarification of bid specifications and requirements or changes to the bid which have a *material effect* will be documented and communicated to bidders **only by written addenda**. Verbal responses to bidders' questions do not constitute an *official response* unless documented in the form of written addenda and shall be considered **inadmissible** in bid protest proceedings. All such written addenda should be acknowledged on the **Addendum Acknowledgement Form** or by returning a copy of the signed addendum along with your bid proposal as proof of receipt. Failure to acknowledge addenda containing material changes may constitute cause for rejection of your bid proposal. Telegraph, facsimile or e-mail acknowledgements of addenda will not be accepted.

16. FLORIDA STATE CONTRACTS & FLORIDA DEPARTMENT OF EDUCATION CONTRACTS:

The purchasing department reserves the right to reject all bids and purchase from State contracts or FDOE contracts if to do so represents the best interests of the district.

17. SAFETY REQUIREMENTS:

Part A:

GENERAL TERMS & CONDITIONS

All items bid must comply with ALL applicable safety standards set by Federal, State and local regulations, OSHA & EPA guidelines, and any other laws and regulations that govern the item(s) or services requested in this bid. All electrically operated equipment shall be UL® rated or approved. Corded equipment shall have a 3-wire grounded power cord or be double insulated and labeled as such.

18. MATERIAL SAFETY DATA SHEETS:

The district requires that two (2) copies of all applicable *Material Safety Data Sheets* be furnished upon the initial purchase of any chemical or toxic substance or equipment which uses same. One (1) copy shall accompany the product shipment and the other copy must be sent to: Pinellas County School Board Risk Management Department, Attention Safety & Loss Coordinator, 301 Fourth Street S.W., Largo, FL 33770-3536.

19. PURCHASE OF MATERIALS WITH RECYCLED CONTENT:

The purchasing department will seek alternative bids, whenever possible, for select products containing recycled materials. Such products shall be purchased as long as all specifications are met and the price does not exceed an amount 10% more than the cost of comparable products made from 100% virgin materials.

20. MANUFACTURER'S CERTIFICATION:

The purchasing department reserves the right to request a separate letter from the manufacturer of the products bid certifying that all statements and claims made in the bid proposal are true, and that all products bid meet or exceed the specifications stated in the bid documents.

21. BID QUANTITIES:

Quantities listed in the bid are estimates provided for bidder information purposes only. No guarantee is given or implied as to the exact quantities which will be purchased from this bid. The district reserves the right to increase or decrease all estimated quantities during the term of this contract or to delete any item or items as it deems appropriate, without affecting the bid pricing or the terms and conditions of the bid.

22. METHODS OF AWARD:

- a) **"By Item"**: Each item in the bid will be awarded individually to the lowest responsive and responsible bidder.
- b) **"All or None by Group, Section or Category"**: The bid will be divided into Groups, Sections or Categories of similar types of items when it would be impractical to split the award to multiple vendors. Each Group, Section or Category will be awarded to the lowest responsive and responsible bidder in total. Bidders are required to bid all items

within the Group, Section or Category in order to be considered for award of that Group, Section or Category. After bids are opened and tabulated, the purchasing department reserves the right to delete one or more items within a Group, Section or Category and recommend award of the balance of the items contained within that Group, Section or Category, if it is in the best interests of the district.

- c) **"All or None"** in total.
- d) **"Primary & Secondary Suppliers or Contractors"**. The bid is awarded to both a **Primary** and a **Secondary** supplier or contractor when it is critical to have a backup source of supply, or when it is anticipated that only one vendor cannot effectively handle the volume of business generated under the contract. In the event that the **Primary** supplier or contractor cannot perform in accordance with the district's needs, the district reserves the right to use the **Secondary** supplier or contractor at its sole discretion. The **Primary** and a **Secondary** suppliers or contractors are defined as the two lowest Responsive and Responsible bidders.
- e) **"Rotating Short List of Contractors"**. The bid is awarded to a short list of Responsive and Responsible contractors, the number of which is pre-defined in the bid documents. The district will use a list of selection criteria to determine eligibility to make the short list. Project work is rotated through the short list as it is identified. Every effort is made to equitably distribute the workload amongst all contractors.

23. DELIVERY LEAD TIME:

Each bidder shall state the number of consecutive calendar days they require after receipt of order (A.R.O.) to either complete delivery or provide the requested services in the space provided on the **Bid Proposal** form. The length of time to complete a project and deliver all of the items ordered could be a factor in awarding this bid. If a finite number of days has been specified for delivery or project completion, this deadline must be met. If a finite number of days has not been specified in the bid and the bidder has not stipulated a specific lead time for delivery in their proposal, orders will be considered delinquent after 30 days from the issue date of the purchase order.

24. TAXES:

Purchases are exempt from ALL Federal excise and most State sales tax.

25. FISCAL NON-APPROPRIATIONS CLAUSE:

In the event sufficient budgeted funds are not available for a new fiscal period, the purchasing department shall notify the vendor of such an occurrence and the contract shall terminate on the

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last day of the current fiscal period without penalty or expense to the district.

26. BID SAMPLES:

The bidder shall provide product samples, without charge, when requested. Criteria used to determine compliance with specifications include, but are not limited to: performance, delivery lead time, workmanship, fit and finish, compatibility with existing stock, and durability. If the sample is not consumed through testing, it will be returned to the bidder when said request is submitted with the bid. Unused samples will be returned at the bidder's risk and expense. The successful bidders' samples may be retained until all the terms of the purchase order or contract have been fulfilled. All samples are to be submitted at the place indicated in the **Special Conditions** section of the bid in accordance with the instructions outlined therein.

27. PROMPT PAYMENT DISCOUNTS:

Only prompt payment discounts offered for thirty (30) days or longer will be taken into consideration when determining low bid.

28. TIE BIDS:

Prompt payment discounts offered by bidders will be considered to break tie bids. If all other factors are equal and no prompt payment discounts are offered, preference will be given to a Florida resident vendor over an out-of-state vendor. If all vendors are Florida residents, a Pinellas County vendor will receive preference; if there is no Pinellas County vendor, preference will be given to the one closest to the Pinellas County School Administration Building, based upon mileage data provided by Mapquest.com. If all vendors reside out-of-state or all reside within Pinellas County, preference shall be given to a bid received from a business that certifies that it has implemented a drug-free workplace program in accordance with section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response. If all bids, or no bids include a certificate of compliance, the tie will be broken by a coin flip in the presence of witnesses.

29. ERRORS AND OMISSIONS:

In the event a clerical error or obvious omission is discovered in a bidder's proposal, either by the purchasing department or the bidder, the bidder may have the opportunity of withdrawing their bid, provided they can produce sufficient evidence to document that the error or omission was clerical in nature and unintentional. Copies of working papers, calculations, etc., may be requested at the purchasing department's discretion, to support the validity of such a request. A bidder will not be allowed to change any information contained in its bid proposal; however, in the event of a minor omission or oversight on the part of the bidder, the purchasing department (or

"designee") may request written clarification from a bidder in order to confirm the district's interpretation of the bidder's response and to preclude the rejection of its bid, either in part or in whole. The purchasing department will have the authority to weigh the severity of the infraction and determine its acceptability.

30. BASIS OF AWARD OF BIDS:

When price and specification compliance are the primary criteria for making the vendor selection, the Superintendent will recommend the lowest responsive and responsible bidder(s) to the Board. A "Responsive" Bidder is defined as one whose bid or proposal is in substantial conformance with the material requirements of the bid. A Bidder who substitutes its standard terms and conditions for the district's, or who qualifies its bid in such a manner as to nullify or limit its liability to the district will be considered non-responsive. A "Responsible" bidder is defined as one who is able to perform and satisfactorily fulfill the requirements described in the invitation to bid or request for proposal. The district may apply all, or any part of the following criteria to measure a Bidder's degree of responsibility.

- Size of firm
- District's past experience with firm
- Financial status of firm
- Capabilities of Management and Technical staff
- Labor relations
- Internal procedures of the firm
- Capacity of the firm
- Bonding capacity
- Reputation of firm among its peers
- Customer references
- Service after the sale
- Facilities and reserve facilities
- Location of firm
- Location of service facilities
- Professional credentials

When additional criteria other than price must be considered, a point system may be used to make the vendor selection, the Superintendent will then recommend the vendor receiving the highest point score to the Board. With Requests for Proposals, where a point and ranking system is used to make the vendor selection, the Superintendent will recommend the vendor ranked best to the Board. Slight variations or irregularities may be accepted by the Board if either is found to be in its best interest.

The Superintendent (or designee) shall be solely responsible for determining the acceptability of a bid.

31. REJECTION OF BIDS:

A bid may be rejected by the purchasing department if it is non-responsive or the bidder is determined to be not responsible. A bid is not officially rejected until

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GENERAL TERMS & CONDITIONS

the School Board takes official action. . The Board reserves the right to reject any or all bids received, but not for arbitrary or capricious reasons.

32. NOTICE OF INTENT TO AWARD BIDS:

Once bids are evaluated and a recommendation for award is received by the purchasing department, a *Notice of Intent to Award* will be posted on the purchasing department's Web site @ <http://pcsb.schoolwires.net/cms/lib8/FL01903687/Centricity/Domain/187/Intent%20to%20Awards/101414int ent.pdf>

For those who do not have Internet access, the notice will also be posted in a conspicuous location in the purchasing office located at the Largo Administration Building, 301 4th Street S.W., Largo, Florida. The recommendation for award is not official until this notice is posted. Intent to Award Notices are normally posted on or about the Monday two weeks preceding the Board meeting when the bid is scheduled for award. See the "Key Events & Dates" section of the Special Conditions for specific information. Occasionally a supplemental posting may occur after the regular Monday posting if it is essential to include the bid on the next Board agenda. This schedule may vary depending on the Board meeting schedule from month to month. **Since this information is available as outlined above, the purchasing department will not mail or fax intent to award notices to all bidders.**

33. BID PROTEST:

If a bidder wishes to protest a bid, they must do so in strict accordance with the procedures outlined in FS 120.57(3). Copies of this procedure are included in the bid document and are also available @ http://pcsb.schoolwires.net/cms/lib8/FL01903687/centricity/domain/187/Bid_Protest_Procedure.pdf or from the purchasing department at the Largo Administration Building Office, 301 4th Street S.W., Largo, FL 33770-3536. Any person who files an action protesting the bid specifications or a decision or intended decision pertaining to this bid pursuant to FS 120.57(3)(b), shall post with the purchasing department at the time of filing the formal written protest, a bond payable to the Pinellas County School District in an amount equal to 1 percent (1%) of the total estimated contract value, but not less than \$500 nor more than \$5,000, which bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, certified bank check, bank certified company check, money order or U.S. currency will be acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the district prevails, it shall recover all costs and charges which shall be included in the final order or

judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protester, the protest security shall be returned. If the protester prevails, he or she shall recover from the district all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.

34. NOTIFICATION OF BID AWARD:

After the Board awards a bid, the purchasing department will issue an official award letter, a purchase order, or both, which will authorize the bidder to commence delivering materials or providing services.

35. AUTHORIZATION TO PERFORM UNDER A CONTRACT:

All purchases must be properly authorized in advance. Vendors must first obtain either a printed purchase order, a purchase order number or a purchasing card account number before commencing performance under a contract. Vendors shall take no directions to modify (increase, change, decrease, cancel) a purchase order, once issued, from anyone other than the buyer listed on the purchase order. Additional work must be authorized in advance by the buyer who will issue either a change order to the original purchase order or a supplemental purchase order. The vendor assumes all liability for any costs or damages incurred and payment will be denied for additional work if this procedure is not strictly followed.

36. PRESS RELEASES AND PUBLICITY:

No announcements or news releases pertaining to the bidder's participation in this bid or the award of this contract shall be made by the bidder, its representatives or agents without authorization from the purchasing department.

37. POINT OF CONTACT:

The district will consider the selected bidder(s) to be the sole point of contact with regard to all contractual matters, including payment of any and all charges.

38. ASSIGNMENT OF CONTRACT:

The final contract to be awarded and any resulting amounts to be paid shall not be transferred, pledged, or assigned without the prior written approval of the district.

39. LICENSES AND PERMITS:

The vendor shall obtain and pay for all necessary licenses, permits, and related documents required to comply with the bid specifications. The vendor shall save and hold harmless the district as a result of any infraction of the aforementioned.

40. CONDITION OF ITEMS:

Unless otherwise specified in the **Special Conditions** section of the bid, all items requested must be *new*,

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the latest model manufactured, first quality, carry the manufacturer's standard warranty and be equal to or exceed the specifications listed in the bid. Bids for "used, remanufactured or reconditioned" equipment or "bloms or seconds" will not be considered unless specifically requested in the bid documents.

41. INSPECTION:

The district reserves the right to have inspectors on the premises of the bidders or manufacturers at any time during the manufacturing or assembly process to verify compliance with bid specifications.

42. PACKAGING:

All products require adequate packaging to protect them from damage in transit. Packaging must fully cover and protect merchandise. Vendors must fully comply with all special packaging requirements, if and when specified in the bid document. When corrugated carton packaging is specified, poly wrap or blanket wrap will not be acceptable. Bidders are requested to provide products with environmentally safe packaging if at all possible. The district assumes no responsibility for damage of any kind incurred while the items are in transit. Bidders may adjust unit packaging up or down only when attempting to reach the next standard unit pack. Otherwise, only exact quantities requested will be accepted and no overages will be allowed.

43. PATENTS AND COPYRIGHTS:

The bidder agrees to indemnify and save harmless the Board, its officers, agents and employees, from and against any and all claims and liabilities of any nature or kind, including without limitation attorneys' fees and costs, for use of any copyrighted or non-copyrighted materials, secret process, patented or unpatented inventions, articles or appliances, furnished or used in performance of the contract for which the contractor is not the patentee, assignee or licensee.

44. INDEMNIFICATION/HOLD HARMLESS

AGREEMENT: Awarded bidders/bidders shall, in addition to any other obligation to indemnify The School Board of Pinellas County, Florida, and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the Board, its agents, officers, elected officials and employees from and against all claims, actions, liabilities, losses (including economic losses), costs arising out of any actual or alleged:

1. Bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting therefrom, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them, of anyone for whose acts any of them

may be liable in the performance of the work; or

2. Violation of law, statute, ordinance, governmental administrative order, rule or regulation by contractor in the performance of the work; or
3. Liens, claims or actions made by the contractor or any subcontractor or other party performing the work.

The indemnification obligations hereunder shall not be affected by any limitation on the amount, type of damages, compensation or benefits payable by or for the contractor of any subcontractor under workers' compensation acts; disability benefit acts; other employee benefit acts or any statutory bar. The bidder will carry comprehensive general liability insurance, including contractual and product liability coverage, with minimum limits acceptable to the Board, and will, at the request of the Board, supply certificates evidencing such coverage.

This article will survive the termination of the Contract.

45. E-Verify:

- a) Pursuant to Section 448.095, F.S. (2020) Contractor shall use the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all employees hired during the term of this Agreement.
- b) Subcontractors
 - i) Contractor shall require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.
 - ii) Contractor shall also require all of its Subcontractors to provide to Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Section 448.095, F.S. (2020)
 - iii) Contractor shall provide a copy of such Subcontractor affidavits to the School Board upon receipt and shall maintain a copy for the duration of the Agreement.
- c) Contractor must provide to School Board evidence of compliance with the Florida law regarding E-Verify during any initial procurement application phase or, if a current vendor, no later than December 10, 2020. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number coupled with an affidavit that all of Contractor's Subcontractors similarly comply with the law.
- d) Failure to comply with these provisions is a material breach of the Agreement, and the School Board may choose to immediately terminate the Agreement at its sole discretion without penalty. Further, in accordance with the Florida law, if School Board gains a good faith belief that Contractor and/or any of its Subcontractors are violating this or other

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GENERAL TERMS & CONDITIONS

applicable laws during the course of the performance of work under the Agreement, School Board may be required to terminate the Agreement. Under the circumstances described in this subsection D., Contractor is liable to all costs associated with School Board as a result of termination of the Agreement, including but not limited to higher costs for the same services and costs of re-procurement.

46. STANDARDS OF CONDUCT

Vendors awarded a contract will be held to the same standards of conduct as employees of the school district while conducting business with the district. These standards, as defined in School Board policies, will apply not only to employees of the vendor, but also to the employees of its subcontractors.

47. ITEM SUBSTITUTIONS & DISCONTINUATIONS:

Under no circumstances may a vendor substitute a different product for any item they were awarded from this bid without prior approval from the purchasing department. In the event an awarded item is discontinued by the manufacturer or the vendor no longer offers the item in their product line during the term of this bid, the vendor *must* provide an acceptable substitute item at a mutually acceptable negotiated price, or risk being found in default. The vendor must file a written request with the purchasing department and be granted approval to substitute, in writing, before any substitution may be made. Requests to substitute should be accompanied by complete detailed, technical specifications for the proposed substitute item, and a sample, if requested. The district reserves the right to purchase on the open market while negotiations are being conducted.

48. RECEIPT OF MERCHANDISE & DELIVERY NOTIFICATION:

The purchaser reserves the right to reject any and all materials or products delivered which, in its opinion, do not comply with the bid specifications, within 5 calendar days of receipt. All materials or products rejected by the purchaser shall be promptly removed and replaced by the vendor at no charge. All shipments are to be off-loaded from the delivery vehicle to the loading dock or brought inside the building if the facility has no loading dock. The exception will be for materials obviously intended for outdoor use. All shipments must be made by door-to-door rail freight or motor truck line. There are no rail sidings at any of our locations. Deliveries shall be made between the hours of 8:00 a.m. and 2:30 p.m., Monday through Friday, excluding holidays.

Exceptions to this schedule will be stated in the **Special Conditions** or on the purchase order. For shipments which may require the assistance of district personnel to off-load merchandise, or when the purchase order specifies vendor installation, the

person to whose attention the items are being shipped should be notified a minimum of forty-eight (48) hours prior to delivery to allow sufficient time to prepare the area. Telephone numbers are included on all purchase orders directly below the *Ship-To Destination* address for this purpose.

49. EQUIPMENT DEAD ON ARRIVAL (D.O.A.):

Any product shipped which arrives inoperable or ceases to function within seven (7) business days of the initial installation shall be considered D.O.A. and shall be replaced by the vendor with a new product identical to the one ordered within 30 days of notification.

50. RETURNED MERCHANDISE:

All merchandise returned for any reason other than vendor error, vendor misrepresentation of product capabilities, or product defects may be subject to no more than a 15% restocking fee and return freight charges, negotiable between the district and the vendor. It is understood that merchandise should be returned in the original factory sealed carton whenever possible. The vendor shall provide a return merchandise authorization (RMA) without requiring a purchase order or credit card. The vendor shall ship replacement merchandise prior to receipt of returned merchandise, if applicable.

51. INVOICES AND PAYMENT TERMS:

All invoices, packing lists, and correspondence should reference our purchase order number. Unless otherwise stated in the **Special Conditions**, payment will only be made after the merchandise or services have been:

- Received complete or substantially complete;
- Inspected and found to comply with all specifications and be free of damage or defect;
- Properly invoiced.

To ensure timely payment, all original invoices should be submitted to the *Accounts Payable Department, Pinellas County School Board, PO Box 2942, Largo, FL., 33779-2942*. A minimum of **thirty (30)** days is required for payment. Photocopies of original invoices may be sent to other district personnel if requested, but the original copies must be sent to the Accounts Payable Department. Only the Accounts Payable Department may direct you otherwise. Failure to follow this procedure may result in payment delays. Occasionally a school may issue its own internal purchase order. Invoices associated with a **SCHOOL** purchase order should be submitted directly to the school for payment. **Do not send invoices associated with school purchase orders to the Accounts Payable Department.**

52. BREACH OF CONTRACT AND TERMINATION:

The District reserves the right to terminate this contract for cause which shall include without limitation the failure of the vendor to comply with any

GENERAL TERMS & CONDITIONS

provision of this contract. Prior to the district terminating a contract, the Director of Purchasing will initiate an internal review of the case in which the vendor may be invited to participate. If after examining the facts surrounding the case, it is determined that sufficient grounds exist to declare the vendor in default, the Superintendent (or designee) shall provide the vendor written notice of default and termination, making specific reference to the provision(s) that gave rise to the breach. If the nature and scope of the breach would allow for a cure within 10 days, the notice shall inform the vendor of its right to cure the default within the ten (10) days following receipt of the notice. If the breach is not cured within said 10 day period, the Superintendent (or "designee") shall serve a written notice of termination on the vendor, which shall become effective upon the vendor's receipt of such notice. The failure of either party to exercise its rights shall not be considered a waiver of such rights in the event of any further breach or non-compliance. In the case of termination, only the portion of the contract satisfactorily performed before the date of termination will be due and payable to the vendor.

If bid performance security was required with the bid, the district may elect to execute the performance security as liquidated damages. If bid performance security was not required, the bidder shall pay to the district, as liquidated damages, an amount equal to 5% of the total estimated value of the item(s) in question or \$25, whichever amount is larger. If the bid pricing was expressed as a lump sum amount, then the amount due will be 5% of the remaining value of the contract. A vendor who fails to pay said liquidated damages within fifteen (15) days after notification that liquidated damages are due, shall lose eligibility to transact business with the district for a period of not less than one (1) year, but no more than two (2) years after the date of the default. Thereafter, the bidder may request to be reinstated to the active bidders list. Either party may terminate the contractual relationship between them, including the obligation for payments for goods or services not yet delivered, without cause by sending ninety (90) days written notice to the other party.

53. RENEWAL OF BIDS:

Unless otherwise specified in the **Special Conditions** section, bids may be renewed for one (1) term equal to the original bid term, or for two (2) successive one (1) year periods, whichever is greater, under similar terms, conditions and specifications as the original bid.

54. ACCESS TO RECORDS:

The District, a Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the bidder, contractor or subcontractor which are directly pertinent to this specific contract for the

purpose of making audit, examination, excerpts, and transcriptions.

55. ENERGY POLICY AND CONSERVATION ACT (Appendix II to 2 CFR 200):

All vendors, contractors and subcontractors must comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201). (Applies to all contracts, subcontracts and subgrants when required by Federal grant program legislation).

56. EQUAL EMPLOYMENT OPPORTUNITY

(Appendix II 20 2 CFR 200):

All vendors, contractors and subcontractors must comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (Applies to all construction contracts awarded in excess of \$10,000 by the district and their contractors or subgrantees).

(Applies to all contracts, subcontracts and subgrants when required by Federal grant program legislation).

57. COPELAND "ANTI-KICKBACK" ACT (Appendix II to CFR 200):All vendors, contractors and subcontractors must comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (Applies to all contracts and subgrants for construction or repair).

(Applies to all contracts, subcontracts and subgrants when required by Federal grant program legislation).

58. DAVIS-BACON ACT (Appendix II to 2 CFR 200 (D)):

All vendors, contractors and subcontractors must comply with the Davis-Bacon Act (40 U.S.C. 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2000 awarded by grantees and subgrantees when required by Federal grant program legislation). (Applies to construction contracts in excess of \$2000 awarded by the district and subgrantees when required by Federal grant program legislation). (Applies to all contracts, subcontracts and subgrants when required by Federal grant program legislation).

59. BYRD ANTI-LOBBYING AMENDMENT

(Appendix II to CFR 200 (I)):

All vendors, contractors and subcontractors that apply or bid an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress,

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GENERAL TERMS & CONDITIONS

officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up the non-Federal award. (Applies to all contracts, subcontracts and subgrants when required by Federal grant program legislation over \$100,000).

57. 60. CONTRACT WORK HOURS & SAFETY STANDARDS ACT (Appendix II to 2 CFR 200 (E):

All vendors, contractors and subcontractors must comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330) as supplemented by Department of Labor regulations (29 CFR part 5). (Applies to all construction contracts awarded by the district and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers). (Applies to all contracts, subcontracts or subgrants when required by Federal grant program legislation).

61. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT (Appendix II to CFR 200 (F)):

If the Federal award meets the definition of “funding agreement” under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties assignment or performance of experimental, developmental or research work under that “funding agreement” the recipient must comply with the requirements of CFR 37 Part 401 “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Governmental Grants, Contracts, and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. (Applies to all contracts, subcontracts and subgrants when required by Federal grant program)>

62. RECORDS RETENTION (2 CFR 200.318(i)):

All vendors, contractors and subcontractors must retain all records pertaining to this contract for three years after the District makes final payments and all other pending matters are closed. (Applies to all contracts, subcontracts and subgrants when required by Federal grant program legislation).

63. CLEAN AIR ACT Appendix II to 2 CFR 200

(G):All vendors, contractors and subcontractors must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Applies to contracts, subcontracts,

and subgrants of amounts in excess of \$100,000). (Applies to all contracts, subcontracts and subgrants when required by Federal grant program legislation for contracts over \$150,000)

64. PROCUREMENT OF RECOVERED MATERIALS (CFR 200.322)

A non-Federal entity that is a state agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the time exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

65. SCRUTINIZED COMPANIES:

By submitting a bid any vendor/contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Petroleum Energy Sector List; has been placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel or has been engaged in business operations in Cuba or Syria. In the event that it is subsequently determined that the vendor/contractor submitted a false certification, any contract resulting from this bid may be immediately terminated in accordance with FL Statute 287.135.

66. VARIANCE IN CONDITION:

Any and all **Special Conditions** and specifications attached hereto which vary from these **GENERAL TERMS and CONDITIONS**, shall have precedence.



Part B

Guiding Principles

Part B: Guiding Principles

Mission Statement

The mission of the purchasing department is to purchase products and services that best contribute to improving student achievement.

Essential Elements of an Effective Purchasing Program

1. Understanding the district's vision, values and beliefs and how the purchasing function aligns with this vision.
2. Understanding the principles of Continuous Quality Improvement and how they can be applied to the purchasing process.
3. Utilizing Continuous Quality Improvement tools to perfect processes and procedures to better serve customers.
4. Working cooperatively to reach consensus on major issues that impact stakeholders.
5. Familiarity with the latest forms of technology, products or services available in the marketplace and the ability to communicate this information to stakeholders in order to cooperatively assist them in the procurement process.
6. The knowledge to determine the appropriate method of purchase to acquire goods and services required.

Relationships with Other Departments

Purchasing and Staff Relationships

The purchasing department will constantly strive to increase its knowledge of available materials, services and sources of supply for the benefit of its customers. To the best of its ability, pricing information will be kept current at all times to enable customers to plan and manage their budgets effectively.

The department's primary responsibility shall be to facilitate the purchasing process procuring the necessary equipment, materials and services its customers require to support their instructional or administrative programs. Its goal is to help

its customers to be highly productive with a minimum of inconvenience.

When interacting with district personnel, the department will be responsive to its customers needs at all times. Customers will be treated with the utmost respect and courtesy. Timely information will be provided in a readily accessible form, giving assistance and guidance, when requested, and developing innovative methods to make the purchasing process as transparent and seamless as possible to the end user.

Selection of the material needed will be the prerogative of each customer; however, the purchasing department shall retain the authority to question the quality and appropriateness of items being requested and make recommendations to customers relative to safety and health issues, economy and fitness of purpose.

Ethics

- Give first consideration to the values and vision of the district, being ever mindful of the importance of aligning the purchasing function with that vision.
- Strive to obtain the maximum value for each dollar spent.
- Cooperate with, and invite input from customers and other governmental agencies in order to foster a spirit of teamwork.
- Extend a prompt and courteous reception to all who visit the department seeking help or advice.
- Offer guidance and counsel to all district employees who seek assistance in order to promote a spirit of unity and teamwork among all employees.
- Treat all customers equally, without prejudice or favoritism.
- Maintain open and honest communication with all district personnel

Part B: Guiding Principles

Buyer Commodity Assignments

The department uses the first three digits of the National Institute of Governmental Purchasing's commodity coding system to identify its general commodity areas. Each buyer is assigned a list of related commodities for which he or she is responsible. The mix of commodities is chosen to best take advantage of each buyer's background experience and special talents. Periodically, this list is rotated so that each buyer acquires purchasing experience in as many areas as possible. Cross training assures that the department can continuously provide excellent customer service even when certain key staff members are off duty or absent from their job.

Relationships with Vendors

Protocol

- All vendor representatives shall be given the opportunity to present their products to the purchasing department, if so requested.
- All letters, correspondence and other forms of communication shall be answered or acknowledged promptly.
- The purchasing department shall conduct all price adjustment negotiations, when necessary.
- Vendor visitations should be a regular part of the purchasing staff's duties.
- In most cases, all communications with vendors should be handled through the purchasing department. However, when circumstances warrant delegating that responsibility to others, a copy of all correspondence between vendors and customers should be forwarded to the purchasing department for the record.
- When meeting with salespersons, no one outside the purchasing department shall commit himself or the district to purchase a certain product or service nor imply that a vendor will receive a purchase order before the purchasing department has reviewed and approved the request.

How to Do Business

The purchasing department publishes an informational pamphlet for the benefit of new vendors who wish to do business with the district. This pamphlet contains important basic information vendors need in order to understand how we do business. Pamphlets are displayed prominently in the purchasing office and are updated periodically to reflect new policies and procedures. Interested parties may pick up a copy when visiting our offices or obtain one from our website at

<https://www.pcsb.org/Page/742>

Ethics

- Refrain from showing favoritism to any vendor. When placing an order or recommending award of a bid, the criteria for making this selection shall always be the most responsive and responsible vendor.
- Refrain from accepting gifts, gratuities or kickbacks of any kind from vendors. Such gifts could compromise one's objectivity and judgment. Promotional items bearing advertising logos less than \$25 in value may be accepted.
- Refrain from using professional influence or position to receive special consideration, discounts or favors from vendors.
- Remove oneself from a position of influence or decision making when a potential conflict of interest might exist.
- Demand honesty and integrity in sales representation.
- Cooperate with, and invite input from, vendors and the public sector engaged in the promotion and development of sound business practices.
- Grant all qualified bidders equal consideration.
- Foster and promote fair, ethical and legal trade practices.

Part B: Guiding Principles

- Refrain from soliciting funds or materials from vendors, however worthy the purpose.
- Avoid situations that could compromise your objectivity or be perceived as such. Keep your distance. Avoid becoming too closely involved socially with the vendors. Keep your relationship at a professional level. Lunch and dinner invitations should be politely declined. If unavoidable, you may lunch with vendors at your own expense.
- Expenses incurred to participate in vendor site visits must be borne by the school district. Offers from vendors to pay for district employees' travel expenses must be declined unless included as a condition of an approved contract or agreement [see School Board Policy 1129].

Personnel Issues

New Employee Orientation

The department has developed an informative PowerPoint presentation that provides new employees with essential information they need to get started in their new job and to make them feel welcome to the department. The presentation covers such topics as

- Accounts Payable Work Distribution
- Agenda and Staff Meeting Schedules
- Staff Birthday List
- Business Casual Dress Code
- Cafeteria & Employee Lounge Information
- Building Card Access Procedures and Guidelines
- Child-Care Programs
- "Countywide Directory"
- Department Sunshine Fund
- Fitness Room
- Mail Room Procedures
- Makeup Time Procedures
- Floor plan of the school administration building
- Mileage Matrix Chart
- Payroll Calendar and Financial Information
- Personnel Directory

- Various Phone Lists
- The Intranet and Internet
- School Calendars
- Staff Job Assignments
- Style Book for Printing Services
- Work Schedules
- A List of Various Deadlines for Agenda Materials
- Dates of Department Staff Meetings

Flex Hours

One of the department's goals is to reduce the need for employees to take personal leave with the hope of not only improving productivity but also employee morale. A department improvement planning team developed a flex hour policy giving employees the ability to choose from certain defined choices of starting times that would best fit their personal life style. Employees are allowed to change this schedule once each year or more often if circumstances warrant. Separate schedules are established for the regular school year and during the summer when schools are not in session.

Dress Code

During the regular school year, all purchasing staff members are expected to wear appropriate business attire. Men should wear a shirt and tie with jacket optional. Women must wear a dress or appropriate slacks and top. During the summer schedule, a business casual dress policy is in effect. The policy provides guidelines and examples of appropriate business casual attire.

Jeans Program for Donations

The Purchasing Dept. is following the example of several departments at the Administration Building and has established a "Jeans Program for Donations".

The department votes once a year for a charity to be selected. Every Friday, employees deposit a minimum of \$1.00 and in exchange are permitted to wear jeans in the office on that day.

At the end of the day, two designated employees count the money independent of each other. A

Part B: Guiding Principles

deposit summary is created and the money is deposited into a specified account. When the donation is to be made, a memo is created by the department designee requesting a check be created and sent to the designated charity.

This program is suspended during the summer months.

Departmental Leave Policy & Makeup Time Procedures

The department has established its own leave policy and makeup time procedures when employees need to take time off from work but do not wish to use their accrued sick, personal or vacation time. A copy of the policies and procedures entitled “Leave Procedures.doc” is located on the purchasing server in the “Procedures” folder.

Communication

Staff Meetings

Staff meetings are scheduled approximately every month during the regular school year. An agenda is prepared in advance and distributed to all employees in the department, giving them an opportunity to prepare and to bring questions with them to the meeting. Aside from the usual business matters that are covered, guest speakers are sometimes brought in to offer professional development training on topics of interest to employees. Time is always allocated at the end of the agenda for roundtable discussion. Each staff member is given the opportunity to ask questions or to present information of interest to the group.

Special Periodic Team Meetings

The manager of the administration office periodically conducts informal meetings with the buyers and clerical staff to talk about a wide range of topics. These sessions provide a forum for staff to air their concerns about current issues, talk about relevant problems and share ideas on how to solve them. Often the outcome is the establishment of policies and procedures

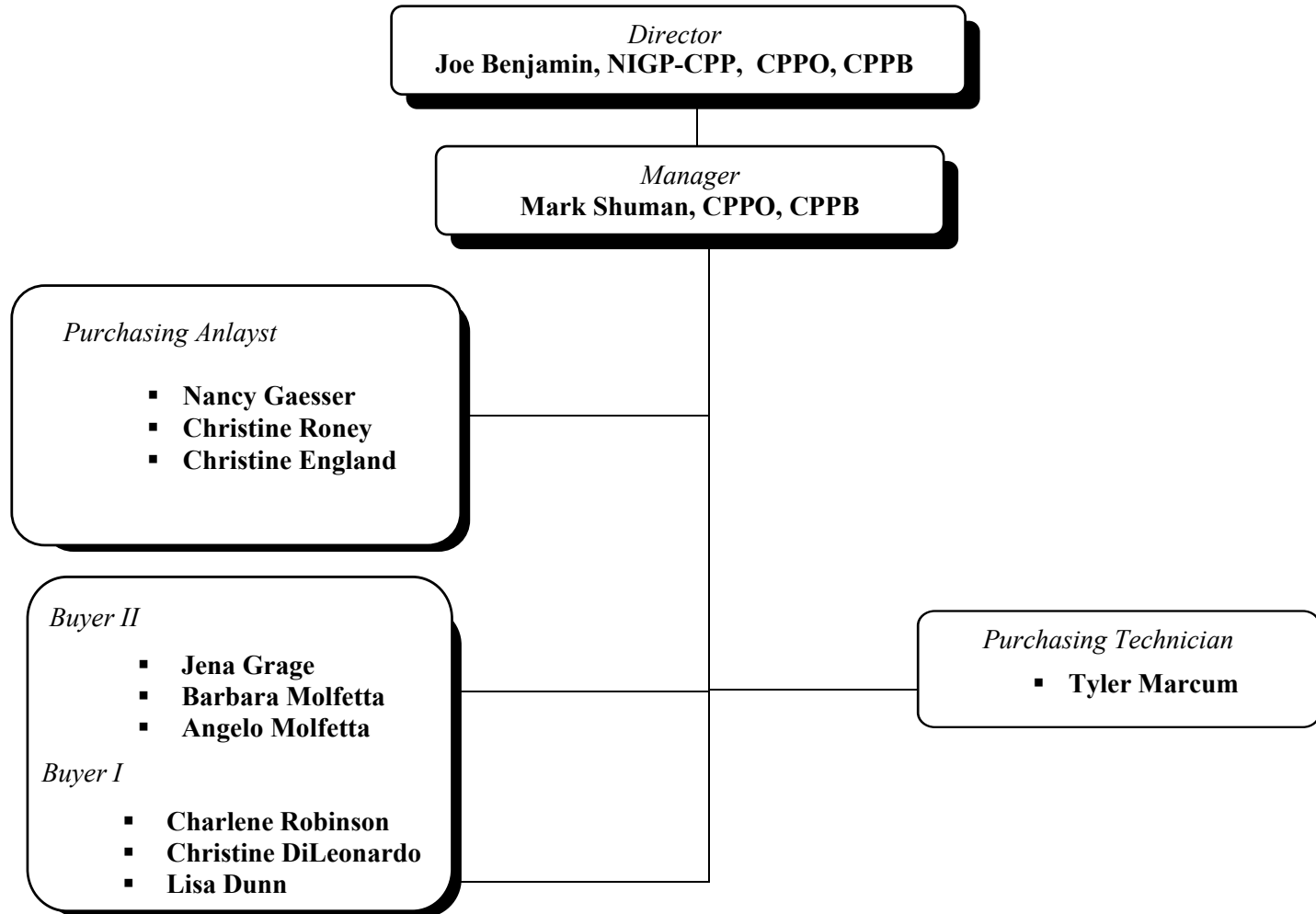
that may be lacking in certain areas. It also helps to improve employee morale by giving them a venue to voice their opinions in an open and non-threatening environment.



Part C

Generally Applicable Operational Policies

Purchasing Department Organizational Chart



Part C: Generally Applicable Operational Policies

Governing Regulations

The various state board rules, Florida statutes and school board policies listed below reference specific rules or policies that relate to the purchasing process. Due to the dynamic nature of these rules, they are not printed in this handbook but rather referenced only by number. If you have access to the Internet, you may view these various rules by following these links.

- **State Board Rules** @ <https://www.flrules.org/default.asp>
- **Florida Statutes** @ www.leg.state.fl.us/statutes/index.cfm?Mode=ViewStatutes&Submenu=1
- **School Board Policies** @ <https://www.pcsb.org/Page/2784>
- **Federal Register** @ www.access.gpo.gov/nara/cfr/cfr-table-search.html

Each school principal or department head should have a printed copy of the school board policy manual available at his or her work site for reference. All of these regulations should be reviewed at least annually for changes.

State Board Rules ...

- **6A-1.012** Purchasing Polices
- **6A-1.013** Pool Purchases

Florida Statutes ...

- **FS. 112.313(3)** Standards Of Conduct For Public Officers & Employees; *Doing business with one's agency*
- **FS. 112.3143(3)(a)** Voting Conflicts For Public Officers
- **FS. 119.07** Inspection, Examination And Duplication Of Public Records
- **FS. 120.57(3)** Procedures For Resolution Of Bid Protests
- **FS. 1001.42(12)(i)** Powers and Duties Of The School Board; *Contracts for materials, supplies and services*
- **FS. 255.0525** Advertising For Competitive Bids Or Proposals
- **FS. 287.055** Acquisition Of Professional Architectural, Engineering, Landscape Architectural, Or Surveying And Mapping Services (*Consultants Competitive Negotiations Act*)

School Board Policies ...

- **6320** Purchasing and Bidding
- **6320.01** Non-Discrimination in Purchasing and Contracting
- **6330** Acquisition of Professional Architectural, Engineering, Landscape Architectural, or Land Surveying Services and Construction Managers at Risk
- **6423** Use of Credit Cards
- **6424** Purchasing Cards
- **6440** Cooperative Purchasing
- **6460** Vendor Relations
- **6462** Photographs of Students
- **6464** Purchase of Commemorative Items
- **8540** School Stores and Vending Machines

Federal Register ...

- **2CFR 200.317-326** Uniform Grant Guidance (UGG)

Part C: Generally Applicable Operational Policies

Purchasing Overview

The district recognizes that its primary obligation is to educate students but it also has a fiduciary responsibility to the county taxpayers to adhere to principles of good, sound business practices. It takes a substantial number of support personnel to perform the tasks associated with running a large business like our school district. Because purchasing is an important business function that can directly impact student achievement, procedures must be established that assure compliance with all applicable regulations but do not hinder the instructional process. To meet the demands of customers and to ensure maximum value for the dollar, procedures must be efficient, economic, flexible and easy to administer. If they are not, the public trust may be eroded and overall student achievement could be compromised.

Following is a list of accepted understandings about the purchasing function in our district:

- The purchasing function shall be centralized providing supervision by a specially trained person who establishes and maintains a set of uniform policies and procedures.
- The director of purchasing shall be assigned an adequate trained staff to perform in the capacity directed by the Florida statutes and state board rules.
- The director of purchasing shall at all times perform within the limitations prescribed by law, legal opinions and school board policies. The director shall have a working knowledge of the fundamentals of contract law in order to recognize the need for legal guidance and call for it when necessary.
- Every transaction between a buyer and seller involving the transfer of property or rendering of services shall be consummated by means of a contract. Under normal circumstances, a purchase order will satisfy this requirement. For more complex purchases, a formal contract, outlining the specific terms and conditions of sale, shall be initiated and approved as to form by the school board attorney.

- The director of purchasing will have authority to sign contracts that obligate the district for purchases of an amount that is less than the competitive bid threshold.
- The purchasing function shall be accomplished in accordance with all applicable rules, regulations and board policies.
- Efficiency and value shall be two of the purchasing department's primary goals when making purchases but only when these do not impede or degrade the instructional process.

The fundamental responsibilities of the purchasing department shall be to:

- Purchase all goods and services required of the district with the exception of items purchased using internal fund sources.
- Purchase the proper product or service for the purpose intended.
- Have the product or service available when needed.
- Purchase the proper amount of the product or service.
- Pay the proper price.
- Purchase without favor or prejudice.
- Facilitate the purchasing process by mobilizing the expertise and staff necessary to acquire the products and services required by customers.
- Act as an advisor to customers when requested.
- Establish practical and efficient office procedures, reports, records and systems for the proper conduct of the department.
- Maintain a reference library of current merchandise catalogs available to customers when requested.

Part C: Generally Applicable Operational Policies

Departmental Policies Relative to Processing Requisitions & Purchase Orders

Attached Lists

When entering a TERMS requisition, every item requested should be entered in detail with a complete description and unit price. The only exception to this rule is when the order will be more than 25 items so that entering each item in detail would be too time consuming. This requirement is enforced for several reasons:

1. To create an electronic record of the items requested for historical data retrieval purposes.
2. To verify the value and class of material being ordered for property control purposes.
3. To prevent inappropriate types of purchases from being made.

Attached lists of items will only be permitted when the type of material being purchased would not be classified as a taggable capital asset. The exceptions listed below have received blanket approval to use this procedure:

- Large library book orders.
- Large textbook orders.

All other types of requests must receive prior approval from the purchasing department before submitting requests in this form.

Inappropriate Materials

Federal and state regulations and district policy prohibit the purchase of certain materials that would be classified as inappropriate for the classroom. A couple of examples would be religiously affiliated materials or materials of an adult nature. The purchasing department screens requisitions for this type of material and will hold any such requests pending receipt of acceptable support rationale for its purchase from both the principal or department head and the division head.

Canceling Orders

Sometimes it is necessary to cancel all or part of a purchase order. To document the cancellation, the buyer notes the reasons on the TERMS L28 panel for reference purposes. In addition, notice of the cancellation is sent to the accounting department and to the requester so they may both purge their records.

Prepayments

Certain types of transactions do not require issuance of a purchase order. Examples are:

1. Items or services requiring prepayment by the vendor.
2. Membership dues to professional associations.
3. Various types of subscriptions (magazines, periodicals, newspapers).
4. Postage.
5. Registrations for workshops, conventions, seminars.
6. Hotel reservations.

These types of transactions should be submitted directly to the accounts payable department on a Prepayment Authorization Form, PCS 3-2604, along with two (2) copies of the invoice, registration form or order form. This will provide accounts payable with the proper authorizing documentation to issue a check, thereby minimizing processing delays.

Price Increases and Other Discrepancies

Price increases to purchase orders for items ordered off a district bid or a firm quotation will not be approved. With the exception of certain projects or programs with limited fund sources, the purchasing department reserves the right to approve price increases of an amount that does not exceed 10 percent of the original total of the purchase order without seeking cost center approval. If additional funds are not available to cover the increased cost, the department will contact the requester for direction. If the increase exceeds 10 percent of the original purchase order total, the department will seek the approval of the administrator of the budget being charged. The department will then contact the vendor to approve the increase or make necessary adjustments to the purchase order, including changes in quantities or deletion of some items. The buyer will issue a change order

Part C: Generally Applicable Operational Policies

and redistribute copies of the purchase order to the originator, the vendor and the accounting department. In extreme cases, the order may be canceled in its entirety at the wishes of the requester.

Orders are occasionally returned by vendors demanding prepayment. When this occurs, purchasing will verify that all pricing is correct and that any necessary shipping and handling charges are included on the order. The originator will be directed to obtain an original invoice in duplicate from the vendor. The invoice should be attached to a completed Prepayment Authorization Form, PCS 3-2604, referencing the purchase order number, and submitted directly to the accounts payable department for issuance of a check. The accounts payable department will mail the check to the vendor along with a copy of the purchase order.

Purchase Order Copy Routing

Purchase order copies will normally be routed as follows:

- Vendor (ivory) - Vendor
- Originator (yellow) - "Ship To" location
- Receiving (gray) - "Ship To" location
- Purchasing (green) - Purchasing file
- Finance (blue) - Accounts Payable

Reporting Receipt of Goods and Authorizing Payment

- *Receiving Reports:* It is the policy of the district to report receipt of merchandise promptly after it is received so that timely payment can be issued to take advantage of prompt payment discounts and to keep our available credit limits with our vendors as high as possible. In certain special cases, payment may be delayed (i.e., approval is contingent upon proper operation of installed equipment). Upon receipt of the items ordered, the requester should complete a receiving report, either in part or in whole, and submit it to accounts payable to authorize payment. If only part of the order is received, a copy of the original gray receiving report should be made and marked "partial receiving report" listing the items

and quantities of each received and sent to the accounts payable department. Once the order is received in full, the gray receiving report should be sent to Accounts payable, noting full receipt. Accounts payable will then issue final payment and close the order.

- *Invoices:* Invoices sent to the requester instead of accounts payable should be forwarded immediately to the accounting department to prevent delays in payments.
- *Payment:* Once the invoice and receipt of goods and/or services is reported to accounts payable, the invoice is checked against the purchase order for accuracy. If there are discrepancies, the vendor or purchasing department may be consulted. Once reconciled, invoices are then processed for payment, and checks are prepared for mailing by accounts payable.

Requisition Processing Delays

For routine requests, a requisition will not be reviewed and approved by the buyer until the buyer receives a TERMS requisition verification report. Because no electronic record of the original TERMS requisition exists after conversion to a purchase order, this procedure is enforced to document the content of the original requisition before any buyer editing occurs. It also helps the department monitor requisition processing cycle time through our department. The report is triggered after all required online requisition approvals are given. Normally approval is only required of the originating cost center, but if project funds or capital outlay are being used to pay for the purchase, project manager approval will also be required which can cause further delays before the buyer may process the request. Except for emergencies, the buyer will not process a request until this report is generated.

Part C: Generally Applicable Operational Policies

Seeking Quotations & Bids

The purchasing department will solicit competitive bids or quotations when applicable rules and regulations require such procedures be followed. For purchases below the competitive quotation threshold set by Board Policy 6320, the department will use its discretion in seeking competitive quotations when following such procedures does not impede the instructional or administrative process. In most cases, the suggested vendor listed on the requisition will be used; however, the buyer reserves the right to change vendors if more favorable pricing and terms of sale can be obtained from another source.

Use of District Bids and Purchasing Authority

The purchasing department performs a centralized function and has been charged with the responsibility to contract for goods and services on behalf of the district. Contracts established by this department and awarded by the school board create a commitment to purchase and a legal obligation that all employees should honor when making their purchases. The purchasing department reserves the right to require the use of established district bids unless it can be demonstrated that the specific needs of the customer cannot be met without resorting to the use of alternative sources.

Voice Mail

All supervisory and technical support personnel in the purchasing department have been assigned "Direct in Dial" telephone numbers that bypass a receptionist. This measure has been necessary in order to effectively field the volume of calls that enter our department each day. Each member of this department is committed to return his or her calls promptly. As frustrating as it is to receive a recorded message, we encourage you to use voice mail as a tool to expedite your requests by leaving a detailed message so we can respond to you with the information you need without the need for another return call. To better serve our customers, each staff member will make an effort to answer their coworkers' phone calls

when they are away to reduce the number of calls that go to voice mail.

E-mail

Our department is heavily dependent on e-mail to communicate with our customers. We use the PCS mail system with Microsoft Outlook™ as our e-mail application. With the need to communicate quickly and to send file attachments, e-mail has replaced the telephone as the method of choice to communicate effectively and efficiently with our customers. Buyers will often use e-mail rather than the telephone to communicate with bookkeepers when they have questions about their requisitions or when they need additional information. We find it quite helpful because it documents the complete conversation which can help minimize misunderstandings and prevent costly and time-consuming mistakes.

Use of Pcards or Petty Cash

The current cost to process a purchase order from requisition to payment exceeds \$100. With this in mind, the purchasing department discourages the use of purchase orders whenever possible for small purchases. The most highly recommended alternative is Pcards for purchases of \$749 or less. A second alternative is to use petty cash, but you are limited to only small purchases of \$100 or less.

Confirmation Orders & Emergency Purchases

State Board Rule 6A-1.012 discourages confirmation purchases. Under the State Board Rules, only the superintendent or the purchasing agent for the district has the authority to approve and initiate a purchase using district funds by issuing a purchase order in advance of receipt of goods or services. That authority has been extended to certain employees who have access to Pcards to make purchases without prior approval from purchasing. Those who do not have access to Pcards who engage in this practice create an unauthorized financial liability for the district without pre-encumbering funds as required by governmental accounting rules. All purchases should be properly initiated by entering, posting and approving a TERMS purchase requisition, which will then be

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reviewed and approved by the purchasing department, resulting in a purchase order. In the event of an emergency, when waiting overnight for a purchase order would present a hardship, you may contact the purchasing department and request an emergency purchase order number immediately that can then be given to the vendor authorizing the vendor to perform under the purchase order. **Employees who initiate purchases without first obtaining an approved purchase order subject themselves to personal liability for payment.** The district assumes no liability to pay for purchases that were not properly pre-authorized.

Ordering Materials on Approval

It is sometimes advisable to evaluate a product before it is actually purchased and paid for. Some vendors (frequently publishers) allow customers to order materials “on approval” without obligation to purchase them. Some charge a nominal service fee or require the requester to pay return shipping charges if he or she does not keep the materials while others charge nothing for this privilege. Because in most cases the materials are not returned, the proper procedure to follow is to initiate a purchase requisition and have a purchase order issued in advance to order the materials assuming you intend to keep them. That way, if the requester decides to keep them, the purchase has been properly preauthorized, funds have been encumbered, and the need to issue a confirming purchase order has been averted. If the materials are returned to the vendor, the requester should ask purchasing to cancel the order. The encumbrance will be liquidated, the funds will revert back to the original budget that was charged, and the transaction will be closed.

Independent Contractors & Contracted Service Employees

Sometimes it is necessary to contract with individuals to perform specialized services for the district when there are no in-house personnel who possess the expertise to accomplish the task. In such cases, the district may opt to contract with an independent contractor to perform services for an agreed-upon fee. For individuals to maintain their independent contractor status, they must work independently,

with the district having little to no direct control over their activities. They should be allowed to set their own work schedule and should be liable for any and all consumable materials required and expenses incurred during the course of performing their contracted duties. The district should provide them with a description of the task and a deadline to complete it and then allow them to accomplish it at their own pace with little to no direct supervision.

Before the district can contract with an individual, it must first determine if he or she can be properly classified as an independent contractor. To do this, the person wishing to contract for the individual’s services must complete a Specialized Hiring Classification Worksheet, PCS Form 3-2605, <https://www.pcsb.org/Page/827>.

This form contains a series of questions that help determine whether the individual can be classified as an independent contractor under I.R.S. guidelines. If the answers to the questionnaire indicate the person is an independent contractor, a TERMS purchase requisition should then be entered, posted and approved and a completed and signed copy of PCS form 3-2605 should be sent to the director of purchasing for review. If the director of purchasing concurs with the results of the questionnaire, a purchase order will be approved and issued to the contractor authorizing him or her to commence performance. If you wish to contract with the same individual at another time in the future, it is only necessary to complete a new copy of the questionnaire form if the person’s relationship with the district has changed, which could potentially affect his or her classification status. If the results of the questionnaire indicate that the individual cannot be classified as an independent contractor and you still require his or her services, you must complete a Contracted Services Employee Binder and Status Form, PCS Form 3-2460, <https://www.pcsb.org/Page/827>.

The completed form must be submitted to the Personnel Compensation Team for approval and further processing before the individual can be hired. Personnel will handle the hiring process,

Part C: Generally Applicable Operational Policies

which requires that the individual be fingerprinted at his or her expense.

Under no circumstances may you give the individual authorization to begin work before either a purchase order is issued or personnel have completed the hiring process!

Bid Purchase Order Contract Language

For a contract to be binding, there must be both an offer and the acceptance of the offer. In the contracting world, a formal contract satisfies this requirement by requiring both parties to sign, agreeing to the terms and conditions stipulated in the contract. A purchase order is considered a contract; however, it is questionable how binding a contract it is if only the buyer signs the purchase order form. At the advice of our legal department, every purchase order issued from a bid must contain special language to make the purchase order a binding contract. This includes purchases made from Florida state contracts and *piggyback* purchases from contracts awarded by other governmental agencies. We use the terms and conditions code "CONT," the text of which is as follows:

"This purchase order, and any subsequent purchase order referencing this bid number, will serve as an official contract for this bid. By reference to the bid number, a purchase order incorporates, as part of the contract, all the terms, general and special conditions and specifications contained in the original bid and any subsequent addenda issued. This purchase order, and any subsequent purchase orders referencing this bid number, represent the entire agreement between the parties. By commencing performance under a purchase order, the vendor acknowledges acceptance of the terms, conditions and specifications of the contract without exception and agrees to be bound by same. Failure to comply with any of these terms, conditions and specifications will constitute a breach of contract on the part of the vendor."

Processing Cycle Times

Careful planning on behalf of the customer is essential to ensure that products are received when needed. The length of time it takes to

receive delivery of a product is influenced by a number of factors:

- State and local purchasing rules.
- The type of items requested.
- The dollar amount of the purchase.
- The time of year the purchase is made.
- Availability of the product from the distributor or the manufacturer.

Purchasing regulations dictate the process we must follow in order to acquire the items you need. For example, if it is an emergency and the purchase you wish to make is relatively small, your request can be processed as quickly as the same day in which you entered your requisition, and you could potentially take delivery the same day. In contrast, if the total amount of the purchase exceeds the competitive bid threshold set by state purchasing rules, purchasing must solicit competitive sealed bids which can take 8-10 weeks from the time a requisition is entered until a purchase order can actually be issued. That timeframe does not take into account the vendor's delivery lead time to deliver the product. Lead times vary greatly from just a few days to several weeks or even months depending on the other four factors listed above. Careful planning is the key. If you are concerned about how long your purchase will take, you should call the responsible buyer and inquire in advance. He or she can give you an estimate of the time it will take so that you can plan accordingly.

Information Systems & Methods of Information Delivery

Total Educational Resource Management System (TERMS)

TERMS is the mainframe software application the district utilizes for its financial and human resource data processing requirements. It operates on an IBM AS/400 platform and processes most data "real time" meaning that database files are updated immediately and continuously as data is entered.

The purchasing system has been distributed to the end user allowing direct online entry of purchase requisitions, and purchasing card transactions, eliminating the need for paper

Part C: Generally Applicable Operational Policies

forms. Enhancements are periodically incorporated which allows for more flexibility, easier data entry and retrieval, and improved “user friendliness.”

Persons wishing to gain access to TERMS must apply for security access through the MIS department. It is highly recommended that all individuals attend a training class before attempting to perform any data entry functions. TERMS basic training is offered on a regularly scheduled basis at PTEC-Clearwater. In addition, the purchasing department provides one-on-one training when requested.

Printed Publications

Due to a number of factors, printed publications are rapidly becoming obsolete in favor of more effective and efficient means of communication. Some of the reasons are:

- Printing costs continue to rise.
- Printed publications are often obsolete by the time they are printed.
- It is too costly to distribute publications to everyone who might need or want them.
- It is not always apparent who should receive the publications.
- It is difficult to keep printed publications current and to purge the system of outdated versions.

Some publications will continue to be printed but only in limited supply and mostly for internal use. You can anticipate this trend to continue as costs of raw materials and labor continue to rise and budgets continue to shrink. Every effort will be made, however, to consider the needs of the customer first and continue to provide information in whatever format the majority of customers demand, if economically feasible.

PCS Mail

The purchasing department uses PCS Mail as its primary e-mail delivery system. PCS Mail is the districtwide e-mail system maintained by the MIS department. PCS Mail users use Microsoft Outlook as their e-mail application.

The Internet

Purchasing uses the Internet to advertise bids and bid-related information primarily of interest to vendors and construction plan room services. Our home page is located at <https://www.pcsb.org/Domain/187>.

From the home page, visitors can navigate our site to obtain copies of

- bidding documents currently being advertised.
- lists of prebid conference attendees.
- previous contract prices paid for term contract bids being advertised.
- complete bid tabulations.
- present and past bid award information.
- the Purchasing Handbook.
- the Bid Catalog containing items currently on bid for the school year.
- listing of all departmental personnel with telephone numbers and e-mail addresses.

If a new vendor who has never done business with the district before happens to visit our site, he or she can obtain information on how to become an approved, registered vendor and obtain a copy of our “How To Do Business” pamphlet that provides a brief overview of how we transact business in our school district.

The introduction of Pcards in our district has made **E-Commerce** possible. Employees can use their Pcards on any website to make purchases under \$ 999 without the need to request a purchase order through the purchasing department. This not only saves time but also money in processing costs. As **E-Commerce** matures, it will continue to replace purchase orders for more of our overall purchasing volume.

Part C: Generally Applicable Operational Policies

The Intranet

Purchasing uses the Intranet to disseminate information primarily of interest to employees of the district. Access to the Intranet is only available to individuals with a PCS Mail account. Our Intranet site contains much of the same information as the Internet but also includes:

- A Bulletin Board where more dynamic information and “hot topics” are posted.
- Vendor and Product Performance Forms to report performance related problems online.
- TERMS Tips that offer helpful hints to employees on how to use TERMS to its fullest potential.
- Specialty pages with additional helpful information about such things as furniture, technology, etc.

The Intranet has made it possible to quickly disseminate information to a large audience at far less cost than printed materials. Employees can be assured that the information posted there is current at all times. Accessibility 24/7 makes it the method of choice for obtaining information conveniently and in a timely manner.

Receiving, Inspection and Return of Goods

Receiving, inspecting merchandise and reporting damaged goods is the responsibility of the recipient of the merchandise. When merchandise is ordered, the purchase order normally specifies the shipping terms F.O.B. Destination. This means that the shipper is responsible for the shipment until it reaches its final destination and is accepted by the customer. Once the shipment is received and signed for, title to the goods transfers to the recipient, therefore it is imperative that the person responsible for receiving and inspecting the shipment at the receiving point understands what to look for when inspecting a shipment and how to properly report damaged goods. The following procedures should assist that individual in the event that damage is discovered so that a freight claim can be filed successfully.

Receiving and Inspecting Merchandise

As a general rule, the recipient should only sign for the number of cartons received and not for the contents of those containers. This is normal procedure for most carriers; however, if the driver insists that you sign for the contents, only do so if you have an opportunity to fully inspect each item and check it against your purchase order in the driver’s presence. If the driver refuses to wait for you to do this, you may refuse the entire shipment. Indicate on the Bill of Lading why you are refusing the shipment and sign your name. **Do not sign for anything unless you know for what you are signing.**

Inspect all merchandise for damage within 10 calendar days of receipt. After 10 days, most carriers will no longer honor freight claims, leaving you with no recourse.

Immediately report any shortages or omissions to the vendor from whom the merchandise was ordered.

Save all paperwork connected with the shipment (i.e., bills of lading, packing slips, etc.) and attach it to your purchase order copy. This documentation may prove valuable for future reference in filing a successful claim.

Visible Damage

If you notice visible damage to the outside of a shipping container, even damage that appears to be slight, you may either refuse the item or accept the item but make note of the damage on the Bill of Lading. **Do not** give the carrier a “clean receipt” (no damage reported) or you may jeopardize your chances of successfully recovering on a freight claim later if concealed damage is discovered.

Concealed Damage

If merchandise was shipped via common freight carrier, UPS, FedEx, US Postal Service or some other method other than the vendor’s company owned vehicles, you must notify the carrier immediately by telephone within 10 days of receipt and insist upon a prompt inspection by carrier personnel before the item is further unpacked. Be sure to confirm your telephone conversation in writing. **Save the container in which the damaged item was shipped** until the inspector has had an opportunity to inspect it

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and has made disposition and completed his/her report. Insist on a copy of the inspection report for your records and attach it to your purchase order copy. If the merchandise was shipped on the vendor's truck, follow the above procedure but contact the vendor to whom the purchase order was issued directly to report the problem.

The Interstate Commerce Commission has held that carriers are equally responsible for concealed or visible damage, and if the previous procedures are carefully followed, it will enable you to collect all claims promptly and in full.

Methods of Purchase

County Purchase Order

A county purchase order is the most commonly used method of purchasing goods and services. It originates when the requester enters and approves a TERMS requisition. After receiving all necessary online approvals, the buyer reviews the request, makes any necessary changes and approves it, and it is converted to a purchase order and mailed or faxed to the vendor. After merchandise is received, the school reports receipt of goods to accounts payable, and a county check is issued to the vendor.

School Purchase Order

A school purchase order is issued directly by a school when an internal fund source will be used to pay for the purchase. The form is printed by the school bookkeeper and is assigned a purchase order number by the Manatee® internal accounts bookkeeping system. After printing, the purchase order is sent directly to the vendor, bypassing purchasing entirely. When the school receives delivery, a school check is issued to pay for the merchandise.

Purchasing Cards

The purchasing cards (Pcard) can be used to make purchases of supplies and equipment that total less than \$ 999 per transaction (some higher). They are one of the most expeditious methods of making a purchase because they require only site-based approval and they offer

the purchaser a great deal of flexibility as to where and when a purchase is made.

Similar to a personal credit card, they offer more flexibility and convenience and are more cost effective than the more traditional purchase order. Unlike a regular credit card, Pcards can, among other things, control the type of merchant from which materials can be purchased and the amount of each purchase transaction.

Purchasing cards should not be used to purchase taggable assets or services of any kind. They can be used to charge travel expenses so that employees do not have to pay their own travel expenses and seek reimbursement.

Petty Cash

Petty cash is used by some schools and departments for small purchases of \$100 or less. A petty cash account can be established with adequate justification in varying amounts up to a maximum of \$1,000. As cash is depleted, the custodian of the account requests replenishment from the accounting department. Receipts are kept at the cost center for internal auditing purposes.

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Prepay Authorization Form

A Prepay Authorization Form (PCS Form 3-2604) is used to pay for such things as postage, subscriptions, membership dues, hotel reservations and registration fees to workshops or conferences for which the vendor does not normally issue an invoice. The form must be completed and sent to the accounts payable department for issuance of a check, accompanied by some form of proof of price. Examples of such proof would be the vendor's order form listing current prices, a registration form or an invoice.

Direct Payment

Direct payments are issued on a limited basis by the accounting department in cases in where using one of the previously mentioned methods would only add bureaucracy to the process. Two examples would be payment of utility bills and intergovernmental agency transactions.

Soliciting Competitive Quotations & Bids

Verbal Request for Quotation

Even though district policy does not require multiple quotations below \$ 9,999, buyers are encouraged by the director of purchasing to seek at least two verbal quotations for items with a unit value of **\$1000 or more**, or when the total amount of a request is **\$ 6,000or more**. Exceptions to this procedure are granted when it is impractical to seek other quotes or when time will not permit it due to customer delivery requirements.

Buyers are assigned specific commodities and services for which they are responsible. Through experience, they become specialized in these areas and become familiar with the most competitive sources from which to obtain a specific item. When reviewing requisitions, they call upon their professional experience and judgment to determine if an item can be obtained from a more competitive source than the one the requester has suggested.

When soliciting quotations, the quotation information is recorded on a copy of the requisition report, which is later attached to the purchase order file copy, but as an extra measure of accountability, buyers are also encouraged to request all quotations in writing to back up the vendor's verbal commitment, especially when the vendor is providing a service. When evaluating quotations and deciding which one to accept, such factors as price, quality, availability and reliability of the vendor are all considered before changing to a different vendor.

Written Request for Quotation

School board policy requires that a minimum of three (3) written quotations be solicited for all purchases of **\$ 9,999-24,999.99** unless the purchase qualifies as "exempt" under State Board Rule 6A-1.012 or 6A-1.013. (Federal funds require different thresholds, see section below) A series of planned purchases from a single vendor during the current fiscal year that, in aggregate, total more than the written quotation threshold shall require competitive written quotations. Solicitation letters or e-mails should specify a deadline by which vendors must respond. Documentation, such as copies of the letters or e-mails sent to vendors, must be kept providing evidence that three (3) quotations were solicited, but it is not necessary to actually receive three (3) written quotations in response to a solicitation. A written "no quote" or a notation on a copy of the solicitation letter or e-mail signed by the buyer certifying that no response was received from a vendor by the specified deadline is sufficient to meet this requirement.

After quotations are received, they are tabulated and reviewed. If the lowest bidder offers an alternate product to the one specified in the request for quotation, the information is sent to the requester for evaluation and a recommendation. Once the selection is made by the requester, the purchase order can be issued.

In some cases, requesters choose to seek their own quotations following the same procedures outlined above. In these instances, the quotations are forwarded to the appropriate buyer to attach

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to the purchase order file copy for auditing purposes.

Whether verbal or written, all vendor quotes shall be kept confidential by the person requesting the quote until such time as the deadline for submission has passed and a final selection has been made.

Purchases between \$25,000 and \$49,999.99

A minimum of three (3) written quotations must be requested unless the purchase qualifies as “exempt” under State Board Rule 6A-1.012 or 6A-1.013.. Three (3) responses are required. E-mail shall qualify as a written response. After quotations are received, they are tabulated and reviewed. If the lowest bidder offers an alternate product to the one specified in the request for quotation, the information is sent to the requester for evaluation and a recommendation. Once the selection is made by the requester, the purchase order can be issued.

In some cases, requesters choose to seek their own quotations following the same procedures outlined above. In these instances, the quotations are forwarded to the appropriate buyer to attach to the purchase order file copy for auditing purposes.

This purchase threshold also requires approval of Executive Director or above.

Competitive Sealed Bids

⇒ *General Overview ...*

School Board Policy 6320 requires that competitive sealed bids be solicited from no fewer than three sources for individual purchases of \$50,000 or more to a single vendor. A series of planned purchases from a single vendor during the current fiscal year that, in aggregate, total more than the competitive bid threshold shall require competitive bids. Buyers may, at their discretion, consolidate requisitions of like kind to solicit a bid if they feel more competitive pricing might be obtained.

After determining the need to solicit a competitive bid, the buyer obtains the detailed specifications for the items or services being requested from the requester and prepares a draft

of the bid document. Each bid document includes the general terms and conditions that apply to all bids, any special conditions that apply to the subject bid, the technical specifications and any associated documents such as blueprints, drawings or product samples. The buyer then assigns a bid number to the file from the bid log and records the title of the bid, the name of the requester, the bid due date and time, and the anticipated school board approval date in the log.

Once the draft bid document is completed by the buyer, an electronic copy is forwarded to the director for final review and approval. The director reviews the bid, makes final edits and creates a PDF file which is returned to the buyer along with a separate, *protected* Word® file containing all the necessary bid forms the bidders will need to complete and submit with their bid proposal.

Along with the draft bid document, the buyer sends to the director a Pre-Solicitation checklist which includes the rationale for method of procurement, selection of contract type, the number of vendors solicited and the number of vendors classified as minority vendors. The buyer also conducts a review of Florida State Contracts for state contracts and/or purchasing agreements and determine if they are well suited for our needs and provide an economic advantage:

The buyer then accesses the secured Public Purchase™ website to post the bid. First the buyer selects the applicable commodity code(s) for the goods or services being bid and then uploads all pertinent bidding documents pertaining to the bid. When the bid is posted, the system sends an email notification to all vendors who have registered for the selected commodities with instructions on how and where to download the bidding documents. Through a reporting utility in Public Purchase™ the buyer generates a list of notified vendors which is printed and kept with the bid file for the record to document which vendors were solicited.

A limited number of copies of the bid document are placed in the bid file folder for reference.

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The file folder is placed in the pending bid file awaiting receipt of sealed bid proposals from vendors. A copy of the bid is sent to the requester for their file.

**Note: As a rule, all vendors registered for a specific commodity are notified by Public Purchase™ via email of bid opportunities. However, because the commodity categories are quite general, the buyer may opt to selectively invite only a portion of the vendors if the item is highly specialized or unique. This is an exception to normal procedures and must be substantiated.*

In general, four (4) weeks are allowed for bidders to prepare a bid response before the bid is due. If a prebid conference is to be held, the meeting is normally scheduled no sooner than one week after the bid is issued and posted on the website, and no less than two weeks prior to the final bid due date. Construction projects that are projected to cost more than \$200,000 are publicly advertised at least once in a publication of general circulation in the county where the project is located at least 21 days prior to the established bid opening and at least 5 days prior to any scheduled prebid conference.

Construction projects that are projected to cost more than \$500,000 are publicly advertised at least once in a publication of general circulation in the county where the project is located at least 30 days prior to the established bid opening and at least 5 days prior to any scheduled prebid conference.

On the date and time the bid is due, the buyer proceeds to the bid opening room specified in the bid document and records the bids received. No pricing is revealed at this time., the only exception to this are Invitation to Bids for construction and maintenance contracts. Those are publicly read aloud. After the bid opening, bids are tabulated and forwarded to the requester for evaluation and recommendation. When the recommendation is received from the requester, it is validated by the buyer. If the recommendation is sound, the buyer prepares a preliminary list of bids to be approved at the next school board meeting and submits the list to the purchasing director for inclusion on the school board meeting agenda. The purchasing director then compiles a total list submitted by

all buyers. After the director approves the list, an ***Intent To Award Notice*** is posted on the office bulletin board and on the department website at <http://pcsb.schoolwires.net/Page/746>

This posting serves notice to vendors of the department's intent to award bids by listing the title and number of each bid, the vendors being recommended for award and the \$ amount of the award to each vendor. If a vendor wishes to protest this recommendation, he or she must follow bid protest procedures outlined in 120.57 (3) FS. Provided no protests have been timely filed, one week following this posting, the recommended list of bids is presented to the superintendent's cabinet for review and approval before inclusion in the consent portion of the school board agenda. Following cabinet approval, the purchasing manager submits an electronic copy of all board agenda materials to the chief business officer. This document is then published electronically on the district's website. After the school board awards the bids, the buyer approves the TERMS requisition and a purchase order is issued. The bid number and the school board approval date are referenced on all purchase orders resulting from each bid.

⇒ ***Registered Bidders List:***

The purchasing department uses a web-based software application called Public Purchase™ to enable vendors to apply online to become a registered bidder and to receive e-mail notifications of bidding opportunities. The information in the database is vendor-maintained and enables vendors to select the various commodities for which they wish to receive bid solicitations. The buyers determine the appropriate list to use to solicit bids for the specific product or service being requested. All vendors are normally solicited without exclusion, but, as mentioned previously, the buyer may opt to use a short list when appropriate. This is referred to as a "private bid".

⇒ ***Bonding Requirements:***

For construction or facility improvement bids over \$100,000 or for other contracts where

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bonding would be appropriate, the following will apply:

- 1) A bid guarantee from each bidder equivalent to five percent of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- 2) A performance bond on the part of the contractor for 100 percent of the contract price. A performance bond is one executed in connection with a contract to secure fulfillment of all of the contractor's obligations under such contract.
- 3) A payment bond on the part of the contractor for 100 percent of the contract price. A payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and materials in the execution of the work provided for in the contract.

⇒ **Competition:**

All purchasing transactions must be conducted in a manner providing full and open competition consistent the standards set forth. In order to ensure objective contractor performance, and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations to bid or request for proposals must be excluded from competing for such purchases. Some of the situations considered to be restrictive of competition include

- 1) Placing unreasonable requirements on firms in order for them to qualify to do business.
- 2) Requiring unnecessary experience and excessive bonding.
- 3) Noncompetitive pricing practices between firms or between affiliated companies.
- 4) Noncompetitive contracts to consultants that are on retainer contracts.
- 5) Organizational conflicts of interest.

- 6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the purchase (see below regarding brand name specifications) and
- 7) Any arbitrary action in the purchasing process.

⇒ **Types of Specifications & Responsibility for Development:**

The goal of a specification is to fully describe an item or service required with such clarity that it leaves no room for interpretation. To accomplish this requires thought and skill. By its nature, a specification excludes some products from consideration to assure that the customer receives the proper product suited for its intended purpose. **The responsibility for development of the specification lies with the requester of the product or service and not with the purchasing department.** The purchasing department's role is to seek out the most responsive and responsible bidder through the competitive solicitation process and to present all proposals received to the requestor for their review and recommendation for selection.

There are several types of specifications commonly used;

1. Brand With Manufacturer's Product Number And Description

This type should be used only in conjunction with qualifiers like "or equal," thereby establishing a certain quality standard or price level while assuring the bidder that the customer will consider alternate products that closely equal the specifications of the product requested. Brands that are sited in specifications should be commonly recognized. When offering alternate bids on "equals," bidders must include detailed specifications for their alternate offerings for evaluation purposes when submitting their bids. The bid proposal form, included with the bid invitation, should provide a space for bidders to list the alternate brands and product numbers they are bidding as "equals."

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This type of specifications is well accepted by bidders because it makes it relatively easy for them to determine the quality standard desired. It is popular with buyers because it requires a minimum of time to prepare, but it does fall prey to criticism because it is not considered completely objective. Including a qualifying statement, such as "for specifications purposes only," may help to assure bidders that the evaluation of alternate offerings will be conducted objectively and without prejudice.

2. Generic Description

This type is used when the requester has no brand preference and is willing to consider all offerings that meet the specifications requested. It is imperative that the specification be extremely complete and concise in every detail because the bidders will have no standard against which to compare to determine the quality desired. This type of specification requires considerable research and knowledge on the part of the author to assure that all necessary detail has been included. It is considered the most objective type of specification.

3. Performance Based

This type is used when a specific task must be accomplished and the requester needs help from the bidders on how to accomplish it. It is commonly used in the request for proposal process in which the requester is open to proposal offerings from bidders. The specification is written in such a way as to delineate the task to be performed in detail without specifying the method by which to accomplish it. No product brands or numbers are specified but are left to the discretion of the bidder. Often, a budget figure is provided in the bid invitation so that bidders understand the district's financial constraints. The evaluation of proposals is often done by putting the product to its intended use and evaluating its performance.

Safety Points to Consider in Preparing Specifications:

Safety of children and school personnel must be taken into consideration when preparing specifications for supplies, equipment and services. Few if any items can be classified as

100 percent safe, but care can be taken to choose products that offer a reasonable degree of safety. When products are being considered, and little or no knowledge of their safety is known, a list of reputable firms using the product may be requested of the vendor by the buyer. Obtaining this information should not be the sole basis for determining suitability but can serve as a precautionary measure to determine what materials are considered by others to be safe. The experience of other users may be of value in determining the safety of a product.

Depending on the product being purchased, the following safety points should be considered when preparing specifications:

- **Flammability**

Certain products are required, under various regulations, to be flame retardant or fire rated. Some examples are stage curtains and scenery, window treatments, floor coverings, upholstery, ceiling tile, doors and wall partitions. Upholstered furniture must bear the manufacturer's label certifying that all materials meet the requirements of the ASTM E 1537 test and are flame retardant.

- **Material Safety Data Sheet (MSDS)**

Under EPA regulations, many products sold today are required to include an MSDS at the time of delivery. The MSDS delineates the proper method of handling and storing of the product as well as listing any specific health warnings related to the product. Bid specifications should require that MSDS's be provided for all affected products. The district's safety and loss coordinator makes this information readily available to all employees of the district who might come in contact with or use any of these products.

- **Motor Vehicles**

Normally, these standards are set by federal and state regulation and need only be referenced in the bid specifications.

- **Power Equipment**

Many of these standards are also set by federal and state regulation; however, special requirements should be specified if desired. The

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following basic items should be considered when writing a specification:

- ◇ All equipment shall conform to the rules and regulations of the Florida Industrial Commission and OSHA.
- ◇ All electrically operated equipment shall be UL approved or listed and be provided with a three-prong grounding plug or be double insulated and labeled as such.
- ◇ All moving parts shall be adequately and properly guarded.
- ◇ Power controls, start-stop switches, etc., should be located within easy reach of the operator.
- ◇ Machines that vibrate should be cushioned with rubber mountings or other shock-absorbing material.
- ◇ Specific equipment should be provided for the collection and disposal of dust and shavings.
- ◇ Equipment, except that of the portable type, should have such attachments, appendages, or brackets to facilitate fastening to the floor or some other stable foundation.
- ◇ Machines and equipment should be painted in colors that are conducive to eye comfort and safety.
- ◇ High visibility colors should be used on control levers and switch boxes with black or green for start buttons and red for stop buttons.
- ◇ Provision should be made for all engines operated in shops to be muffled and connected to proper exhaust ventilation systems that discharge outside the building.

⇒ ***Presolicitation Conferences:***

A presolicitation conference is a meeting held among potential bidders, design professionals, manufacturer's representatives and district staff members prior to soliciting a bid. Its purpose is to gather information and advice from professionals outside the district who can offer constructive and objective input into development of specifications. It often assures a clearer understanding of the district's needs and expectations and reduces the potential for bid protests. It improves public relations and fosters a team approach to bid development.

⇒ ***Prebid Conferences:***

A prebid conference is a meeting held among potential bidders and district staff members shortly after the bid is issued but usually no later than two weeks before the bid is due. Its purpose is to review the contents of the bid document, answer questions associated with the bid or offer clarification to prospective bidders. Attendance at the prebid conferences is usually mandatory so that all information is disseminated equally in a public forum to eliminate confusion or misunderstandings. Attendees are required to sign a roster that documents their attendance so that they can be notified when addenda (material changes to the original bid document) are issued. Arriving late to a mandatory prebid conference disqualifies the bidder from submitting a bid but does not prohibit him or her from attending the meeting.

The individual who facilitates the prebid conference is responsible to establish the official starting time, lead the discussion, take minutes of the meeting and collect the sign-in roster. This same person documents any material changes to the specifications that result from the meeting and provides them to the buyer after the conference is over. Changes to the original bid documents of a material nature resulting from this meeting are later documented in the form of written addenda and e-mailed to all vendors who downloaded the original bid document through Public Purchase™.

⇒ ***Bid Opening:***

The bid opening is the event at which sealed bids are officially opened in public. All bid openings are conducted in open forum, and all interested parties are invited to attend. The buyer responsible for the bid will have scheduled an appropriate room in advance to conduct the bid opening and will have published this information in the invitation to bid.

Just prior to the deadline when the bids are due, the buyer collects all the bids received and waits until the official deadline passes before proceeding to the bid opening room. It is recommended practice to wait for the official

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deadline and then time stamp a slip to denote that the official time for bid submittal has passed. Bids submitted after the deadline will be declared late and refused without exception. If for some reason it becomes necessary to move the location of the bid opening and there is insufficient time to notify bidders in advance, a notice will be posted at the original location where the opening was scheduled, directing attendees to the new location.

⇒ ***Bid Tabulations:***

An informal tabulation of bids is usually made at the bid opening unless the number of items is so lengthy that tabulating each bid would be too time consuming or impractical. In this case, bidders are invited to remain after the bid opening to review each bid and record whatever information they wish. This must be done in the presence of a purchasing department employee at all times. Under no circumstances is a bidder allowed to review bids without a witness present to monitor his or her activity.

After the public opening is completed, the buyer creates an electronic spreadsheet tabulation of all the bids. This electronic spreadsheet is posted on the Purchasing website after the Notice of Intent to Award is posted or 30 days has passed, whichever occurs first. The tabulation includes such information as a listing of the items, names of vendors responding and their corresponding bid pricing, brands and model numbers bid (where practical), and any special conditions or exceptions noted by individual bidders. This sheet is also used for making notations relative to the rejection of a particular bid. If all bids are being rejected, this tabulation does not become public for 1 year following the notice of rejection.

To assist the evaluator in the review process, the low bid is denoted for each item or group of items. A copy of this tabulation, along with a copy of each bid with all submittals and instructions on how to properly evaluate a bid, are forwarded to the requester for evaluation and recommendation for award.

⇒ ***Tie Bids:***

Prompt payment discounts offered by bidders will be considered to break tie bids. If all other factors are equal and no prompt payment discounts are offered, preference will be given to a Florida resident vendor over an out-of-state vendor. If all vendors are Florida residents, a Pinellas County vendor will receive preference. If there is no Pinellas County vendor, preference will be given to the one closest to the Pinellas County School Administration Building based upon mileage data provided by Mapquest.com. If all vendors reside out-of-state or all reside within Pinellas County, preference shall be given to a bid received from a business that certifies it has implemented a drug-free workplace program in accordance with FS 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response. If all bids or no bids include a certificate of compliance, the tie will be broken by a coin flip in the presence of witnesses. (See General Bid Terms & Conditions, paragraph 28)

⇒ ***Examination of Bids:***

Normally, bids are always available for examination by all interested parties immediately following the bid opening, except under certain circumstances when allowing public review of these documents might compromise the evaluation and selection process. Bid proposals and associated documents may be withheld from public examination pursuant to the provisions of FS 119.07 until a notice of intent to award is posted or for no more than 10 calendar days from the bid opening date, whichever occurs first.

⇒ ***Evaluation of Bids:***

After bids are opened and tabulated, they are forwarded to the requester for evaluation and recommendation for award. The requester begins by reviewing the bid from the lowest-cost bidder to determine if all requirements of the bid have been met. Purchasing will assist in this process if asked to do so. The process may entail witnessing actual demonstrations, evaluating and testing samples of products or making site visits. If all requirements are met, that bidder is declared the lowest responsive and responsible

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bidder. If not, the requester documents in detail where the bidder is deficient and moves on to the next lowest bidder. This process continues until a bid is deemed acceptable. Once an acceptable bid is declared, the evaluator must then document his or her recommendation for purchase in the form of a memo addressed to the responsible buyer. The recommendation must include the detailed rationale for rejection of any bids other than the lowest-cost bid. Assuming adequate justification for the recommendation is provided, a formal recommendation is prepared for school board approval in the form of a consent agenda item. If not, it is returned to the requester for additional rationale.

⇒ ***Agenda Summary:***

After receiving the recommendation back from the requester, the buyer reviews the recommendation for soundness and prepares a summary list of all the bids he or she wishes to submit for consideration at the next school board meeting to the purchasing director. The purchasing director consolidates all the buyers' individual lists into one list that becomes the purchasing agenda summary.

⇒ ***Posting the Notice of Intent to Award:***

Once the purchasing agenda summary is finalized, a notice of intent to award is time and date stamped and posted on the purchasing department bulletin board along with the summary list. At the same time, a copy of this notice is posted on the department's website. A minimum of 72 business hours is allotted prior to the next agenda prep cabinet meeting for this notice to be posted on the website. The posting includes the detailed bid protest procedures that have been adopted by the school board. This posting is the official method adopted by the school board for notifying bidders of its intent to award bids. After the notice has been posted for 72 business hours as prescribed by Florida statute, the posting is time and date stamped again and removed marking the end of the bidders right to file a bid protest. The posting is kept for the official record with the purchasing agenda packet. The agenda summary is then distributed to all cabinet members and reviewed at the next agenda prep meeting. Changes or

deletions may be recommended at that meeting, and the edited list then becomes the final agenda to be included on the next scheduled school board agenda. If a bid is deleted from the agenda, the buyer must notify all bidders who responded of this event. If the recommendation for award of a bid is revised, the bid must be deleted from the agenda and posted for the next scheduled agenda giving bidders an opportunity to protest the revised recommendation for award. All bidders must be notified of this event as well.

⇒ ***Bid Protests:***

Refer to 120.57 (3) FS for details.

⇒ ***Preparation of Agenda Items:***

The buyers must prepare a formal agenda item (tab sheet) for each bid on their summary lists for inclusion in the school board meeting agenda. The agenda item follows a standard template format and includes such information as:

- Bid title and number
- Bid category
- Contract period (if applicable)
- Total dollar amount of the award
- List of recommended awardees
- List of items, prices and total award amounts by awardee

All agenda items are forwarded to the purchasing director for inclusion in the purchasing agenda packet who converts the packet into electronic form. The packet is submitted electronically to the finance division head for inclusion in the consent portion of the school board agenda. The purchasing agenda normally is the last item listed on the consent agenda.

⇒ ***Emergency Agenda Items:***

Under certain circumstances, a bid may be declared an emergency and must be scheduled for approval on a specific school board agenda in an accelerated timeframe. If the bid comes due after the *Notice of Intent to Award* has been posted for that school board meeting and the bid must be included in that agenda, a supplemental posting must be prepared for the bid in question. Time limits for posting are the same as for

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routine agenda items. If the bid comes due after the school board meeting agenda has been published, the bid is placed on the next scheduled school board agenda for ratification (after-the-fact) approval along with an explanation and rationale for invoking the emergency procedure.

Superintendent's approval must be obtained before an agenda item can be placed on a board agenda for ratification approval. The division head or Region Superintendent must e-mail the Superintendent requesting permission to proceed immediately. Once the purchasing director receives a copy of the Superintendent's approval a purchase order may be issued. An agenda item will be presented to the Board at the next available meeting for ratification approval.

⇒ ***Bid Renewals & Extensions:***
Provided the original bid documents allow for renewals, bids may be renewed for a period equal to the original term of the contract or for two additional one-year periods, whichever is greater. All terms and conditions of the original bid must remain unchanged. Prices may increase according to the terms prescribed in the original bid but may not exceed these limits. Bids may be extended one time for a period not to exceed six months.

⇒ ***Bid Awards:***
The act of posting an *Intent to Award Notice* does not constitute the official award of bids. This notice only represents the recommendation being presented to the school board from the superintendent and staff. The school board has the sole authority to award bids. Providing a bid is not pulled for discussion, the award of bids officially takes place when the school board approves the *consent* agenda. After school board approval, the formal notification of bid award is sent to the successful bidder by way of an official award letter and a purchase order, or in some cases a formal contract. The award information is also posted on the department website @ <http://pcsb.schoolwires.net/Page/737> for the benefit of the unsuccessful bidders and other interested parties.

⇒ ***Rejection of Bids:***
A bid may be rejected for various reasons, the most common of which are when no responsive or responsible bids are received or when all bids exceed the budget allocated for the purchase. When the requester wishes to reject a bid, he or she must provide a written explanation to purchasing outlining the specific reasons for the rejection. Purchasing will prepare an agenda item for submission to the school board for its approval. A bid is not officially rejected until the school board approves the recommendation. The school board reserves the right to reject any or all bids received; however, **bids may not be rejected for arbitrary or capricious reasons.**

⇒ ***Government Forms:***
Drug-Free Workplace
This form must be included in each bid packet in accordance with Florida law. It provides a means for vendors to certify that they have a drug-free workplace as defined by F.S. 287.087. If the vendor signs the form attesting to this fact, it can be used to break a tie bid, should that occur. Vendors who certify that they have a drug-free workplace receive preference in the award process over those who do not when a tie bid occurs. Failure of vendors to submit the form with their bid **does not** constitute grounds for rejection of their bid (see the next page for a sample of this form).

Certification Regarding Debarment
By federal law, this form must be obtained from each vendor for each single purchase of \$25,000 or more of products or services utilizing federal fund sources. For term contracts through which multiple purchases may be made throughout the term of the contract, each of which may exceed the \$25,000 limit, the form need only be obtained one time when the bid is solicited. The form asks the vendor to certify that he or she has not been suspended, debarred or declared ineligible to transact business with the federal government for any reason (see the page after next for a sample of this form).

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DRUG FREE WORKPLACE CERTIFICATION FORM

In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program *shall be given preference* in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

(vendor's signature)

Part C: Generally Applicable Operational Policies

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED
TRANSACTIONS**

This certification is required by the regulations implementing *Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants responsibilities*. The regulations were published as **Part IV of the January 30, 1989, Federal Register (pages 4722-4733)**.

******* BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE SIDE *******

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attached an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

Form AD-1048 (1/92)

Part C: Generally Applicable Operational Policies

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Form AD-1048 (1/92)

Part C: Generally Applicable Operational Policies

Pooled Purchases

See School Board Policy 6320 or S.B.R. 6A-1.013.

Cooperative Bids

Cooperative bids are similar in concept to pooled purchases. However, requirements from other governmental agencies beside school districts may be combined to maximize purchasing power or reduce redundancy in the procurement effort. A cooperative bid is first developed by a lead agency that will facilitate the competitive solicitation process and then reviewed and approved by all participating agencies. The names of the agencies are listed in the bid and the vendors must agree to supply all agencies listed without exception. The lead agency evaluates and awards the contract on behalf of all participants and administers the contract after award. Participating agencies adopt the recommendation of the lead agency and commit to purchase from the contract once approved.

Request for Proposals (RFP)

The request for proposal or “RFP” is an alternative to the competitive bid. It is used when additional criteria other than simply compliance with specifications and cost need to be considered in the selection process. This method is used most often to acquire specialized services or fulfill highly technical needs. The choice to use this method in place of competitive bids is usually made when criteria such as professional qualifications and experience are important considerations or when the requester is willing to consider alternative solutions to his or her needs. An RFP normally provides a general description of the requirement and the desired results. It should include a list of the specific evaluation criteria upon which all proposals will be evaluated along with a corresponding and scoring/rating system. The rating system should, whenever possible, be designed to be as objective as possible. The evaluation of proposals is normally performed by a committee. At the committee’s discretion, one score can be compiled for each proposal as a collaborative group effort, or each committee member may score and rank each proposal

individually with all scores being averaged. Personal interviews may be conducted by the committee with any or all respondents as part of the evaluation process. The proposal ranked the highest is recommended for award of the contract.

With some RFP’s, cost information is not requested as part of the original proposal submittal. With these proposals, cost is normally negotiated with a short list of finalists (usually the top 3) once all interviews are conducted and proposals are evaluated and scored. After a fee is negotiated with each finalist, the committee may elect to invite a “best and final” offer from each of the finalists if the fees are considered to be too high. After this process is complete, the committee may not revisit this issue. Committee members must then make their selection following the rules set forth in the RFP. Pursuant to the provisions of 119.07 FS all proposals submitted may be withheld from public review for 10 calendar days after the bid opening date or until the *Notice of Intent to Award* is posted, whichever occurs first.

Invitation to Negotiate (ITN)

The invitation to negotiate (ITN) is also an alternative to competitive bids and is typically used to procure those services such as insurance or technology services where State Board rules 6A-1.012 (15) allows for direct negotiation. The process is similar to that of an RFP, general description of the services requested is listed and specific criteria for which the proposals will be evaluated will be published. A committee of qualified personnel is established to evaluate the proposals. Unlike the RFP process, ITN’s may not be quantitatively scored. Proposals may be ranked from highest to lowest based upon the completeness of the proposals and the outcomes provided. Once the highest ranked proposal has been established, the committee will designate personnel to begin negotiations. This can include enhanced services not previously proposed and pricing. When negotiations have been completed, a contract is typically prepared by the requesting department for School Board approval. An Intent to Award the negotiated

Part C: Generally Applicable Operational Policies

contract is posted on the Purchasing Department website for the required 72 hours posting. The District will adopt a carefully considered and formulated plan with in-house personnel or with the help of a consultant, that establishes the structure, format, and price benchmarks for contract deliverables, along with other benchmarks for deliverables such as service timeframes and related services, based on documented considerations of the quality and prices of similar services acquired by similar entities. Procedures will be established to document justifications for why cost estimates were obtained and how those estimates were used during the selection process. Procedures will also be established to ensure contracts include a reasonable and useful schedule for project milestones and include financial penalties when deliverables are not satisfactorily or timely received.

Competitive Negotiation (Competitive Consultant Negotiation Act (CCNA))

F.S. 287.055(5) establishes procedures for obtaining the professional services of architects, engineers and other design professionals. Refer to this statute for more details.

Time and Material Bids

A time and materials contract may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials contract means:

- 1) The actual cost of the materials;
- 2) Direct labor hours charged at a fixed hourly rates that reflect wages, general and administrative expenses and profit;

Since this formula generates an open-ended contract price, a time and materials contract provides not positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. These contracts must exercise a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Contract Administration

Regardless of the method of procurement, (ITB, RFP or ITN) Contract Administration is a vital function to ensure compliance with the contract terms and conditions. These tasks are typically performed by the requesting department as they are most knowledgeable of deliverables required. Tasks performed, but not limited to, ensuring that contract pricing do not materially differ from the negotiated pricing and if they do, justification of the difference, and that agreed upon milestones are met.

In the event that a breach of contract has occurred, Purchasing Department will assist the requesting department in ensuring a resolution or if necessary, termination of the contract.

General Purchasing Standards with Federal Funds

With the implementation of the Uniform Grant Guidance Act, CFR 200.318 -326, many changes have been made to the purchasing of goods and services utilizing federal funds.

Quote Thresholds

Micro-Purchases, under \$ 9,999.00. Whenever practical should be distributed equitably among qualified suppliers. No competitive quotes are required if it is determined price is reasonable.

Simplified Acquisition Threshold: (Contracts over \$150,000.00 annually)

For any contract where Federal funds may be utilized, the buyers must perform a cost or price analysis. The method and degree of analysis is dependent of the facts surrounding the particular situation, but as a starting point the buyer must make independent estimates before receiving bids or proposals.

Profit must be negotiated as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and

Part C: Generally Applicable Operational Policies

reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Contracts for more than the Simplified Acquisition Threshold, currently set at \$150,000.00, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

All contracts in excess of \$10,000.00 must address termination for cause and for convenience including the manner by which it will be effected and the basis for settlement.

All other quote thresholds listed above remain the same for purchasing with Federal Funds.

Purchases Exempt from Competitive Bid

Bid "Piggybacking"

State Board Rule 6A-1.012 grants districts the right to purchase from bids awarded by other governmental agencies without soliciting their own bids. Under this provision, we are prohibited from modifying any of the terms and conditions established by the bidding agency's bid, and the vendors must agree to allow other governmental agencies to purchase from the bid. When exercising this privilege, the buyer must first contact the bidding agency to obtain a complete copy of the bid or contract and documentation certifying that the bid or contract was approved by the agency's governing body. A bid file is set up containing this information and is filed centrally with the other bid files. The vendor must be contacted to request his or her written agreement to extend the bid to our district and to obtain a Certification Regarding Debarment Form, AD1048, (if applicable). The purchase order must not be issued until all necessary documentation is received and reviewed for completeness. Piggy back

purchases that exceed the competitive bid threshold of \$50,000 must have school board approval prior to the issuance of a purchase order.

Florida State Contract

State Board Rule 6A-1.012 grants districts the right to purchase from state contracts issued by the Florida department of management services, purchasing division, without seeking our own competitive bids. State contract information is posted on the Internet for convenient access. Purchase orders must reference the state contract number in order to obtain contract pricing from the vendors. Purchases from a Florida State Contract that exceeds the competitive bid threshold of \$50,000 must have school board approval prior to issuance of a purchase order.

Direct Negotiation

State Board Rules 6A-1.012 (12) (b)&(c), (14) & (15) list those types of purchases that may be made through the direct negotiation process in lieu of seeking competitive bids. Final school board approval must be sought once negotiations are completed and a written agreement is finalized. An Invitation to Negotiate may be issued instead of Direct Negotiation to allow for more competitive solutions.

Non-competitive Purchases

State Board Rule 6A-1.012 (11)(a) and (b) exempts purchases of certain professional and educational services, copyrighted materials and software. An item or service is classified as sole source when it is of a proprietary nature or copyrighted and the purchase is being made directly from the producer of the item, a specific distributor designated by the producer of the item or the provider of the service.

One or more of the following circumstances must apply:

- 1) The item is available only from a single source.
- 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

Part C: Generally Applicable Operational Policies

- 3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity or;
- 4) After solicitation of a number of sources, competition is determined inadequate.

Before making a sole source purchase, one or more of the following pieces of documentation must accompany the request submitted to purchasing depending on the type of purchase being made:

1. A signed statement from the vendor certifying that one or more of the following conditions is true:
 - The vendor is the only source for the item in question and it holds the production and copyrights to the item.
 - The vendor holds the exclusive distribution rights for the item in question.
 - The vendor is the sole provider of the services being requested.
2. A firm, written and signed quotation from the vendor for the item in question if the amount of the purchase exceeds the competitive quotation threshold set by school board policy 6320.
3. A Certification Regarding Debarment Form, AD-1048 if the purchase is \$25,000 or more and federal funds will be used to make the purchase.

Sole source purchases exceeding the competitive bid threshold (\$50,000) must have school board approval prior to issuance of a purchase order.

Purchases Believed to be from a Sole Source

An intended purchase from a vendor that is believed to be a sole source but which does not fit any of the listed criteria above and for which there is no conclusive evidence that it is a sole source, requires additional processing per SBR 6A-1.012. When it is believed that the item or service required is only available from a single source, the district must publically post a description of the commodities or contractual services sought for a period of at least 7 business days. The description must include a request that

prospective vendors provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing by the district, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the district school board shall provide notice of its intended decision to enter a single source contract in the manner specified in Section 120.57(3), F.S., and may negotiate on the best terms and conditions with the single source vendor.

In certain cases, compatibility with existing equipment or a vendor's unique qualifications constitute grounds for declaring a purchase sole source. A signed statement from the vendor as well as rationale from the requester must be sent to the Purchasing Department stating that the item to be purchased is the only item compatible with existing district owned equipment.

Textbooks

The Florida Department of Education contracts with the Florida School Book Depository (FSBD) to warehouse and distribute the majority of state adopted textbooks schools may purchase. The FSBD publishes a catalog of those books and distributes this catalog to all schools in Florida. Blanket approval to purchase from the FSBD is sought by the instructional materials department once each school year, and subsequent purchase orders are issued without additional school board approval. The instructional materials department has implemented a textbook ordering system that is integrated with the TERMS financial system. This system creates a purchase requisition that is then uploaded to the TERMS system through a batch process. The TERMS system checks for available funds and validates the account distribution before the requisition is converted to a purchase order. Once these steps are performed, the requisition is automatically approved and converted to a purchase order through a batch process without intervention by purchasing. The resulting orders are then mailed to FSBD for processing.

Part C: Generally Applicable Operational Policies

School-Based Bidding

There are three primary categories of items for which schools must seek their own bids. All three categories are covered under separate school board policies as listed below.

Photographs of Students

Purchasing is responsible for maintaining these bidding guidelines available on the Intranet at <https://www.pcsb.org/Page/15633>

Photographers are required to post a \$25,000 fidelity bond with the purchasing department before they can collect funds. A list of photographers who have supplied a bond is posted on the Intranet at

<https://www.pcsb.org/Page/15633>

See School Board Policy 6462 for details.

Beverage Vending

The District has a competitive bid in place for high school beverage vending that meets all Federal Health Food and Beverage Guidelines. For all other vending, see School Board Policy 8540 for details.

<https://www.pcsb.org/Page/15633>

Commemorative Items

Purchasing is responsible for maintaining these bidding guidelines available on the Intranet at

<https://www.pcsb.org/Page/15633>

See School Board Policy 6464 for details.

Periodic Publications

Bid Schedule

A listing of all term contract bids currently in effect for the school district. The schedule is updated approximately every two weeks. The schedule is posted on the Internet at

<http://pcsb.schoolwires.net/Page/740>

The schedule is sorted four different ways: by bid title, by buyer and expiration date, by requester and expiration date, and solely by expiration date. The information is provided to remind administrators and buyers when contracts will expire and when new bid

specifications are due to prevent a lapse of a contract.

Bid Catalog

Contains a listing of most of the items and services of general interest currently on bid with complete descriptions, pricing and ordering information for each. The catalog is updated online whenever a new contract is awarded or a current contract is renewed and is available from the Internet at

<https://pcsb.schoolwires.net/Page/738>

“How To Do Business” Pamphlet

A small informative pamphlet primarily for new vendors. It provides the essential information they need to get started doing business with the district. A copy of the pamphlet is posted on the purchasing website at

<https://pcsb.schoolwires.net/Page/742>

Workshops & Other Training

Secretary & Bookkeeper Training

The district has established this training series for potential candidates for secretarial and bookkeeper positions throughout the district. Training is conducted at the PTEC-Clearwater campus and is taught by district staff members representing the various central service areas such as purchasing, accounting, budget, auditing, payroll and warehousing. The training is offered several times per year and interested individuals must enroll on a first-come, first-served basis. Each department develops its own training materials and is allotted a block of time to present. Students must pass a final exam before receiving a certificate of completion. Having passed the course, they become eligible to apply for either of these positions when openings occur.

Pcard Training

If a cost center wishes to have Pcards, the secretary or bookkeeper must first attend training. Training is scheduled at the Largo Administration Building upon request. However, if at least five people at one cost center need to be trained, purchasing will conduct on-site training upon request.

Part C: Generally Applicable Operational Policies

E-Procurement

E-Procurement is becoming more prevalent each day. Purchasing will continue to co-sponsor hands-on employee training workshops on the use of different vendors' websites in cooperation with the vendors. Most sites accept only credit cards (Pcards), but some are beginning to accept purchase orders as well. E-commerce can dramatically shorten the procurement process compared to traditional methods.

TERMS Training

The TERMS purchasing system is the only means by which employees can enter a request to purchase something for their school or department utilizing district or federal funds. Consequently, on-going training is essential so that employees understand how to use the TERMS system. In an effort to maintain a highly skilled workforce, purchasing and PTC Clearwater both offer TERMS training throughout the school year. Purchasing offers individualized TERMS training upon request. Purchasing will custom design a training program based upon the individual's specific needs and current level of knowledge. For convenience, we will even deliver the training at the employee's worksite to minimize disruption in his or her work schedule.

TERMS training is also offered by PTC Clearwater several times per year on a regularly scheduled basis. This training provides the basic framework employees need to get started using TERMS.



Part D

Districtwide Operational Procedures



PURCHASING CARD

POLICIES & PROCEDURES

for

DISTRICT EMPLOYEES



PURCHASING CARD PROCEDURES

INTRODUCTION

The district's Purchasing Card Program is designed to enable employees to make purchases without undue delay. Use of the card is meant to simplify and streamline the purchasing process and lower overall transaction costs. Purchases may be charged to **Discretionary Accounts, Federal Projects** (Fund 04XX travel & registrations only), **Capital Outlay Projects** or **Internal Accounts** (Field Trip Card only). The program is another approach to purchasing, and in alignment with the District's Strategic Directions to create a High Performing Workforce.

The goals of this program are:

1. To offer customers a more convenient and expedient method of purchasing;
2. To save bookkeepers and secretaries time by offering an alternative to using petty cash or to entering purchase requisitions or issuing internal purchase orders.
3. To reduce the "transaction processing cost" for small dollar purchases.

The program is managed by the district's *Purchasing Card Administrator*, hereinafter referred to as the (PCA). Each participating cost center must designate a *Cost Center Coordinator*, hereinafter referred to as the CCC, who is responsible for the overall management and reconciliation of the cost center's purchasing card accounts. The CCC would normally be the bookkeeper or secretary of a school or department.

All card holders have limits which are determined by their assigned Merchant Category Code (MCC) profile and enforced at the point of purchase by JP Morgan's Mastercard™ control features. Limits can be set for spending amounts per transaction, categories of merchants from whom purchases can be made, and others. These electronic controls are what differentiate the purchasing card from a standard credit card.

Although the PCA is responsible for issuing accounts to cost centers, the cost center administrator with budgetary authority is liable for any pre-approved purchases made by their employees with the intent to defraud the district. **While offering an alternative method of purchasing, all Federal, State and local purchasing regulations and policies still apply when using the purchasing card.**

TRAINING

Before the P-card program can be implemented at a site, the CCC **must** first attend a regularly scheduled P-card training class and a refresher training every two years as determined by the (PCA). In addition to the CCC, all prospective recipients of a Personal P-card **must** also attend training and sign a Purchasing Card Agreement before being issued a card. A copy of these policies and procedures will be provided to each person who attends training. A condensed version of these policies and procedures will be printed on the back of the employee's copy of the Purchasing Card Agreement for easy reference. Temporary users of General and Travel Cards must receive instructions from their CCC on the proper use of the card and sign a Purchasing Card Agreement and a Purchasing Card Log Form before checking out a card to make a purchase, but they are not required to attend a class. The purchasing department will offer training classes on a regularly scheduled basis. To register, please contact Mark Shuman at shumanma@pcsb.org for the next available class.

For anyone who feels they would benefit from additional training, we have added a **P-card Refresher Course for Purchasing Card** located in the e-learn center/dept. & offices, (search p-card). This is an online course with a 10-question quiz.

PURCHASING CARD PROCEDURES

1. CARD APPLICATION, ISSUANCE, CANCELLATION & REPLACEMENT

a) **New Card Application:**

CCCs are responsible to complete the Application for Purchasing Card, PCS Form #3-2799 for all Purchasing Card (P-card) accounts. To complete an application form on-line, go to the Purchasing Department's Intranet site or Central Printings website or use the Link below to the form:

<https://www.pcsb.org/cms/lib/FL01903687/Centricity/domain/176/pcs%20forms/3-2799.pdf>

b) . The form allows for up to four (4) personal account requests at one time, but the form may be duplicated if more are desired. In addition to personal cards, General, Travel or Field Trip P-cards may be requested on this form. These cards should be stored in a secure location (preferably a safe or lockable file cabinet) for shared use by employees on an as needed basis after they have first been given instructions on the proper use of the card and have read and signed a Purchasing Card Agreement, PCS Form # 3-2797. General, Travel or Field Trip P-cards are normally issued in the name of the Cost Center rather than in the name of an employee, but the Travel card may be personalized to receive insurance coverage. Since no insurance against misuse is provided by MASTERCARD™ for General, Travel or Field Trip cards which are not personalized, only the most responsible and trustworthy employees should be allowed to use them. All completed application forms must be signed by the both CCC and *Principal or Department Head* and sent to the PCA for approval and further processing.

c) **Card Issuance and Activation:**

The PCA is responsible for processing all P-card applications and for applying for new accounts with *JP Morgan*. Each new P-card will be mailed to the PCA for issuance to the card holder. Recipients of Personal cards will not be issued them until after they have attended a P-card training class. Shared users of General, Travel or Field Trip P-cards should receive instructions on proper card use from their CCC at the time they check out the card. Occasional users do not have to attend a formal training class.

1) After the employee receives their card, they must call **1-866-602-8170** to activate it before they may begin using it:

a) Automated voice states enter last 16 digits of card

b) Enter Three Digit Security Code: (This is the 3 Digits on back of the card)

c) Enter Access Code (This is your 4 Digit Cost Center Number

d) Then Press 2 and add a Secondary Pin Number (This is your 4-digit cost center number)

d) **Card Replacement:**

The CCC should contact the PCA to request a replacement for a lost or stolen card. Email is the recommended method for requesting a replacement. Be sure to provide the account number of the lost or stolen card when requesting a replacement. After the PCA notifies the bank, the old account will be inactivated, and a new account issued.

PURCHASING CARD PROCEDURES

e) **Card Cancellation:**

The CCC should immediately collect and return cards to the PCA for cancellation under the following circumstances:

- 1) When the *Principal or Department Head* or the PCA has determined that an employee has intentionally misused the card or has, otherwise, established a pattern of irresponsible use.
- 2) When an employee no longer requires a card.
- 3) When an employee has been assigned to a different cost center.
- 4) When an employee terminates employment with the district, for any reason. (The PCA is responsible for canceling an employee's P-card upon termination of employment with the district. As employees terminate, the PCA should be notified by the CCC to enable timely cancellation of the card to prevent its unauthorized use.)

2. P-CARD LIMITATIONS AND RESTRICTIONS

a) **Merchant Category Code (MCC) Profiles:**

The *MCC Profile* determines which types of merchants the card holder can use and the individual dollar transaction limit (or single purchase limit) which cannot be exceeded. Each card is assigned to a specific profile. The PCA determines the appropriate *MCC profile* for each card and has sole authority to make changes to the *MCC profiles*. The PCA will maintain a central file of all Purchasing Card Application Forms and Purchasing Card Agreements for Personal card holders. Agreements signed by shared users of General, Travel or Field Trip cards should be retained at the Cost Center level.

b) **Monthly Credit Limits:**

The PCA determines the appropriate monthly credit limit for each card depending on the card holder's intended use.

c) **Unauthorized Purchases:**

Unauthorized card use may subject the employee to the disciplinary action outlined in **School Board Policies 1140, 3140 and 4140**. Depending upon circumstances, the employee may be required to reimburse the district for unauthorized purchases if the merchant refuses to allow the merchandise to be returned for credit. For the purposes of this program, the types of expenditures listed below are **unauthorized**:

- Anything for personal use
- Anything specifically prohibited by your *Principal or Department Head*
- Commercial Carriers (buses, limos)
- Cash advances
- Gift Cards
- Taggable Assets (items with a unit value = > \$1000.00 classified under object codes **0621, 0641, 0643, 0648, 0691**)
- Airline Tickets for 3 or more travelers on one flight.
- Technology, to include: desktop and laptop computers, tablets, printers, copiers, MFD's (Multi-functional devices), Smartboards, etc.
- Audio Visual Equipment to include: LCD projectors, digital presenters, TV's, etc.
- Furniture
- Salary, honorariums, and stipends

PURCHASING CARD PROCEDURES

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- c) **Unauthorized Purchases Continued**
 - *Supplies and Small Equipment Utilizing Federal Funds
 - Any items stocked by the district warehouse (not applicable to emergencies or to Institutional Services personnel performing services in the field)
 - Items available from a district bid when purchased from a non-bid vendor
 - Entertainment related expenditures, beautification and decoration accessories, food or banquet and party supplies (unless specifically for direct instructional related purposes only)
 - Services of any type with the exception of rental cars (object codes **0310, 0350, 0359, 0360, 0369, 0390**)
 - Library Books
 - State Adopted Textbooks

***Note:**

Expenditures from Fund 04XX are limited to travel expenses and registrations only (0332 & 0333). Travel expenses are defined as anything normally charged to object code 0332, including rental cars, but excluding meals for district employees who receive a meal allowance and airline reservations. Airline reservations should be pre-approved following the normal TDE process and made through the district's approved travel agent.

3. **P-CARD TYPES:**

- 1) **Personal Cards**

Personal cards can be used for anything that is not classified as unauthorized. That includes **consumable** and **non-consumable** items and **travel expenses** under \$999.00 per transaction (except Profile 5 users who have higher transaction limits). Terms based budgets only. Use of the Personal P-card is limited to the employee whose name appears on the face of the card. The card should be signed by that person immediately upon receipt of the card. The Personal P-card should not be loaned to another person under any circumstances. Each employee is responsible for the security of their card.
- 2) ***General Cards:**

General cards can be used for anything that is not classified as unauthorized. That includes **consumable** and **non-consumable** items and **travel expenses** \$999.00 and under per transaction. Terms based budgets only. Schools or Departments may request one or more General P-cards issued in the name of their Cost Center for shared use by employees on an occasional basis. Since the card will be used by more than one individual, the back of the card **should not be signed.** Occasional card users must first receive instructions from their CCC on the proper use of the card and read and sign a Purchasing Card Agreement before they check out a card. Employees who check out General P-cards must sign a purchasing card log maintained by the CCC. General P-cards must be returned to the CCC and logged in immediately after the employee has finished using the card.

PURCHASING CARD PROCEDURES

- 3)
- 4) ***Travel Cards:**
Travel cards can be used for anything that is not classified as unauthorized but are primarily intended for travel related expenditures. Unlike the Personal or General card, the Travel card has a \$3,000.00 transaction limit. Terms based budgets only. Cost Centers may request one or more Travel cards for shared use. District employees may use the card for business related travel and may charge all their travel related expenses (lodging, rental cars, parking fees, toll fees, gasoline (for the rental car), taxi & limo fares, etc., **with the exception of meals and airline tickets for 3 or more travelers.** Card users must first receive instructions from their CCC on the proper use of the card and read and sign a Purchasing Card Agreement before they can check out a card. Employees who check out Travel cards must sign a purchasing card log maintained by the CCC. The card must be returned to the CCC and logged in immediately after the employee has finished using it.
- 5) ***Field Trip Cards:**
Field Trip cards are intended for school field trips only and have a \$5,000.00 transaction limit. The Field Trip card is the **ONLY** card that internal funds may be used with. The Field Trip card should be used to pay travel related expenses for groups of students (lodging, rental cars, parking fees, toll fees, gasoline (for the rental car), taxi & limo fares, admission tickets, etc. **Teachers acting as field trip sponsors may use the card to purchase meals for their students and themselves while on a field trip.** Card users must first receive instructions from their CCC on the proper use of the card and read and sign a Purchasing Card Agreement before they can check out a card. Employees who check out Field Trip cards must sign a purchasing card log maintained by the CCC. The card must be returned to the CCC and logged in immediately after the employee has finished using it.

IMPORTANT!

***Insurance against abuse or misuse is not available for General, Travel or Field Trip cards issued in the Cost Center's name. However, personalized travel cards do carry insurance.**

4. P-CARD ACTIVATION & SECURITY

After the employee receives their card, they must call **1-866-602-8170** to activate it before they may begin using it. In order to complete the activation, process you will be asked to enter:

- 1) Automated voice states enter last 16 digits of card
- 2) Enter 3-digit Security Code (3 digits on back of card)
- 3) Enter Access Code: (This is your 4-digit cost center number)
- 4) Then Press 2
- 5) Enter a secondary pin number (This is your 4 digit cost center Number)

The card should never be left in a conspicuous place for others to see or access. When not in use, shared use cards should be kept in a safe or a lockable file to prevent theft or unauthorized use.

PURCHASING CARD PROCEDURES

5. AUTHORIZED USE

Authorized employees may make purchases from any merchant which has not been blocked from use in their *MCC Profile*. Personal and General cards have a \$999.00 transaction limit, but Travel and Field Trip cards and employees with cards assigned to *MCC Profile 5* have higher limits. Check with your CCC to determine which merchant types are allowed and the transaction limit set for the type of card you are using, before attempting to use it. **Card holders may be subject to disciplinary action for splitting purchases with the intent of exceeding their individual transaction limit, except when circumstances warrant such action.**

6. PRE-PURCHASE APPROVALS

- a) Always obtain prior approval to make a P-card purchase from your supervisor. (A requisition worksheet PCS form 3-2608 should be completed and signed for proper authorization.
- b) Obtain Project Manager approval if using any special fund source (Federal Funds, Capital Outlay, Categoricals, Flex Funds, Etc.) E-mail or fax is the best way to accomplish this and to document the authorization.
- c) Remember: Federal funds may only be used for travel related expenditures.

7. PROCEDURES FOR CARD USE

- a) **How to make a “walk-in” purchase from a local merchant.**
 - 1) Obtain pre-approval by completing PCS Form 3-2608 and obtaining an authorizing signature
 - 2) If you don't have a Personal card issued to you, check out a General card from your CCC. First read and sign a Purchasing Card Agreement and then fill out the Purchasing Card Log.
 - 3) When making the purchase, inform the merchant that you are an employee of the district making a tax-exempt purchase and show them a copy of our Sales Tax Exemption Number.
 - 4) If the card is declined, return to home base and report the problem to your CCC for investigation.
 - 5) If the card is accepted, complete the transaction and obtain a receipt.
NEVER ASK THE MERCHANT TO BACK ORDER MERCHANDISE IF IT IS NOT IN STOCK. Write the account number on the receipt if it is not already imprinted.
 - 6) Upon return to your home base, obtain your *Principal or Department Head's* signature on the receipt by no later than the next working day and submit it to your CCC for entry into TERMS.
 - 7) Return the General card to the CCC for safekeeping.

PURCHASING CARD PROCEDURES

- b) **How to make a purchase by telephone or fax.**
- 1) Follow steps 1-2 for a “walk in” purchase.
 - 2) Provide merchant with the card number, expiration date, and tax-exempt number.
 - 3) If the card is declined, report the problem to CCC for investigation.
 - 4) If the card is accepted, complete the transaction and request a faxed order confirmation, including all shipping and handling charges. This will serve as the receipt. **NEVER ASK THE MERCHANT TO BACK ORDER MERCHANDISE IF IT IS NOT IN STOCK.** Write the account number on the order confirmation if it is not already imprinted.
 - 5) Obtain your *Principal or Department Head’s* signature on the order confirmation and submit it to your CCC by no later than the next working day for entry into TERMS.
 - 6) Return the General card to the CCC for safekeeping.
 - 7) Inspect shipment when it arrives for completeness and damage. Immediately report damage to the carrier.
 - 8) Remove the packing list and submit it to CCC to match with the order confirmation.
- c) **How to make a purchase over the Internet.**
- 1) Follow steps 1-2 for a “walk in” purchase.
 - 2) Follow the merchant’s on-line order entry process and provide the merchant with the card number, expiration date and, if possible, the *Tax Exemption Number. (*Tax exempt purchases may be impossible)
 - 3) If card is declined, report the problem to the CCC for investigation.
 - 4) If accepted, complete the transaction and print out a copy of the order confirmation listing the total amount of the transaction, which should include all shipping and handling charges. Write the account number on the order confirmation if it is not already imprinted. **(NEVER KNOWINGLY ORDER ANYTHING FLAGGED “Out of Stock” OR “On Back Order”)**
 - 5) Follow steps 5-8 for a “telephone or fax” purchase.
- d) **Lost, Stolen or Declined P-cards:**
- If a P-card is declined, lost or stolen, the card holder should follow these steps to report the event:
- If your card is declined...***
1. Notify your CCC who will contact the PCA for further action. If the decline is due to unavailable funds, you will need to use an alternative method of payment.
- If your card is lost or stolen...***
1. Report it immediately to the bank and your CCC. The CCC will report it to the PCA for further action
- e) **Back Orders:**
- Never knowingly back order merchandise. If an item is not available from stock for immediate delivery, either use a different source from which to purchase the item or check back with the merchant at another time for availability.

PURCHASING CARD PROCEDURES

f) **Disputed Items:**

If a card holder has a problem with a purchased item or billing resulting from the use of the P-card, the card holder should:

- 1) First try to reconcile the problem with the merchant from whom the merchandise was purchased.
- 2) If a resolution cannot be reached between the card holder and the merchant, the card holder should report the problem to the *CCC* who should contact *JP Morgan* at 1-800-969-3519.

JP Morgan will then intercede with the merchant to resolve the dispute on your behalf. This process must be completed within 60 days of the purchase date and a notification of the dispute should be emailed to the accounts payable department to alert them that payment should not be issued.

Some typical examples of items which might be disputed are:

- ⇒ Merchandise was damaged in shipment and the merchant refuses to replace it;
- ⇒ Merchandise was damaged in shipment and a freight claim is pending with the carrier;
- ⇒ The amount invoiced on the memo statement is greater than the amount on the receipt and the merchant refuses to issue credit for the difference.

g) **Turning in Receipts & Obtaining Copies of Lost Receipts:**

As stated previously, card holders should turn in receipts or order confirmations by the next working day to the *CCC* to enable timely receipt entry into *TERMS*. The account number should be written on the receipt or order confirmation if it is not already imprinted. At the *Principal or Department Head's* discretion, the card holder may be required to personally reimburse the district for an expenditure for failure to turn in cash register receipts or order confirmations to the *CCC*.

Depending upon the severity of the infraction, the P-card privilege may be rescinded from an employee and further disciplinary action may be initiated, following the process outlined in **School Board Policies 1140, 3140 and 4140**. If the card holder loses a receipt, *JP Morgan* will intervene on the card holder's behalf to obtain a "merchant's duplicate copy" of the receipt. Initially, this service will be provided at no charge to the district. However, if the Bank receives a high volume of requests, it will begin charging a fee for this service which will be assessed to the card holder's account.

h) **What do I do if the P-card is declined by a merchant?**

If the P-card is declined at the point-of-sale, it is best to return to your home base and report the problem to your *CCC* for investigation. If this occurs while you are out of town on business or on a field trip, call your *CCC* immediately to report the problem. The *CCC* will ask the *PCA* to contact the bank to research the reason for the decline.

i) **Tax Exempt Purchases:**

A copy of the sales tax exemption number certificate, should be sufficient to authorize tax-free purchases anywhere within the U.S. It is advisable to carry a hard copy of the district's tax exemption certificate with you when making a "walk-in" purchase or when traveling. Contact your *CCC* for a copy of the certificate or go to the Purchasing Intranet to print a copy:

PURCHASING CARD PROCEDURES

8. ENTERING CHARGE RECEIPTS

Receipts should be entered in TERMS by the CCC within five (5) working days after they are turned in and approved by the *Principal or Department Head*. The CCC should keep receipts in an orderly fashion to facilitate end-of-month reconciliation. The same TERMS A18 & A19 panels used for purchase order requisitions and system contract requisitions are also used to enter P-card transactions. Posting the transaction commits the funds and updates the General Ledger. Data entry procedures differ slightly from requisitions with the intent of reducing time and effort for the CCC and are described below and on the following page.

- a) **On the A18 panel, follow these steps:**
- Enter "A" in the ACTION Field. Your Cost Center number will default unless you are logged onto TERMS under cost center 0000, in which case you must enter your Cost Center number in the field adjacent to the ACTION Field.
 - Enter "M" in the REQUISITION NUMBER field, which is adjacent to the COST CENTER field.

Press <ENTER> and the following information will default on the panel:

- "MAST" in the BC field
 - Your Cost Center in the RQ field
 - Your Cost Center in the SH field (can be changed to an alternate location on the A19 panel)
 - A quantity of "1" in the QTY field
 - A unit of "LOT" in the UNIT field
 - "Materials purchased from:" in the DESCRIPTION field, under which the name of the merchant from whom the merchandise was purchased should be entered.
 - "Summary Description of Purchase:" in the DESCRIPTION field, under which a brief description of the merchandise purchased should be entered.
- b) Record the requisition number on the receipt for later reference.
- c) Enter the transaction date from the purchase receipt in the DATE field directly below the VDR field.
- d) After entering the transaction date, the name of the merchant, and a summary description, enter the **total \$ amount** of the receipt or order confirmation in the UNIT PRICE field and press <ENTER>. Your screen should look similar to **Figure A** on the next page.

PURCHASING CARD PROCEDURES

```

F118 PANEL: _____ A18. REQUISITION ITEMS CNTR: 0000 YEAR: 20
PS285440 11/07/19
TYPE ACTION/CENTER/REQUISITION NUMBER, THEN ENTER: C / 5140 / 00002927 10:39:36

VDR: _____ ITEM TOTAL:
DATE: 110719 T/C: _____ TY: N ST: ACCOUNT TOTAL:
RQ: 5140 TECHNOLOGY INFORMATION SYSTEMS CO: _____
SH: 5140 TECHNOLOGY INFORMATION SYSTEMS BC: MAST MASTER CARD
PURCHASING CARD 5550 _____

# R PCSB ITEM DESCRIPTION QTY UOM UNIT PRICE EXTENSION
-----
MATERIALS PURCHASED FROM:
OFFICE DEPOT
SUMMARY DESCRIPTION:
OFFICE SUPPLIES 1 LOT 10.0000
-----

CC: PM: BY: CP: COM: PANEL TOTAL

F1=HELP F3=EXIT F5=REFR F6=SELECT P-CARD F9=NXT PG F12=CANCEL
<*> ENTER LAST 12 DIGITS OF PURCHASING CARD. <*> F11=ADDITIONAL INFO
    
```

Figure A

- e) Use of the L28 panel is optional for entering information such as the school or site name, if the merchandise was purchased for a Cost Center other than that of the card holder or to enter an ELKE work order number (if applicable).
- f) The line below the SH field displays the P-card account number. In **Figure A** above, on the line displaying the Purchasing Card information, three **blank** four-digit input fields will be displayed after the first four digits of the Purchasing Card. These three fields must be inputted by the User to indicate the Purchasing Card to which the charge is to be applied. In the message area of the panel the following message is displayed: '**<*> ENTER LAST 12 DIGITS OF PURCHASING CARD. <*>**'. Once the twelve digits have been inputted, press the **<ENTER>** key and the message, '**<*> PURCHASING CARD FOUND – PRESS ENTER TO APPLY –** ' will be displayed. Once the **<ENTER>** key is pressed in response to the above message, the charges will be linked to the Purchasing Card account number displayed.
- g) Press F9 and enter the budget account coding on the A19 panel to which the purchase should be charged. Only one line of coding may be entered.
- h) If you wish to enter an **Asset Transaction for a Field Trip card only**, change the "TY"pe to "A" on the A19 panel and enter the proper Terms and Conditions code for the type of asset account you are using (1130, 114M, 115, WGL, 115E, 155M, 115P, 1220). For the budget account coding enter **Fund 0100**, the appropriate **Cost Center Number** and the appropriate **Credit Number** (2730 for Inventory, 2731 for School to Pay).
- i) Post the transaction after data entry is complete. When posted, funds will be committed. Immediately proceed to the **B5 panel** to approve the transaction at Cost Center level. If you use a fund source requiring Project Manager approval, Project Managers must use the **B10 panel** to enter their approval, just like they do for regular purchase requisitions.

PURCHASING CARD PROCEDURES

- j) After all approvals are entered, a **Mastercard™** purchase order record will be created in TERMS, but no purchase order will be printed. You can find the **Mastercard™** purchase order number which correlates with the requisition number you earlier recorded on your receipt by entering the requisition number in the "REQ NBR" field on the **L26 panel** and pressing <ENTER>, or by using the **L15 panel**.
- k) Write the **Mastercard™** purchase order number on your receipt for tracking purposes.

9. RECONCILIATION OF CHARGE RECEIPTS

- a) Our contract with *JP Morgan* stipulates that the billing period will end on the 10th day of the month. The Accounting Department will download the statement electronically from the bank. The Accounting clerks will reconcile their assigned cost center statements from the electronic statements; they will contact the CCC and e-mail a snapshot of their statement for discrepancies, credits, approvals, items that are not entered or to resolve any other issues. Upon receipt of the email statements, all your **Mastercard™** purchase orders may be viewed on the **L15 panel** by entering your Cost Center number in the **CC** field and press <ENTER>. All cards listed for this cost center appears. Select a card by placing your cursor on that card and press <ENTER>. All the purchase orders for that card will appear. Any disputed items should be emailed immediately by the CCC to *the PCA* and the Accounting p-Card Coordinator following procedures previously outlined in **Section (8)(f)(2)**.
- b) Once the cost center has been reconciled, the Accounting clerk will send an email to the CCC stating that the account has been reconciled and is complete. The Purchasing, Accounting and Auditing departments reserve the right to request copies of detailed receipts or order confirmations at any time. Individual card holders will be held personally responsible for any expenditures which are unauthorized or judged to be inappropriate, either by the *Principal, Department Head* or by the *PCA*.

All p-Card transactions should be entered, posted and approved as soon as receipts are available. DO NOT wait until the end of the month to enter.

NOTE: There is a potential problem for those of you who order over the Internet or by telephone using a P-card. The problem occurs when a merchant partially ships and invoices only for the merchandise they have shipped. Unfortunately, you may not know this may happen when you place your order. The order confirmation you obtain from the merchant shows the total amount of the purchase which you have been instructed to enter in TERMS as a **Mastercard™** transaction. The problem occurs when a charge for a portion of that amount is reported to **Mastercard™** by the merchant and it appears on your monthly memo statement as a partial amount which cannot readily be matched to a specific transaction. If this occurs, contact Mark Shuman in Purchasing by email at shumanma@pcsb.org and reference the **Mastercard™** purchase order number and ask him to make an adjustment to your **Mastercard™** purchase order so that it matches the amount on the statement. As subsequent billings arrive for the balance of the merchandise, you will have to enter additional partial transactions until the shipment is complete. This problem appears to be primarily confined to Internet purchases, but it could occur with a telephone order if the merchant partially ships and invoices. We are alerting you to this problem to minimize confusion during the reconciliation process.

PURCHASING CARD PROCEDURES

10. CREDITS FOR RETURNED MERCHANDISE

As soon as merchandise is returned, and a credit has been issued, email Rita Fetzer in the Accounting Department with the following information:

- Credit Card Number
- TERMS PO number to which the credit applies
- Amount of the credit

If you have questions regarding this process contact Rita Fetzer @ 588-6189 or fetzerr@pcsb.org.

11. PAYMENT PROCESS

- a) Beginning on the 11th of the month the accounts payable department will download the monthly master statement for all P-card account transactions electronically from Paymentnet. The master statement will list all transactions by each Cost Center sorted by Cost Center, and card account number.
- b) The accounts payable department will reconcile the charges on the master statement to the L15 and B11 panels in Terms. If discrepancies exist, the CCC will be contacted by the accounts payable department and receive an e-mail snapshot of their statement to help resolve them. Accounts Payable will make the monthly payment to JP Morgan via ACH payment no later than the 24th of the month.

12. RECIEPT AUDITING PROCESS

Upon completion of the Reconciliation and Payment processes, CCC's should file their Pre-Purchase Approvals, Signed Receipts, Packing Slips and any other documentation monthly, and then by year.:

The PCA (Mark Shuman) will review all transactions on a daily basis to ensure charges are made per these P-Card Procedures. If a discrepancy is found the PCA will notify the CCC of the issues found.

13. YEAR END PROCESS

To enable the Accounting Dept. to issue payment for purchases made during the period May 11th thru June 10th, the CCC at **10-month Cost Centers** must enter, post and approve all transactions before leaving for the school year.

From the first Friday in June until July 11th, all Purchasing Cards except for Profile 5 cards will be suspended for use for the Accounting Dept to minimize the reconciliation of the statement which arrives on July 11th during their accrual period.

14. DISCIPLINARY ACTION GUIDELINES

Unauthorized use of the P-card (see page 3) will result in disciplinary action being taken pursuant to **School Board Policies 1140, 3140 and 4140**. A first infraction will result in a written warning citing the nature of the infraction and explaining the proper procedure that should have been followed. A second infraction will result in a minimum 60-day suspension of the pcard. A third infraction will result in permanent revocation of the pcard(s) and possible additional disciplinary action, up to and including termination.

TERMS P-CARD INQUIRY

- ◆ **L15 Purchasing Card Inquiry**
- ◆ **A15 Requisition Query**
- ◆ **A17 Requisition Query by Account**
- ◆ **A20 Purchase Order Query**
- ◆ **A22 Purchase Order Query by Account**
- ◆ **L26 Pinellas Purchase Order Query**
- ◆ **B11 Invoice Query**

TERMS Purchasing Card Inquiry

A. L15 – Purchasing Card Query

The purpose of this panel is to allow the user to view the purchases that have been charged to the individual purchasing cards. The only *required* data needed is the cost center. Once the cost center has been entered, press the **<ENTER>** key and the purchasing cards assigned to that cost center will be displayed. Panel illustrated below.

```
LF15  PANEL: _____  L15. PURCHASING CARD INQUIRY  CNTR: 0000 YEAR: 20
                                     110719
CC/CARD#: 5440 / _____ STATUS: _ DATES: FROM _____ TO _____
-----
                                COORDINATOR(S)
0071 LINDA BALCOMBE

CORD LIMIT V TYPE      HOLDER      CARD NUMBER      AMOUNT
0071  999 3 GENERAL    LINDA BALCOMBE    5550 0200 3930 0984    370.28
                                     TOTAL                370.28

F1=HELP  F3=EXIT F5=REF  F10=INV GEN  ENTER=NXT PG  F12=CANCEL
PURCHASING CARD(S) DISPLAYED - NEXT?

03/012
```

Figure A

Fields entered on the input line will be used as selection criteria for the information displayed in the above panel. These fields are card number, status and date range. Succeeding the cost center are four, 4-digit fields that permit selection of a specific card by card number. If only 'Posted' or 'Unposted' cards are to be displayed, the status selection criteria can be used. If cards input only during a specific date range are needed, the from and to dates may be used. They are inputted using the format, MMDDYYYY. These criteria can be used together or independently.

TERMS Purchasing Card Inquiry

The purchases shown in **Figure A** represent the total dollars charged to each card. By moving the cursor to the line displaying the card of interest and pressing the **<ENTER>** key, the purchases that were made using that purchasing card will be displayed. **Figure B** displays the result of this procedure. The card selected is displayed on the entry line and the panel below displays all individual purchases. The information displayed consists of the requisition number, the corresponding purchase order number, date of purchase, merchant, description of item purchased, amount, and status.

```
LF15  PANEL:  _____  L15. PURCHASING CARD INQUIRY  CNTR: 0000 YEAR: 20
                                     110719
CC/CARD#: 5440 / 5550 0200 3930 0984 STATUS: _ DATES: FROM _____ TO _____

5550 0200 3930 0984  LINDA BALCOMBE  0071 TYPE: GENERAL
  REQ#  PO#    DATE    MERCHANT    DESCRIPTION    AMOUNT S
  1179 208442 _ 10/31/2019 OFFICE DEPOT  SUPPLIES      52.28 P
  1180 208443 _ 10/31/2019 OFFICE DEPOT  TONER CARTRIDGE 318.00 P
                                     TOTAL          370.28

F1=HELP  F3=EXIT  F4=DEL REQ  F5=REF  F6=P/P  F9=NXT PG  F11=POST  F12=CANCEL
INVOICE GENERATION MODE - NO ADDITIONAL PAGES.
```

Figure B

If the status or date range are entered in **Figure A**, these selection criteria will carry over and be used as selection criteria for the panel displayed in **Figure B**. To return to the panel displayed in **Figure A**, press the **<F6>** function key and the prior panel will be displayed. If the actual requisition or purchase order for a specific transaction is needed, place the cursor on the line of that transaction and press the **<F9>** function key. If a purchase order has been generated for the transaction, the **A23** panel for that purchase order will be displayed, otherwise, the **A18** panel will be displayed.

TERMS Purchasing Card Inquiry

B. L15 – Invoice Generation Mode

Access to the Invoice Generation Mode of **L15** require the user to have update access to the **L15** program and is required to use the automatic invoice generation feature. For inquiry purposes, the panels function as described in Section A. Invoice Generation Mode gives the user the ability to generate an invoice for each posted transaction that has been issued a purchase order. To generate an invoice for an individual transaction, an 'I' must be entered in the field next to the purchase order number of that transaction. The input fields will only appear next to transaction with purchase orders that have been posted, indicated by a 'P' in the status code, or invoiced, indicated by an 'I' in the status code. Panel illustrated below.

```
LF15  PANEL:  _____  L15. PURCHASING CARD INQUIRY  CNTR: 0000 YEAR: 20
                                     110719
CC/CARD#: 5440 / 5550 0200 3930 0984 STATUS: _ DATES: FROM _____ TO _____

5550 0200 3930 0984 LINDA BALCOMBE 0071 TYPE: GENERAL
REQ#  PO#  DATE  MERCHANT  DESCRIPTION  AMOUNT S
1179 208442 _ 10/31/2019 OFFICE DEPOT  SUPPLIES 52.28 P
1180 208443 _ 10/31/2019 OFFICE DEPOT  TONER CARTRIDGE 318.00 P
                                     TOTAL 370.28

F1=HELP F3=EXIT F4=DEL REQ F5=REF F6=P/P F9=NXT PG F11=POST F12=CANCEL
INVOICE GENERATION MODE - NO ADDITIONAL PAGES.
```

Figure C.

After entering 'I' in the fields next to all the transactions for which purchase orders are to be generated, press the **<ENTER>** key. Note, each panel for multiple panel transaction lists must be handled individually, that is, place 'I' next to all transactions effected on that panel and press the **<ENTER>** key, then proceed to the next panel, press **<ENTER>**, etc. The invoice generated will have the purchase order number of the transaction prefixed with a 'M' as the invoice number. The date as displayed on the transaction will become the date on the invoice. The batch number will be 00500 and the cycle will be 'M'.

To delete an invoice that has been generated for a posted transaction, place an 'X' in the field next to the purchase order number of the transaction effected. The status of the transaction for which the invoice is to be deleted must be 'I' for invoiced, indicating an invoice has been generated for this transaction. Press the **<ENTER>** key and the invoice generated for this transaction will be deleted and its status code changed to 'P' for posted.

TERMS Purchasing Card Inquiry

To invoice all posted transactions with purchase orders for a specific card, be sure the panel illustrated in **Figure A** is displayed. Move the cursor to the line on which the card for which invoices are to be generated is displayed and press the **<F10>** function key.

Using the **'STATUS:'** selection, various transaction totals can be displayed. Requesting status **'P'** will display all posted purchase orders for that card, requesting status **'R'** will display all posted requisitions, requesting **'U'** will display all unpost requisition and requesting

TERMS Purchasing Card Inquiry

Other TERMS Query Panels

In addition to the **L15 panel**, other query panels normally used to query purchase requisitions and purchase orders can also be used to query P-card transactions.

- ◆ The **A15 panel** can be used to query posted or unposted P-card requisitions which have not yet been converted to purchase orders, by entering your cost center number, "M" in the Buyer field and pressing <enter>.
- ◆ The **A17 panel** can be used to query posted or unposted P-card requisitions by account which have not yet been converted to purchase orders, by entering the account coding and pressing <enter>.
- ◆ The **A20 panel** can be used to query posted or unposted **Mastercard™** purchase orders by entering your cost center number and "M" in the Buyer field and pressing <enter>.
- ◆ The **A22 panel** can be used to query **Mastercard™** purchase orders by account by entering the account coding and pressing <enter>.
- ◆ Much like the **L15 panel**, the **L26 panel** can be used to find the **Mastercard™** purchase order which corresponds to your requisition if all you know is the requisition number. Enter the requisition number, press <enter> and the **Mastercard™** purchase order number for that requisition will be displayed.
- ◆ The **B11 panel** can be used to determine whether or not one of your **Mastercard™** purchase orders have been paid by entering the specific amount and pressing <enter> or by entering the purchase order number (found on L15) and pressing <enter>.

Appendix Of P-card Forms

- **Application for Purchasing Card** (PCS Form 3-2799)
- **Purchasing Card Agreement** (PCS Form 3-2797)
- **Purchasing Card Log** (PCS Form 3-2798)

Travel Guidelines & Procedures

QUOTED FARES

The agency shall provide the scheduling and ticketing for all surface and air transportation to meet the requirements of the employee. Both refundable and non-refundable fares shall be offered to the employee for all ticketing arrangements. **Coach, excursion and other reduced fares are to be quoted whenever available. In addition, unless otherwise specified, all travel by district employees pertains to official state business; therefore, Florida state contract government fares should be quoted if and when available as long as this practice does not violate the terms of the state contract or the carriers.** First class arrangements will be substituted only when other fares are not available or if specifically requested by the employee. If employees request first class reservations, the difference between the coach fare and first class fare must be reported to the accounting department to facilitate bill-backs to employees. Efforts to secure coach fares shall continue up to 24 hours prior to departure time from point of origin. If a lower fare becomes available and tickets are reissued, the difference between the original fare and the new fare shall be credited to the district and not the employee. In all cases, all available fares shall be offered to employees including the lowest available fare. Employees are encouraged but not required to accept the lowest fare if this dramatically impacts their travel schedule or presents undue hardship or inconvenience. Refusals to accept the lowest fare must be documented and the reasons reported to the accounting department for possible investigation. **Failure to quote the lowest available fares as a matter of practice will constitute grounds for no longer doing business with that agency.**

TICKET ISSUANCE

Under normal circumstances only E-tickets should be issued. Special arrangements may be made to the contrary if circumstances warrant.

ACCOMMODATIONS

Hotel and motel reservations are to be made only upon request. Reservations are to be guaranteed for late arrival unless otherwise

specified. The agency will handle reservation cancellations promptly upon request to avoid no show charges. The district reserves the right to use Florida state contracts for hotel and motel reservations when use of such contracts represents its best interest.

VEHICLE RENTALS

Vehicle reservations are to be made only upon request. Compact cars shall always be reserved unless otherwise specified by the employee. Reasons for reserving other than compact vehicles must be documented and reported to the accounting department for investigation. The agency will handle reservation cancellations promptly upon request to avoid no show charges. The district reserves the right to use Florida state contracts for vehicle rental.

REFUNDS

Unused or canceled refundable tickets will be returned to the agency for processing to secure the appropriate refund. Non-refundable tickets will not be eligible for a refund.

RECORDS RETENTION

The agency shall retain all records pertaining to district employee travel for a period of at least two years. These records shall include details of carriers, tickets, refunds and payments. The records shall be available for review by the district, state, federal or independent auditors at any time.

PERSONAL TRAVEL

All employee travel arrangements of a personal nature will be solely between the employee and the agency. Billings for these arrangements shall be directed to the employee, and payment shall be the obligation of the employee. The district **will not** be obligated to the agency for payment under any circumstances.

FREQUENT FLYER MILES

All frequent flyer mile credits shall accrue to the traveler in all instances.

TRAVELER CONVENIENCE

The agency shall make every attempt to develop a travel itinerary that will minimize layovers at a comparable cost.

USE OF OTHER AGENCIES

The district reserves the right to use the services of other travel agencies that offer lower fares or special group travel packages for national conventions, seminars, workshops, tours, etc. Employees may book their own reservations on the Internet if the fare is the lowest of three quotes sought. Any such bookings should be approved in advance by the director of accounting. Employees must use their own personal credit cards when booking their own reservations and request reimbursement from the district.

Direct Material Purchases

PURCHASES

1. Construction manager (CM) will complete a copy of a purchase order worksheet with all pertinent information to include: vendor name with complete address, items to be purchased including quantities, price and “ship to” location of materials.
2. The purchase requisition worksheet requires the initials of a CM project manager, PCSB facilities project director, PCSB facilities project representative and the PCSB director of facilities. This can occur at project meetings or may be faxed to the appropriate parties for signatures.
3. Fax or hand carry a copy of the completed and initialed worksheet to the facilities department:
Walter Pownall Service Center
11111 S Belcher Road
Largo, FL 33773-5210
OR
Fax (727) 547-7227
4. All applicable backup information must be attached to the worksheet. Backup information MUST include:
 - Bid tabulation sheet
 - Copy of quotations or bids
 - Letter of explanation if a bid other than the low bid is awarded a contract

- Letter of explanation if less than three bids were obtained.

NOTE: If “see attached” is used for items to be purchased, a complete list of items must be attached to the worksheet for audit purposes. When the vendor copy of the PO is returned to the CM, the attached list must be attached at that time. PCSB will not attach this listing.

5. After receipt of the CM purchase order worksheet and all applicable backup documentation, facilities personnel will issue a requisition for a direct material purchase (DMP). Each DMP will be recorded on a tracking sheet at the time the requisition is entered.
6. Request for direct materials purchase requisition is entered into TERMS with all applicable approval levels (B5 and/or B10 panels). Once the request is approved at the CC/PM level, a buyer requisition verification report is generated. The requisition is approved by the buyer at the BY field. The requisition is converted to a purchase order.
7. A purchase order is generated by the purchasing department. Facilities personnel receive the following copies:
 - Originator copy - Yellow
 - Receiver copy - Grey

Vendor copy (ivory) will either be given to the CM for delivery to the vendor or mailed directly by the district. All materials are to be delivered directly to the construction site located in the “ship to” location of the purchase order.

INVOICING

INVOICES MUST BE MADE OUT TO THE PINELLAS COUNTY SCHOOL BOARD. ORIGINAL INVOICES ARE TO BE MAILED TO THE ACCOUNTS PAYABLES DEPARTMENT.

1. The CM project manager, PCSB facilities project director, PCSB facilities project representative and the PCSB director of facilities must initial and date all invoices before payment can be made on submitted invoices.
 - The CM should account for payments so they do not exceed the amount of the purchase order.

2. Invoices and/or credits must be made out to the Pinellas County School Board, c/o construction management firm and the address, or the Pinellas County School Board, c/o subcontractor and the address.
3. All invoices must clearly denote and list separately the net amount to be paid (net of taxes) and the sales tax savings.
4. Each invoice/credit must be signed by the construction management project manager, PCSB facilities project director, PCSB facilities project representative and the PCSB director of facilities.
5. The six-digit PCSB purchase order number must be referenced on all packing slips, invoices, etc.
6. Original invoices are to be mailed to the accounts payable department. Copies are to be mailed to:
 - Facilities Department, 1111 S Belcher Road, Largo, FL 33773,
 - Construction Management company at the job site location.
 - Applicable subcontractors.
7. Payment will be made after the items or services have been:
 - Received or completed in full or in substantial partial quantity.
 - Inspected and found to comply with all specifications and be free of damage or defect.
 - Properly invoiced as described above.
8. Invoices shall be in triplicate, giving invoice date, number, cost per unit, extension and total.

Any questions regarding invoice processing/payment should be directed to the accounts payable department.

Library Book & Audio Visual Materials Order Processing Instructions

Please use **Buyer Code 045 (Mary Ann McConahy)** for requisitions with function 6200 and object codes:

- 0610** – Books
- 0621** – Audiovisual Materials \$1000 or higher
- 0622** – Audiovisual Materials less than \$1000
- 0691** – Software CD's \$1000 or higher
- 0692** – Software CD's less than \$1000

To contact Mary Ann, call her at 588-6229 or e-mail her at mcconahym@pcsb.org . To check the status of a requisition, please contact your bookkeeper directly. Purchasing processes hundreds of requisitions and cannot locate requisitions for you without the TERMS eight-digit requisition number that is assigned when your bookkeeper enters the requisition into TERMS.

Corinne McManning (588-6400) is the project manager for project 1121 on behalf of Laura Woods and is located in the library media/technology department at the Administration Building.

Tips to remember and follow when completing requisition worksheets & TERMS entry:

1. Please remember to put DATE/SOURCE OF PRICE: on the TERMS L28 panel for each requisition. You can access the TERMS L28 panel from the TERMS A18 panel by pressing the F11 key.
2. If ordering from a vendors "special or promotional offering," please include a copy of the flyer with your requisition to be sent to purchasing.
3. You may state "see attachment" when ordering 25 titles or more. You must itemize when ordering 25 titles or less.
4. Please list freight charges on all requisitions. Call the vendor for estimated freight charges if you are unsure of the amount. Indicate free freight on the requisition if it is free. If you were given special freight charges, make sure you indicate date and the name of who quoted you those special freight charges on the TERMS L28 panel. Freight charges are entered on the TERMS A18 or L28 panel.

5. All requisitions for videos and books must have processing fees listed and are mandatory when using projects 1121, 1180 and 2343. You must seek prior approval with Bonnie Kelley for any exceptions. Call the vendor for processing fees. If you are offered free or special processing fees, indicate the date and the name of who quoted them to you. Processing fees are entered on the TERMS A18 panel as a separate line item. If necessary, attach copies of processing specifications. All vendors that do not offer the minimum level of processing must be approved by the Library Media Department. The minimum level of automation processing is shelf ready (all materials attached) w/ MARC record diskette.

Automation Processing Definition:

- ❖ MARC Record (US MARC or MARC21) to be emailed to Jim Bence at bencej@pcsb.org.
- ❖ Bar code with protector (polythermal preferred)
- ❖ Spine Label
- ❖ Pocket
- ❖ Jacket (Mylar preferred)
- ❖ Enhanced Reading Counts label with lexile information
- ❖ CheckPoint 9.5 target (secondary schools only)
- ❖ Pocket to cover target (secondary schools only)
- ❖ School identity label.

6. TERMS terms/condition (T/C) codes to be used on requisitions are listed below. T/C codes can be entered on the TERMS A18 or L28 panels.

“300” when shipping is free or included in the unit price

“LIB” (combined from “LIB,” “NTE,” “NAS”)

A. One shipment is preferred; however, if that is not feasible, partial shipments will be accepted and should be completed within 60 days. Contact school for questions.

B. The value of merchandise or services purchased (including processing and shipping/handling fees) on this order shall not exceed the total dollar amount listed.

C. No additions or substitutions are permitted. Supply requested item(s) only.

- D. Processing is required for all book and video purchases unless otherwise stated. Unless otherwise stated, minimum processing should be shelf ready: MARC record emailed to Jim Bence at bencej@pcsb.org (US MARC or MARC21), bar code label with protector, spine label, pocket, jacket (mylar preferred), enhanced Reading Counts label with lexile information and school identity label. Ship with books. Notify buyer if you do not provide service. Notify school for any questions on processing specifications.
- E. If video and/or DVD are included in this order, they will be used for educational purposes only, including media retrieval and closed circuit television (CCTV) use.
- F. When available, please ship closed-caption versions.

“LSC” + “CONT” for vendors who are listed on the state contract (changed from “LIM”)

7. Make four (4) copies of all attachments (book lists and processing specifications). Send three (3) to Mary Ann McConahy, purchasing, Admin Building, for each requisition and keep one copy for your records. Mary Ann cannot approve your requisition until she receives the copies of the attachments. When you send these copies, make sure you indicate the school name and the requisition number so she can match it to the correct requisition. A TERMS requisition number is eight digits; the first four are your cost center. A simple method would be to screen print the TERMS A18 panel (1 copy only) and send it along with your attachments.
8. Remember to check the B05 panel for flagged requisitions at least once per week for any AC comments. Requisitions cannot be processed until AC comments are resolved.

Vendor & Product Performance Reports

The aim of the purchasing department is to provide exceptional customer service at all times. We cannot provide that level of service without customer feedback. To make it

convenient and to encourage customers to report problems either with a vendor or a product we have purchased, purchasing has developed an online method of reporting both vendor and product performance problems so that we can take corrective action. Both the vendor performance and product performance reports give the customer the ability to not only report problems but to also provide positive feedback.

- The vendor performance report can be completed and submitted online from the Intranet at <https://www.pcsb.org/Page/15928>
- The product performance report can be completed and submitted online from the Intranet at <https://www.pcsb.org/Page/15929>

Complete as much information as you can and click the “submit” button to send the report via e-mail to purchasing. The e-mail will be routed to the appropriate buyer for investigation. After the buyer has researched the problem, he or she will contact you to let you know what corrective action will be taken.



Part E

Internal Operational Procedures

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Internet & Intranet Site Maintenance

The senior document systems operator (SDSO) is responsible for maintaining both the department's Internet and Intranet sites. Following are procedures for posting information to both of these sites.

Instructions for Posting to the Internet ...

1. Convert the document to be posted to PDF format using Adobe Acrobat PDFWriter and place it in the appropriate shared subfolder under the SDSO's "Web Postings" directory.
2. Launch website pcsb.schoolwires.net Must sign on with user name and password through PCS Portal.
3. For internet postings click on "Department Links"
4. Find Purchasing under the Department links.
5. Click on the section you wish to modify.
6. Click on the Edit Article button.
7. To replace a current PDF file, highlight the article and click on the "unlink button"
8. Highlight article again and click on the "insert/edit link" button.
9. Advanced Link Dialogue Box appears.
10. Open browser.
11. Open Purchasing
12. Select file you are replacing, click on the file and it appears in the Detail Section.
13. Click insert. In the URL window, the address of your file will appear in the dialogue box.
14. Open new window in the target frame.
15. Type in the title of the article.
16. Click the <Save> icon.
17. Open file to confirm the change.

Maintaining Purchasing Internet Website:

Bid Information pages:

Due to the size of these files, there is a page for each letter of the alphabet. These page contains a table which displays the bid due date and time, bid status, bid title, bid addenda, bid number, list of pre-bid attendees, last price paid, complete spreadsheet tabulation, final award tab sheet and a 'purge by' date for both 'closed' and 'open' bids currently being advertised. To obtain actual bidding documents for currently advertised bids, vendors must the Public Purchase™ site. When clicking on any of the live links for an 'open' bid, vendors will be referred to the secured site.

When posting information to the Bid Information pages, the bid should be placed in the table in alphabetical order by bid title. If there are no bids already listed under the letter of the alphabet in question, first copy the column headings after the letter of the alphabet so they appear on the screen at all times. Create a new blank row after the column headings and enter the bid information. For currently advertised (open) bids, enter the word 'open' in the status column and link the Bid Title, BidForms and any bid Addenda to the HTML file named <http://pcsb.schoolwires.net/Page/749> and highlight the row in yellow so that it stands apart from 'closed' bids For bids with a 'closed' status (bids that have come due) link to the PDF files that contain the appropriate information.

A note about linking files:

The "Bid Information" table resides within an I-frame on its respective web page. When linking PDF files within the table, you must first select the text you wish to link and then right click the mouse. Select <Hyperlink Properties>, then click <Target Frame> and then select <new window>. Next click <OK> so that the PDF file will open within a separate Adobe Acrobat window.

Addenda:

When addenda are issued to a bid, the number of the addenda should be placed in the appropriate column for the subject bid and linked to the file named

<http://pcsb.schoolwires.net/Page/749>

Pre-Bid Attendee List:

If a prebid conference is conducted, the list of attendees should be posted immediately following the prebid conference. The list should include company names, addresses, telephone and fax numbers, e-mail addresses (if available) and the names of the individuals who attended the conference.

Last Price Paid

This only applies to term contracts and not for one-time purchases. Put an "X" in this column and link it to a PDF file created from the last school board-approved purchasing agenda item (tab sheet).

Once the due date and time has passed for a bid, it is marked with a 'closed' status. At this time the yellow highlighting should be removed and the original bid document, any addenda issued and the complete spreadsheet tabulation should

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be linked to the appropriate PDF files for vendors to view. After the bid has been awarded, the final award results (purchasing agenda item) can be linked as well. For the spreadsheet results and final award, this is done by placing an 'X' in the column and linking it to the appropriate PDF file.

Purge By:

Information on the Bid Information page is cumulative and therefore must be purged periodically to keep the length of the list manageable and relevant. The following purge procedure has been established:

Term Contracts –

If a bid is renewed, the old line item for the original bid is updated by changing the bid number to the renewal number while still linking it to the PDF file for the original bid document, including any addenda issued. In the Final Award Results column, the new tab sheet for the renewal agenda item is linked to a new PDF file for the tab sheet. The date the renewal period expires is entered in the 'purge by' column representing the date this information is due to be purged.

If the bid has been rebid anew, the bid number is updated with the new number and linked to a PDF file for the new bid document, including any addenda issued. A new spreadsheet is linked in the Spreadsheet Results column to a PDF file and the new tab sheet is linked in the Final Award Results column after it is school board approved. The date the bid expires is entered in the 'purge by' column representing the date this information is due to be purged. For one time bids a date one year from the date of school board approval is entered in the 'purge by' column representing the date this information is due to be purged.

Bid Awards page:

The intent to award notice and any supplemental postings for the next school board meeting are posted on this page. Historical award information is also posted in tables by fiscal year. The notice is posted at the top of the page until after the school board meeting date has passed. Once the bids have been approved, the posting is removed from the top of the page and linked in the historical table at the bottom of the page

Bid Catalog page:

A copy of the current bid catalog in complete form and by section is maintained on this page.

The catalog is updated continuously so the information is always current.

Buyer Commodities page:

This page lists commodities alphabetically with the responsible buyer's e-mail address and buyer number so that customers know who to contact for information. As job assignments change, this list is updated.

Purchasing Handbook page:

A copy of the purchasing handbook is available from this page.

Purchasing Personnel page:

This page list the names, buyer numbers, phone numbers, fax numbers and e-mail addresses of all the department staff.

Instructions for Posting to the Intranet ...

1. Convert the document to be posted to PDF format using Adobe Acrobat PDFWriter and place it in the appropriate shared subfolder under the SDSO's "Web Postings" directory.
2. Launch website pcsb.schoolwires.net
Must sign on with user name and password through PCS Portal.
3. For intranet, click on "Intranet Department Links"
4. Find Purchasing under the Department links.
5. Click on the section you wish to modify.
6. Click on the Edit Article button.
7. To replace a current PDF file, highlight the article and click on the "unlink button"
8. Highlight article again and click on the "insert/edit link" button.
9. Advanced Link Dialogue Box appears.
10. Open browser.
11. Open Purchasing
12. Select file you are replacing, click on the file and it appears in the Detail Section.
13. Click insert. In the URL window, the address of your file will appear in the dialogue box.
14. Open new window in the target frame.
15. Type in the title of the article.
16. Click the <Save> icon.
17. Open file to confirm the change.

Maintaining Intranet Site:

Tax Certificate

A copy of the district's sales tax exemption

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certificate is maintained there for employees to access when needed.

Bulletin Board page:

This page is intended for posting information of general interest to customers. Items are listed in alphabetical order by subject with a posting date so that customers can tell how current the information is.

Library Media page:

This page posts information specifically related to library media materials. The state contract list of vendors is posted there along with procedures on how to properly enter a requisition to order library materials.

Purchasing Card page:

This page posts information specifically related to the Pcard program. Links to all the necessary forms and procedures are also posted there.

Technology page:

This page posts information specially related to technology issues. Price lists from all the various bid contracts and links to the various manufacturers' websites are all available in one place. It also provides tips on such things as how to choose a digital camera, information on how to obtain warranty service and technology standards set for the district.

Telecommunications page:

This page contains information primarily pertaining to acquisition and use of district cell phones. The page includes such information as:

- a. Types of cell phones available for district use and recommended rate plans
- b. Procedures on how to open a PCSB cell phone account
- c. Frequently asked questions about district cell phone use
- d. How to acquire a separate phone line for personal use of a district cell phone.
- e. Cell phone accessories available for your phone

TERMS Tips page:

This page provides answers to frequently asked questions, a list of vendors who do not accept PO's, TERMS processing tips and shortcuts, a list of commonly used object codes and their definitions, asset requisition procedures and a list of buyer commodity assignments to help you direct your requisitions to the proper buyer.

Vendor & Product Performance page:

This page provides links to forms to enable you to report either a vendor or product performance

problem. The forms also give you the ability to compliment a vendor or a product, if you wish.

Instructions for Using the Public Purchase™ Website

Complete instructions for using the Public Purchase™ website are located in the Public Purchase folder on the purchasing server.

Receiving Bids

All sealed bids must be time and date stamped the moment they are received. If the bid is hand delivered, the person who receives the bid must time and date stamp two receipts on the blank side of the receipt (back). The recipient of the bid must verify that the bid was delivered before the deadline. The front side of both receipts must then be completed by filling in the bid number, bid name and the name of the company that submitted the bid. One copy should be given to the person who delivered the bid and the other attached to the sealed bid envelope.

Much the same procedure is followed if the sealed bid is delivered by US mail or other special courier, except that only one copy of the receipt is completed and attached to the sealed bid envelope. If the bid is late, the words "LATE BID" are prominently written across the face of the envelope, and the bid is delivered to the responsible buyer for follow-up.

The bid is then filed in a locked file cabinet awaiting the public bid opening. It should be further noted that the purchasing department is not responsible for timely delivery of the U.S. or private courier mail. The bidder is responsible to allow adequate mailing time, including time for interoffice mail delivery, or to take appropriate alternate steps to assure that his or her bid is delivered to the purchasing department by the specified due date and time. Late bids will be rejected.

Setting the Time Clock

Keeping the office time clock synchronized accurately with an internationally recognized standard time source is very important, especially because a bid that is even one minute late must be rejected. The purchasing department uses the U.S. Naval Observatory as its official time source @ <http://tycho.usno.navy.mil/cgi-bin/timer.pl>. Each

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morning, the time stamping clock is checked and synchronized with this time source to within one minute. The office wall clocks are also synchronized with this time source. Vendors are welcome to call ahead to check the official time to assure that their bid will not be delivered late. The department's time clock is considered to be the official time source if a dispute arises over whether a bid was delivered on time.

Organizing Bid Files

After the buyer completes work on a bid and award notices have been mailed to the successful bidders, the only task remaining is to organize and file the bid. Before it is filed, one final check is made by one of the clerical staff to make sure that the file contains all the required documentation. Standard checklists are used to assist the clerk and remind him or her of what documentation is required. The bullet list that follows represents what is verified before filing the bid.

- copy of agenda summary
- copy of convicted vendor list
- all bids are properly signed
- all awardees are registered in Public Purchase™
- list of bidders solicited
- bid tabulation spreadsheet for all bids received
- AD-1048 debarment forms (only if federal money is used)
- bid award letters
- prebid attendee list (if applicable)
- written & signed recommendation from requester
- purchasing agenda item (tab sheet)
- certification from government agency that the bid was approved by its governing body (only when *piggybacking* bid)
- full copy of awardee's bid (when *piggybacking* bid)
- copy of approved pricing/discounts
- copy of state contract (state contract purchases only)
- signed quote/agreement from vendor
- copy of vendor proposal
- professional services memo approved by superintendent (professional services only)
- recommendation for award from requester
- written & signed recommendation from requester to renew bid (bid renewals)\

- letters from vendors agreeing to renew bid (bid renewals only)
- blank copy of original bid (bid renewals)
- copy of prior tab sheet (bid renewals)
- sole source letter from vendor or rationale memo from requester (sole source purchases only)
- copy of sole source posting notice (when applicable)
- Written & signed proposal from vendor (sole source purchases only)

The checklist also reminds the clerk to verify that all vendors receiving an award from the bid have registered with Public Purchase™ and that all the bids or quotes are signed. If a vendor has not registered, the clerk will contact the vendor and request that he or she do so immediately. If any documentation is missing, the clerk will highlight the missing item on the checklist and return the file to the buyer for corrective action. If all documentation is found to be complete, the clerk initials the form and files the bid.

Use of Templates

Numerous shared document templates have been developed to assist the staff in creating standardized documents. Only one staff member maintains these templates in order to insure the integrity of the master template file. They are housed on the MIS3 server in the **Purchasing/Workgroup Templates** folder. Because they will be shared by many users, most workgroup templates are generic. Individuals may customize or personalize these templates for their own use but must save them under a different name.

Individuals can also create their own custom templates for personal use and house them on their personal computer in the **My Documents/Templates** folder. To create a new document from a standard template, use the **File/New** command, and both the shared workgroup templates plus any personally created templates will be displayed for use.

Document Naming Conventions

Because of the vast numbers of documents that are created and archived, it is imperative that some standard document naming convention be used to easily identify and archive critical documents. The

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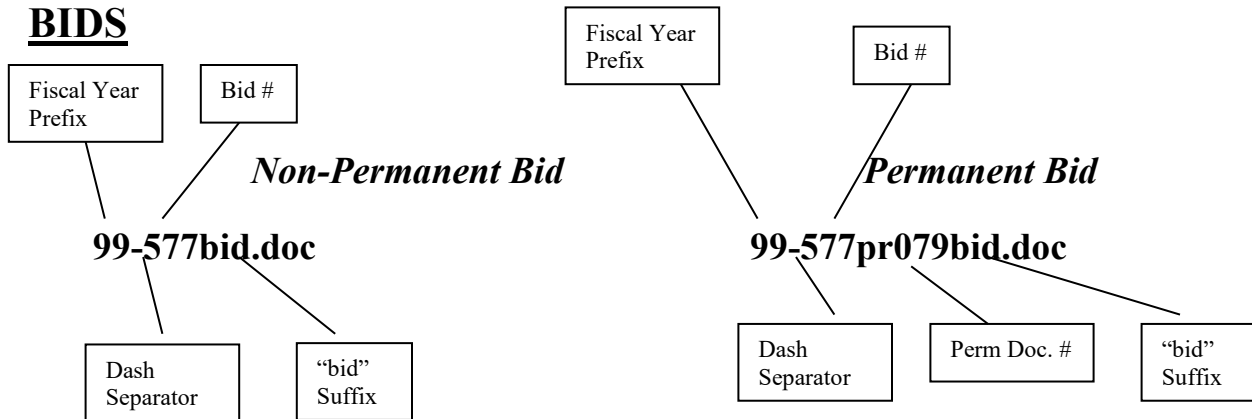
purchasing department has adopted the conventions described on the following two pages for naming bids, bid addenda, purchasing agenda items (tab sheets), prebid attendee lists and bid tabulation spreadsheets. By using the first two digits of the name to represent the fiscal year in which the document was created, it allows for archiving files by fiscal year.

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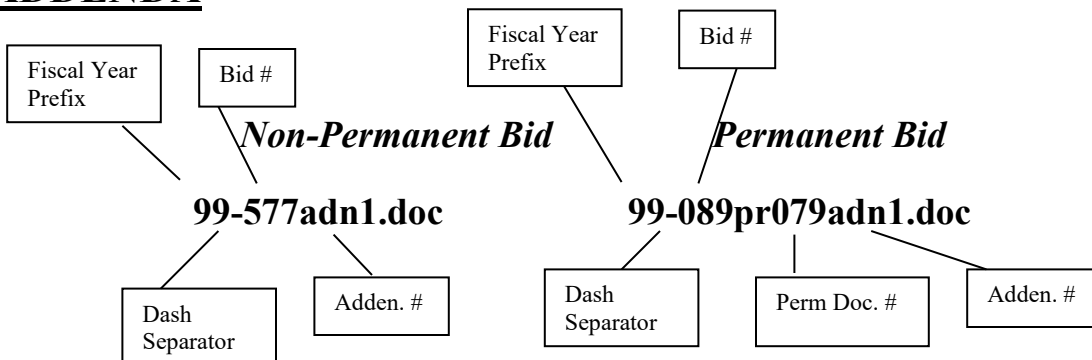
DOCUMENT NAMING CONVENTIONS

A **standard** document naming convention for important documents is required in order to facilitate orderly website maintenance and document archiving and retrieval. The following naming conventions will enable a direct, visual correlation between bid documents and corresponding addenda, tab sheets, prebid attendee lists and bid tabulation spreadsheets. These documents should be named in the manner shown below with the document name appearing in the footer on all pages.

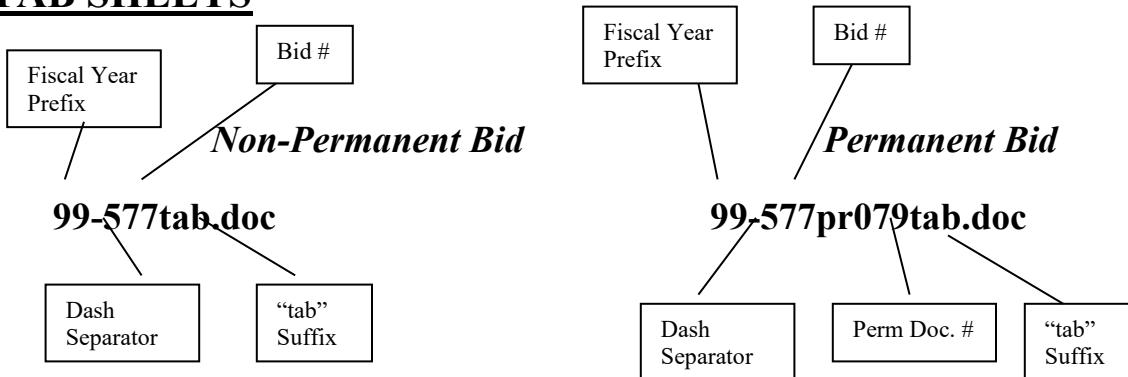
BIDS



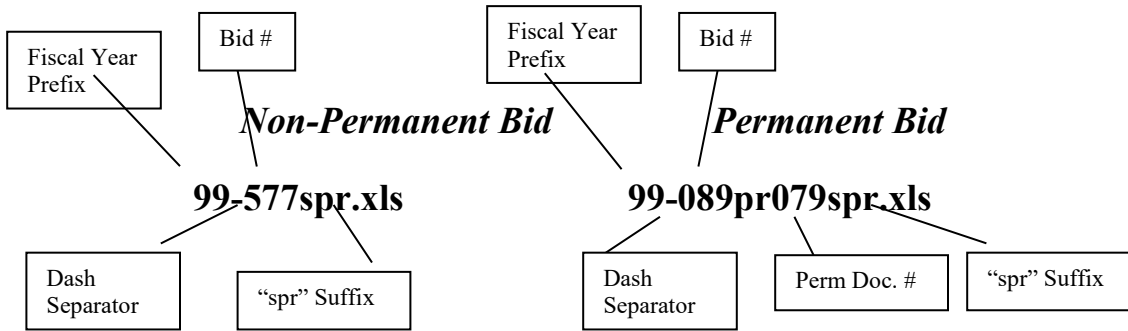
ADDENDA



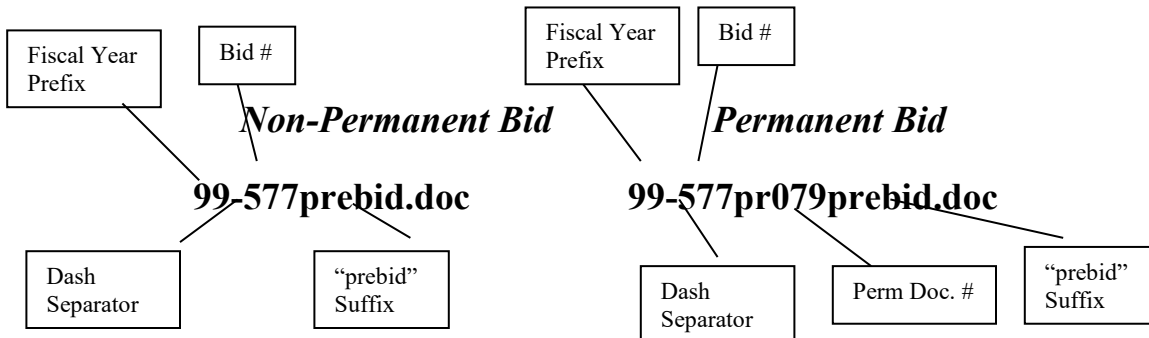
TAB SHEETS



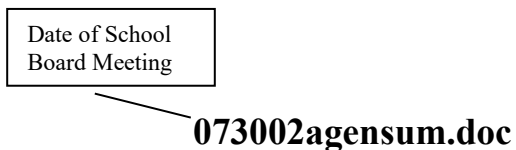
BID TABULATION SPREADSHEETS



PREBID ATTENDEE LISTS



PURCHASING AGENDA SUMMARY



SUPPLEMENTAL PURCHASING AGENDA SUMMARY



INTENT TO AWARD NOTICE

Date of School
Board Meeting

073002intent.doc

SUPPLEMENTAL INTENT TO AWARD NOTICE

Date of School
Board Meeting

Supplement
number

073002intentsup1.doc

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Preparation of the Purchasing Board Agenda Packet

The purchasing agenda packet is a compilation of bids that will be submitted for approval at a future school board meeting. Each buyer prepares a purchasing agenda item (tab sheet) for each bid to be approved. The purchasing director reviews all tab sheets before the final packet is submitted. A packet is prepared for every school board meeting and submitted to the superintendent's cabinet for prior approval generally on the second Friday preceding the scheduled meeting. After cabinet approval, the packet is then submitted for inclusion in the electronic school board agenda approximately one week prior to the scheduled meeting.

Agenda Summary Review ...

The following step-by-step procedure describes this process in detail.

1. Buyer e-mails a copy of the agenda summary to the Director.
2. The Director verifies that:
 - The bid number, bid title and term of the contract correspond with the original bid document.
 - The proper bid category is listed.
 - The final destination is properly stated along with the name of the person who submitted the bid request to purchasing.
 - The fund sources to be used are listed.
 - All vendors being recommended for an award are listed with their full legal names.
 - The total dollar amount each vendor will be awarded is listed, if known. For term contracts in which it can only be estimated, "Unknown" is listed in this column.
 - The total dollar amount to be awarded to all vendors is listed, if known. For term contracts, the estimated contract value published in the original bid document is listed.
 - Any necessary or applicable comments are listed. If the award category is Rejection/Cancellation, Revised Award, Change Order, Sole Source, Re-Award, Contract Extension, Contract/Bid Termination or Emergency Ratification, proper rationale must be listed.

3. The Director copies and pastes the contents of all agenda summaries submitted into one consolidated document for inclusion in the board agenda.
4. The agenda summary document is named in accordance with adopted document naming conventions.
5. A copy of the agenda summary is placed in the "Agenda Summary" folder on the server.

Agenda Item (Tab Sheet) Review ...

1. Buyer e-mails a copy of the tab sheet to the Director for the specific school board meeting in question.
2. The Director verifies that:
 - Grammar and spelling are correct, and proper sentence structure is used throughout the document.
 - The most recent version of the tab sheet template was used to create the document.
 - The document is named properly in accordance with adopted document naming conventions. For permanent term contracts, the correct "pr" document number has been perpetuated.
 - The correct school board meeting is listed at the top.
 - The bid number and bid title correspond with the purchasing agenda summary.
 - The bid number for the original bid is listed for any bid being renewed.
 - The bid category checked agrees with the purchasing agenda summary.
 - The term of the contract listed agrees with the original bid document.
 - If a contract period does not apply, the "N/A – One Time Purchase" box is checked.
 - The contract value listed agrees with the purchasing agenda summary.
 - The appropriate "Contract Type" box is checked.
 - The proper number of renewal options remaining are listed. To verify this, the Director checks the bid schedule posted on the server.
 - That renewal options still remain if the agenda item is being submitted as a bid renewal. To verify this, the Director

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- checks the bid schedule posted on the server.
- Rationale is listed that agrees with the purchasing agenda summary (if applicable).
 - The number of bids solicited, received, late and rejected are all listed. If the agenda item is a bid renewal or sole source, the “N/A – Bids Not Required” box is checked.
 - The final destination is properly listed.
 - The name and title of the individual requesting the agenda item is listed.
 - The responsible buyer is listed.
 - The names of all awardees are listed with their full legal name, along with the items they were awarded and the total dollar amount of the award to each awardee.
 - If the tab sheet is only one page, the words “*see attached*” are deleted.
 - A final spell check is run before printing.
3. The Director makes last-minute edits and corrections to the electronic files and creates the final electronic agenda packet in PDF format.
 4. The clerk who prepares the paper agenda packet prints a copy of the agenda summary from the server and makes 22 back-to-back copies for the superintendent’s cabinet and submits it to the secretary to the assistant superintendent of finance for inclusion in the divisional packet.
 5. Provided no changes have been requested by the cabinet, the Director submits the electronic packet to the secretary to the chief business officer immediately following the cabinet agenda preparation meeting. The purchasing agenda packet is combined with other agenda material from the division of finance for inclusion in the school board agenda.
 6. The Director prints a copy of each tab sheet. to the clerk responsible for duplicating and distributing the paper agenda packet.
 7. The clerk e-mails a copy of the agenda summary to the school board office for signature following final school board approval. This signed copy serves as official certification that the bid was approved by the school board. Copies are provided to other governmental agencies

upon request when they wish to “*piggyback*” our bids.

Assembly of the Board Agenda Packet ...

After the Director finishes reviewing all the agenda material, a printed copy of the entire agenda packet is forwarded to the clerk responsible for assembling the printed agenda packet.

The following procedure is followed to assemble the packet:

1. 7 copies of each tab sheet are made.
2. 5 copies are assembled into packets and sent to various administrators in the district the remaining 2 copies are placed in the appropriate bid folders.
3. A copy is made of the purchasing agenda summary from the server.
4. The clerk verifies that there is a tab sheet for each bid listed on the preagenda summary.
5. The original copy of the tab sheet is placed in each folder.
6. Using a collator, the clerk assembles the packets in the order they appear on the purchasing agenda summary. 3 sets are compiled with tab sheets only and 2 sets with tab sheets and bids. The tab sheet is always placed before its associated bid.
7. The following categories of tab sheets should always have a bid associated with them:
 - Lowest Responsive Bid (LRB)
 - Highest Point Score (HPS)
 - Reject All Bids (REJ)
 - Request for Proposals (RFP)
 - Emergency Ratification (ER)
8. The following categories normally will not have a bid associated with them:
 - Sale of Property (SP)
 - Direct Negotiation (DN)
 - Professional Services (PS)
 - Emergency Bid
9. The following categories of tab sheets will never have a bid associated with them:
 - Bid Renewal (RN)
 - Re-Award Bid (RB)
 - Sole Source (SS)
 - Bid Cancellation (CAN)
 - Change Order (CO)
 - Contract Termination (CT)
 - Contract Extension (EX)

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- Revised Award (RA)
10. After packets are assembled, they are placed in envelopes and addressed but not mailed to recipients until after the agenda preparation meeting in the event that any last-minute changes are requested by the superintendent's cabinet. The 3 packets of tab sheets only are addressed to:
 - Administrative Assistant To The School Board
 - Food Services Department
 - Associate Superintendent, Facilities & OperationsThe 2 packets comprised of tab sheets and associated bids are addressed to:
 - Director, Warehouse
 - Paul Spinelli, Central Administration, St. Petersburg College
 11. After packets are assembled, the bid file folders are returned to the respective buyers.
 12. After the bids are approved by the school board, a copy of the preagenda summary is e-mailed to the administrative assistant to the school board for signature certifying that all bids were approved.
 13. The administrative assistant to the school board returns the last page of the purchasing agenda summary with a signature to the clerk who then makes sufficient copies for each bid folder.
 14. The clerk collects all bid folders and removes all blank bid copies from each folder, taking care not to pull the DRAFT copies.

Intent to Award Notice & Posting ...

FS 120.57(3) requires that a notice of decision or intended decision be posted prior to awarding any contract to allow bidders the opportunity to protest the recommendation for award. In our district we refer to this document as the *Notice Of Intent To Award*. This notice is created by the Director after all board agenda items have been reviewed and approved for submission to the board. The following procedure is used to create the notice of intent to award:

1. A blank piece of paper is time and date stamped in the upper left hand corner on the time-stamping clock in the office. This date

- and time represents when the notice officially was posted.
2. The Director initiates the document from the "intent.dot" Word template.
3. According to the above referenced statute, the bidder has 72 business hours within which to file a notice of intent to protest. Because the notice of intent to award is normally posted on the Monday prior to the next agenda preparation meeting, the deadline to file a protest expires on the Thursday of the same week at that same time of day that the notice of intent to award was posted. The date and time is entered on the form next to the words **The Right to File an Intent to Protest Expires:** If the notice is posted on any other day than Monday, the Director must calculate 72 business hours from that date and time to determine when the posting expires.
4. The balance of the first page of the notice is completed by entering the date and time of the school board meeting when the bids will be submitted for approval. A bullet list of the bids being submitted for approval by number only is shown at the bottom of page one.
5. Following page one is a copy of the purchasing agenda summary listing which vendors will be recommended for award and the total amount of the award to each vendor.
6. After the notice is completed by the Director, the blank page, which was time and date stamped earlier, is fed into the printer and an original copy of the notice is printed. The date stamp prints within a block on the form entitled "Date & Time of Initial Posting." Once this is printed, the Director posts the notice on the bulletin board in the administration office of purchasing. The Director then manually enters the date and time of the posting in the Word file and saves the file.
7. The Director converts the file to PDF format and saves a copy of the file to the senior document systems operator's Web Postings/Bid Award folder.
8. The senior document systems operator posts the PDF document to the department's website following Internet posting procedures described earlier.

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Bid Document Review & Posting

All bids are reviewed by the director of purchasing prior to being advertised. The following step-by-step procedure describes this process in detail.

1. Buyer e-mails a copy of bid to the director for review.
2. The director verifies that:
 - Grammar and spelling are correct, and proper sentence structure is used throughout the document.
 - The most recent version of the bid template was used to create the document.
 - The bid is properly titled to represent the products or services being requested.
 - The correct commodity code was selected for the bid number.
 - The document is named properly in accordance with adopted document naming conventions. For permanent term contracts, the correct “pr” document number has been perpetuated.
 - Sufficient time was allotted for the bid cycle. (Four weeks is the norm.)
 - Sufficient time has been allotted from the time the bid is posted on Public Purchase™ until a pre-bid conference is scheduled (minimum 1 week).
 - The public bid opening is scheduled for 3 p.m. or later.
 - The sample label form is properly completed (if applicable).
 - All bid number, date and page number references are correct.
 - The scope of work represents an accurate description of the products or services being requested.
 - The appropriate boxes referring to 34 CFR, Sec 80.36(i) on the bid invitation form are checked if federal funds are being used to finance the project.
 - The bid either does or does not lend itself to the use of purchasing cards and that the box on the bid invitation form is either checked or not checked accordingly.
 - All document footers are correct and appear on all pages.
 - All document headers are correct and properly linked.

- The contract period is synchronized with the previous contract period for recurring term contracts.
- An estimated contract value has been provided, and the amount accurately reflects the volume of purchases to made over the specified contract period.
- The method of award has been adequately described and the methodology is not flawed so as to allow for manipulation of the outcome by bidders.
- The renewal option described (if applicable) is appropriate and is in accordance with FS 287.057(14) (a).
- **Service Requirements** described in Special Conditions are appropriate.
- A copy of the Insurance Specifications for Contractors has been included if the successful bidder will be performing work on site.
- The terms of the warranty are adequately described.
- Sample requirements are clearly defined (if applicable).
- Any special invoicing requirements are clearly defined.
- All the other standard paragraphs in the special conditions that would apply to the specific bid being reviewed are included.
- The personnel matrix is completed properly. The person responsible for answering technical questions about the bid is listed, and the complete supervisory hierarchy for that individual is outlined up to the level of superintendent.
- The technical specifications are complete, concise, clearly outlined and do not restrict competition.
- Any standard submittal forms are included in the document (if applicable).
- The bid proposal form is accurate, concise, clearly outlined and properly designed. Instructions to bidders for completing the form are provided. Space is allocated on the form to enter brand and model numbers bid, units of measure, pack sizes, unit pricing, extended pricing, sub totals and grand totals where applicable.
- The Bid Addenda Acknowledgement Form is included to enable bidders to

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- acknowledge receipt of any addenda issued.
- The bid submittals checklist lists every submittal that is either requested or required with the bid proposal along with the page numbers wherever that submittal was referenced throughout the document.
 - Page numbers are consecutive and appear on all pages.
 - A final spell check has been run before publishing.
3. The director converts the Word file to PDF format.
 4. The director saves a copy of the final bid Word file to the “Bids Out” directory on the server.
 5. The director creates a separate protected Word file with all the necessary bid forms that the bidders must complete and submit with their bid and saves it to the “Bids Out” directory on the server. This file enables vendors to complete these forms on the computer. This is also e-mailed to the buyer for posting on the Public Purchase™ website.
 6. The director prints a copy of the bid and returns it to the buyer. After one last review, the buyer gives the printed copy to the office clerk for duplication and insertion in the bid file.
 7. The director emails the buyer a copy of the bidforms file and the bid document in PDF format to post on Public Purchase™. The SDSO is also included to post on the Bid Information page of the internet.
 8. For permanent bid files (those with “pr” document number assigned) the file is saved to the “Perm Bids” folder on the server. For one time bids, the file is saved to the “Temp Bids” folder on the server.

Bid Addendum Review & Posting

1. Buyer e-mails a copy of bid to the director for review.
2. The director verifies that:
 - The addendum is necessary based upon its content.
 - Grammar and spelling are correct, and proper sentence structure is used throughout the document.

- The most recent version of the addendum template was used to create the document.
 - There is sufficient time to issue an addendum without extending the due date of the bid.
 - If the due date has been extended, the time allotted is sufficient for bidders to react, modify their proposals and acknowledge the addendum.
 - The addendum number assigned is correct and that the addendum is named in accordance with adopted document naming conventions. For permanent term contracts, the correct “pr” document number has been perpetuated.
 - Any revised forms that may be necessary as a result of the addendum are included and that they include a footer tying them to the addendum document name and number. The original page numbers from the bid document are applied to the revised forms.
 - A final spell check has been run before publishing.
3. The director converts the Word file to PDF format.
 4. The director saves a copy of the Word file to the “Bids Out” directory on the server.
 5. For addenda issued to permanent bids, the director appends a copy of the addendum to the end of the permanent Word bid file located in the “Bids Out” directory on the server.
 6. For permanent bid files (those with “pr” document number assigned) the file, including the added addendum, is again saved “Perm Bids” folder on the server
 7. The director returns a copy of the addendum in PDF format to the buyer for posting to the Public Purchase™ website.

Spreadsheet Posting

Buyers are required to create an Excel spreadsheet tabulation of all bids received. The spreadsheet should list all pricing from all vendors who responded to the bid. For the record, it is advisable to also list those vendors who declined to bid at the bottom of the spreadsheet. The following procedure should be followed:

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1. The buyer opens all bids received and examines them to first make sure they are responsive. Those which are non-responsive are not tabulated. The buyer should make notations as to the reasons why the bid was non-responsive for the record.
2. All responsive bids are then tabulated. The spreadsheet format should list all unit pricing, sub totals or group totals where appropriate, and the brand and model bid for each item. A grand total should be calculated for each bidder if the bid is to be awarded "all or none." Any formulas used in the spreadsheet should be thoroughly tested for accuracy.
3. The file should be saved and named in accordance with adopted document naming conventions.
4. Once it is determined that all figures are correct, the buyer creates a PDF file of the Excel spreadsheet and e-mails a copy to the SDSO for posting on the Bid Information page.
5. The buyer should save a copy of the excel spreadsheet to the "Spreadsheet Results" folder on the server.

Guidelines for Obtaining Debarment Forms (AD-1048)

The Certification Regarding Debarment form is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733).

The debarment form is required when:

- A one-time purchase is being made for \$25,000 or more to a single vendor using federal funds.
- A term contract is awarded and the possibility exists that a single purchase may be made for \$25,000 or more using federal funds during the term of the contract. The form is included with every bid solicitation but is only obtained one time to cover all purchases made under the contract.

A debarment form is not required when:

- A one-time purchase is being made for less than \$25,000 using federal funds.

- A one-time purchase is being made for \$25,000 or more without federal funds.
- A term contract is awarded for \$25,000 or more, and there is no possibility that federal funds will be used.

These rules also apply to:

- Sole source purchases.
- Purchases made from another governmental agency's bid (bid *piggybacking*).
- Purchases from state contracts.

If ever in doubt, it is always best to obtain the form just be certain we stay in compliance.

Vendor & Product Performance Review Process

1. The senior document systems operator (SDSO) receives the vendor or product performance report via e-mail or interoffice mail.
2. The SDSO files the original vendor performance report alphabetically by vendor name and the product performance report by commodity type.
3. The SDSO forwards the e-mail or makes one copy and routes it to either the purchasing manager or the Walter Pownall purchasing supervisor, whichever is appropriate.
4. The manager or supervisor reviews the report and then forwards it to the appropriate buyer.
5. The buyer interviews the person who filed the report first to validate the complaint and then to obtain additional information needed before contacting the vendor. All complaints should be resolved in no more than 30 days.
6. After the buyer completes his or her investigation, the immediate supervisor is briefed.
7. The buyer then contacts the person who filed the complaint about what action will be taken.
8. The buyer writes a chronological explanation on the form itself (or attachment) describing the action and the outcome. The buyer signs the form, then forwards it to his or her immediate supervisor. The immediate supervisor gives it back to the SDSO to file.
9. Every 30 days the SDSO will audit the complaint reports that have been filed. If

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there is nothing filed regarding action taken, she will notify the appropriate supervisor.

10. If the buyer receives compliments about a vendor or products, the vendor should be recognized by letter or e-mail if the buyer feels it is warranted. Copies of any letters of recognition should be given to SDSO to be filed with the report.
11. If three or more valid vendor performance complaints are received about the same vendor, management may take additional steps to remove the vendor from the district's approved vendor list. Management will review the product performance report files to determine if further action is necessary (i.e., product replacement, spec revisions for next bid, etc.).