

# **DOING BUSINESS WITH FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE**

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## **Preface**

Florida Community College at Jacksonville has a centralized purchasing department at the Donald T. Martin Center for College Services at 501 W. State St. (third floor) that serves four campuses and seven centers located in Duval and Nassau counties.

The purpose of this booklet is to acquaint vendors, prospective bidders, new employees and suppliers with the policies and procedures to be followed in doing business with FCCJ. Interested vendors must demonstrate that they are in a sound financial position and can provide timely delivery of high quality goods and services.

The College serves more than 90,000 students annually. The College's mission statement is: "We are dedicated to meaningful learning and excellent teaching, enabling individuals to achieve their hopes, dreams and full potential, and to being a leading partner in creating a dynamic, prosperous community of enlightened leaders and thoughtful, effective, global citizens."

FCCJ's objective is to obtain the greatest possible value for its money, while conducting all purchasing activities in an open and ethical manner. To this end, sealed competitive bidding is required for purchases of \$15,000 or more and require approval by the FCCJ District Board of Trustees. Three

telephone or fax quotations are required for purchases between \$1,000 and \$14,999.

The College maintains a computerized bidder's list by commodity and is continually seeking new vendors who can provide quality products at competitive prices. This booklet covers the purchasing procedures in general; detailed information may be obtained by contacting:

Purchasing Department  
Florida Community College  
at Jacksonville  
50 W. State St.  
Jacksonville, FL 32202-4030

Laurence Snell, CPIM  
Director of Purchasing and Stores  
(904) 632-3087

Vice President for Administrative and Business Services  
(904) 632-3217

Tom Crowe  
Associate Director of Purchasing  
(904) 632-3296

## Key Rules for Doing Business With FCCJ

FCCJ's college president, executive vice president, vice president for administrative and business services and the director of purchasing and stores are the only individuals at FCCJ with the authority to commit the College to the acquisition of supplies, equipment and services by signing contracts, agreements and purchase orders.

All purchases must be made on the basis of an approved purchase order that has been signed by the purchasing department; purchases made on any other basis will be disavowed by the College.

Payments to vendors will be made only on the basis of an approved purchase order, receiving report and vendor's invoice.

The College shall not be responsible for the payments of credit card purchases for goods and/or services acquired by employees for personal use.

The College does not condone back-door selling. To this end, all sales personnel wishing to do business with FCCJ must register by submitting an FCCJ vendor application. Vendors who do not maintain an up-to-date vendor's application and/or respond to the College's invitations to bid may be dropped from the approved vendor's list.

## Who is Responsible for Purchasing?

The purchasing department is responsible for procuring all supplies, equipment and services for the College. FCCJ uses written purchase orders for its procurements; a valid purchase order is a prerequisite for payment.

The purchasing department is responsible for:

- evaluating vendors for inclusion on the College's computerized bidder's list including certified women, minority and small disadvantaged businesses.
- maintaining a qualified bidder's list, including the addition or removal of bidders,
- reviewing and approving specifications for all bid invitations, preparing bid solicitations, reviewing bids, seeking FCCJ District Board of Trustees' approval and making awards,
- preparing and issuing purchase orders to successful bidders, and
- monitoring vendor compliance with purchase order terms and conditions.

## How FCCJ Buys

Purchasing uses two types of purchase orders:

- a regular purchase order and
- a limited sum purchase order (blanket purchase order).

### **Regular purchase order**

Regular purchase orders are used to procure products and services on a one-time basis. The purchasing department is responsible for processing and approving all regular purchase orders.

## **Blanket purchase order**

A blanket purchase order establishes a dollar volume of purchases at a discounted price or predetermined unit price that can be made with a vendor over a fiscal year (July 1-June 30 of the following year).

Vendors must comply with the price and terms of the purchase order for the time period that is in effect. Blanket purchase orders are not to be used to purchase hazardous chemicals or any item in excess of \$499 in value.

Each blanket purchase order shall name personnel who are authorized to make purchases and limit the maximum dollar value per purchase. Each vendor shall be required to confirm the identity of the authorized user by photo I.D. or fax signature verification.

## **Competitive Bidding Policy**

FCCJ uses two methods to procure commodities and services through competitive means:

**-Formal bid** \* Formal sealed bids/proposals are used to procure services and commodities whose value is estimated at \$15,000 or more. Vendors are required to submit sealed bids in writing on or before the designated bid opening date. Bidders and the general public may attend bid openings at the purchasing department, 501 W. State St., Jacksonville, FL 32202-4030.

**-Informal bid** -Telephone, fax and written quotations are solicited from vendors for commodities and services between \$1,000 and \$14,999. Purchases less than \$1,000 are classified "direct price."

It is the responsibility of the purchasing department to award and issue purchase orders to the supplier offering the highest "total value" for the College which may not be the supplier recommended by the user department.

Once an award recommendation has been made, all tabulation records are posted on the wall of the purchasing department for 72 hours and are available for inspection by the general public. Award recommendations will be mailed to bidders if a stamped, self-addressed envelope is supplied with the bid.

## **Bidder's List**

Purchasing solicits invitations for bids from among the vendors included on the College's approved bidder's list. Therefore, vendors wishing to do business with the College must comply with certain requirements and apply for inclusion on the bidder's list. Once they are on the list, vendors will be selected periodically for bid solicitation by commodity. The bidding process is described in more detail in the following paragraphs.

### **How To Apply**

To be included on the bidder's list, vendors must complete and submit a pre-qualification application that includes the following types of information:

- company name, address, phone number, fax number, contact person,
- Federal identification number or social security number,
- financial condition of the company,
- product lines (note the commodities the company can provide),
- level of expertise of personnel,
- references,
- minority/women-owned, small business classification certificate, and
- copies of any other minority/women-owned business certificates.

Pre-qualification applications may be obtained by visiting or submitting a written request to purchasing. Applicants are encouraged to submit supplemental data, with their application, such as brochures, catalogues and other information describing their companies and product lines. The pre-qualification applications are reviewed by purchasing to assess applicant's capability. If necessary, purchasing may request additional information or visit the applicant's place of business to resolve any questions that may have arisen during the evaluation process.

## **Maintaining the Bidder's List**

The purchasing department periodically updates its pre-qualification data by requesting updated mailing lists and current financial and product line data. In addition, vendors are encouraged to submit updated information voluntarily, such as new catalogs, additions to product lines, changes to minority status and increases in capacity. Retention on the bidder's list is based on such factors as consistent responsiveness to bid invitations and performance which is kept on file.

The College reserves the right to delete a vendor from the bidder's list, under the following conditions:

- failure to deliver commodities according to the schedule indicated on the purchase order,
- delivery of commodities not specified on the purchase order,
- delivery of substitute commodity without the prior approval of the purchasing department,
- submission of an invoice for payment at a price higher than that specified on the purchase order,
- evidence of unsatisfactory performance as determined by the director of purchasing and stores, being disbarred from doing business with the College due to unacceptable performance.
- failure to respond to a College vendor mailing address survey response card (sent every 24 months),
- relocation of the business without advising the College of a forwarding address,
- two years time, without being awarded a College purchase order, (plan to resubmit an application at least every two years),
- failure to respond to bid invitations, or
- being listed on the state of Florida General Services suspended vendors list or being convicted of a public entity crime as described in Florida Statutes 287.132-133.

Suspension/disbarment from the bidder's list will be for a period of one to three years after which the vendor may be reinstated. Vendors must request to be reinstated and the director of purchasing and stores will review/approve the request.

# The Solicitation/Bidding Process

## Solicitation

The purchasing department prepares and issues bid invitations, which includes coordinating technical specifications for the items(s) to be procured, information concerning quantities and delivery requirements, and due dates for bids. At least three bidders are solicited. (Note: Current bids are posted in the purchasing department, 501 W. State St. Extra copies are available to visiting potential suppliers. Information is also available by calling the College's bidders' hotline at (904) 632-3180 24 hours a day).

## Bid Preparation

Bids must be prepared without deviation in accordance with the terms, conditions and specifications contained in the bid invitation. If brand names are used in the specifications, bids may be submitted for that brand, or if allowed and noted in the solicitation, for an "approved equal," provided adequate literature and specifications are attached to the submitted bid at the opening to completely confirm the "equal" meets or exceeds the specifications.

Bids must:

- be signed,
- reflect net cost,
- clearly indicate the unit prices(s),
- indicate the units of measure and extensions,
- note discounts and/or other applicable costs, and
- include all mandatory requirements (i.e., bonds, certificates, etc.)

Since FCCJ is a non-profit political subdivision of the state of Florida, it does not pay state sales tax. The College's sales tax exemption number is printed on the purchase order form.

It is the College's policy to accept bids only for FOB (free on board) destination.

Vendors must keep in mind that their bids constitute an offer to enter into a contract with FCCJ. Acceptance of that offer results in a contractual agreement to deliver specified items, in the required quantities, at the quoted prices and in accordance with the delivery requirements. The College may recover damages incurred because of a vendor's failure to comply with terms and conditions specified in contractual documents. Bids must be submitted to the designated location by the time and date set

for in the bid invitation.

bids must be submitted to the designated location by the time and date set forth in the bid invitation.

Solicitations for new or special commodities may request vendors to submit samples with their bids. All submitted samples become the property of the College for testing and/or other procedures. Samples should be labeled with the bid number and the bidder's name. Bidders may request that undamaged samples be returned by submitting a written request to the purchasing department.

All submitted bids must be signed by an authorized representative of the company. It is important that vendors advise the purchasing department of any changes in authorized signatures.

All FCCJ provided artwork and negatives are to be returned to the College upon request.

### **Bid Opening and Review**

The purchasing department receives all bids, stamps them with the date and time and secures them, unopened, until the specified public bid opening time. The bids are tabulated and reviewed to ensure that all terms and conditions have been met. The award is made to the lowest or best bidder who meets all requirements and specifications of the bid invitation. For awards of \$15,000 or more, the successful bidder will receive a notification of bid award or purchase order following approval by the FCCJ District Board of Trustees.

Successful bidders cannot execute a contract until a written purchase order, contract or agreement is received and is signed by the director of purchasing and stores.

### **Bonds**

Bid or payment/performance bonds may be required on construction/ renovation projects of \$100,000 or more, and these requirements will be set forth in the bid invitation. As specified in the bid invitation, the bid bond must cover 5 percent, and the payment/performance bond must cover 100 percent of the bid amount (unless otherwise stated). A written notification will be sent to the successful bidder requesting that the payment/performance bond be submitted within 10 working days. If the bond is not submitted within the required time, the bidder will be considered "in default," and the contract will be considered void. The second lowest responsive vendor will then be selected. FCCJ has the legal right to recover any monetary damages that may be incurred because of contract default.

## **Special Situations**

A number of special or unusual situations are sometimes encountered in the bidding process. These are addressed below.

**Late bids** - If bids are received after the established time for opening and are late, they will not be considered. Late bids will be stamped with the time and date received, stamped with the designation "late bid" and returned to the bidders unopened.

**Tie bids** - Whenever two or more bids, which are equal with respect to total price, quality and service are received by the College for the procurement of commodities or contractual services, preference will be given to the Florida business. If still tied 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. If still tied, a bid received from a certified minority-owned and controlled business will be given preference. Florida Statute 287.087.

**Bid withdrawal** -- Bidders can withdraw their bids at any time prior to the bid opening. Bidders must submit a written request for bid withdrawal to the director of purchasing and stores.

**Bid Errors** - Bidders are responsible for submitting accurate and complete bids and once bids are opened, will be held liable for the terms and price submitted in their bids. Care should, therefore, be taken that bids contain no errors in terms, price or conditions.

## **Delivery of Goods**

Unless otherwise directed in writing, goods will be delivered to the address stated on the "ship to" section of the purchase order. Any deliveries of supplies, equipment and services to premises other than FCCJ without the written approval of the director of purchasing and stores will be made at the vendor's own risk. Under these circumstances, the College will not be responsible for payment to the vendor.

All shipments of goods should use a packing slip noting purchase order number, quantity, item description, carrier and number of cartons.

Shippers should obtain the signature of the College receiving employee.

## **Disposal of Waste**

Vendors contracted for removal of College regulated and hazardous waste shall use Department of Environmental Regulation approved six-part manifest forms and land ban notification forms signed by the College environmental protection coordinator, the only person authorized to do so at the College.

Contact Feliche Mucciolo, environmental protection coordinator, (904) 532-3112.

## **Vendor Payment**

The College's accounts payable department is responsible for paying vendors for commodities and services delivered.

Vendors should comply with the requirements of the purchase order to ensure prompt payment. Signed packing slips and invoices should be submitted in triplicate with a complete description, quantity, costs and purchase order number. This will assist accounts payable in remitting prompt payment. Under normal circumstances, a vendor will receive payment within 30 days of the receipt of the goods/invoice by the accounts payable department.

Discounts for prompt payment are encouraged and should be noted on the invoice. All regular purchase order invoices should be mailed to the College's director of accounts payable at 501 W. State St., Jacksonville, FL 32202-4030.

All blanket purchase order invoices should be mailed to the attention of the business office coordinator at the "ship to" address noted on the purchase order.

Please direct all payment questions to Kathy Johnson, accounts payable supervisor, at (904) 632-3340, or mail to the attention of.

Director of Accounts Payable  
Martin Center for College Services  
Florida Community College at Jacksonville  
501 W. State St.  
Jacksonville, FL 32202

# Complaints

If a vendor has any complaint against FCCJ's purchasing process, a written statement detailing the situation should be submitted to the director of purchasing and stores. If the complaint/protest relates to a particular bid award, it should be submitted in accordance with the dates noted in the bid documents and within the time prescribed in Florida Statute 120.53(5).

The director of purchasing and stores and The vice president for administrative and business services will review and investigate all complaints received from vendors.

## FCCJ Facilities List

Florida Community College at Jacksonville campus/center "ship to" addresses:

Betty I . Cook Nassau County Center  
760 William Burgess Blvd.  
Yulee FL 32097

Donald D. Zell Urban Resource Center  
601 W. State St.  
Jacksonville, FL 32202

Donald T. Martin Center for College Services  
501 W. State St.  
Jacksonville, FL 32202

Downtown Campus  
101 W. State St.  
Jacksonville, FL 32202

Geis Marine and Industrial Technology Center  
6935 Evergreen Ave.  
Jacksonville, FL 32208

Jacksonville Regional Fire/Rescue Education and Training Center  
11901 Beach Blvd.  
Jacksonville, FL 32246

Kent Campus  
3939 Roosevelt-Blvd.  
Jacksonville, FL 32205

North Campus  
4501 Capper Road  
Jacksonville, FL 32218

Northeast Florida Criminal Justice Training Center  
11901 Beach Blvd.  
Jacksonville, FL 32246

Open Campus  
101 W. State St.  
Jacksonville, FL 32202

Open Campus Deerwood Center  
9911 Old Baymeadows Road  
Jacksonville, FL 32256

South Campus  
11901 Beach Blvd.  
Jacksonville, FL 32246

Florida Community College at Jacksonville has adopted the National Association of Educational Buyers Code of Ethics to strengthen ethical awareness and provide guidelines to the College's purchasing and requesting department. The Code of Ethics is outlined in this booklet.

## **CODE OF ETHICS**

1. To give first consideration to the objectives and policies of my institution.
2. To strive to obtain the maximum ultimate value of each dollar of expenditure.
3. To cooperate with trade and industrial associations, governmental and private agencies engaged in the promotion and development of sound business methods.
4. To demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement or a sample of the product.
5. To decline personal gifts or gratuities.
6. To grant all competitive bidders equal consideration, to regard each transaction on its own merits; to foster and promote fair, ethical and legal trade practices.
7. To use only by consent, original ideas and designs devised by one vendor for competitive purchasing purposes.
8. To accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business mission\$.
9. To counsel and cooperate with NAEB members and to promote a spirit of unity among them.