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## METHODS OF PURCHASE

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**Purchase Orders:** The most commonly used form of procurement issued by the district's purchasing department.

**Purchasing Card:** Certain authorized district employees have been issued purchasing cards to procure materials and supplies.

**Vendors are cautioned not to provide any materials and/or services without first being in receipt of a written purchase order issued to your company by the Purchasing Department. The Board is not obligated to pay for any unauthorized materials or services.**

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## TAX EXEMPTION STATUS

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The School District is exempt from Florida sales and excise taxes imposed by State or Federal Government.

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## PAYMENTS

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The districts payment terms are net 30 days of receipt of goods/services & a proper invoice. With few exceptions, the original invoice, referencing the purchase order number, should be mailed directly to:

**Leon County School Board  
Finance Dept./Accounts Payable  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
Phone Number: (850) 487-7136  
Fax Number: (850) 487-7869**

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## LEVEL II SCREENING REQUIREMENTS

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The safety of its students is of paramount importance to the District. Consistent with this concern for student safety, and in compliance with Florida law, the District requires that all non-instructional contractual personnel who are permitted access on school grounds when students are present, who have direct access to students, or who have access to or control of school funds, must meet Level 2 screening requirements as described in State law and Board Policy 8475.

Additional information can be obtained by contacting the District fingerprint office at (850) 487-7293 or visiting the Safety & Security website at:

<https://www.leonschools.net/Domain/325>

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## VENDOR APPLICATION

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The authority to approve responsible vendors to transact business with the district lies within the Finance Department. Vendors wishing to do business with the District must first complete a Vendor Application and W-9 Form which may be obtained from our website, or can be requested via e-mail from any purchasing staff member.

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## E-VERIFY

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Every Contractor must register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired during the term of this Agreement and must, upon request, provide evidence of compliance with this provision. Subcontractors shall provide Contractor with an affidavit stating the Subcontractor does not employ, contract with, or subcontract with an unauthorized alien. See Section 448.095, Florida Statutes, for all requirements.



# *How to do Business with Leon County Schools*



### **LCSB Purchasing Department**

3397 West Tharpe Street,  
Tallahassee, FL 32303

[purchasing@leonschools.net](mailto:purchasing@leonschools.net)

Phone: 850.488.1206

Fax: 850.488.3807

<http://www.leonschools.net/Page/693>

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## INTRODUCTION

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There are many opportunities for vendors, contractors and consultants to do business with the Leon County School District. As one of the largest businesses in Leon County, the District purchases all types of supplies, materials, commodities, and services; as well as constructing and maintaining a large number of facilities. The School Board is committed to promoting and developing business relationships with a wide variety of businesses.

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## PURCHASING STAFF

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- **June Kail , Director**  
**Purchasing, Warehouse & Property Mgt.**  
[kailj@leonschools.net](mailto:kailj@leonschools.net)
  - **Liz Houston, Executive Assistant**  
[houston@leonschools.net](mailto:houston@leonschools.net)
  - **Kristin Marschka, Coordinator**  
**P-Card and Fuel Card Programs**  
[marschkak@leonschools.net](mailto:marschkak@leonschools.net)
  - **Jennifer Smith, Coordinator**  
**Purchasing and Contracts**  
[smithj9@leonschools.net](mailto:smithj9@leonschools.net)
  - **Staci Coppinger, Project Manager**  
[coppingers@leonschools.net](mailto:coppingers@leonschools.net)
  - **Nancy Scott, Purchasing Agent II**  
[scottn@leonschools.net](mailto:scottn@leonschools.net)
  - **Charlene Waltz, Purchasing Agent I**  
[waltzc@leonschools.net](mailto:waltzc@leonschools.net)  
**Michelle Castaneda, Purchasing Specialist**  
[castanedaa@leonschools.net](mailto:castanedaa@leonschools.net)
  - **Robert Slappey, Secretary**  
[slappeyr@leonschools.net](mailto:slappeyr@leonschools.net)
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## LOCATION

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The Leon County School District Purchasing Office is located at 3397 W. Tharpe St., Tallahassee, FL 32303. **(850) 488-1206/ (850) 488-3807 (FAX)**

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## BUSINESS HOURS

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Business hours are from 8:00 a.m. to 5:00 p.m., Monday thru Friday. Summer business hours are 8:00 a.m. to 5:00 p.m., Monday thru Thursday.

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## OBTAINING INFORMATION

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The Leon County School District website offers a wealth of information. The Purchasing website gives you 24-hour access to bidding documents and bid results. Visit our website at:  
<http://www.leonschools.net/Page/693>

If you have additional questions, please direct them via e-mail to: [purchasing@leonschools.net](mailto:purchasing@leonschools.net)

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## POLICIES AND PROCEDURES

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Purchases over \$8,000 and up to \$50,000 require a minimum of three (3) informal quotes if not covered by an existing competitive solicitation or otherwise exempt. The quotes may be solicited electronically or in writing. The Board supports Small Business Enterprise (SBE) vendors and encourages solicitation of at least one (1) quote from an SBE vendor for applicable products or services.

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## FORMAL BIDS

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Procurements which exceed \$50,000 and are not otherwise exempt from bidding requirements are made through a formal solicitation package which is posted on our website, DemandStar, and advertised in a paper of general circulation.

Formal solicitation packages include, but are not limited to:

- **Invitations to Bid (ITB):** typically awarded to the lowest, responsive and responsible bidder.
- **Request for Proposals (RFP):** Used when it is not practicable for the District to define the scope of work specifically and request that a responsible vendor propose a solution meeting the solicitation specifications. Vendor responses are scored based on defined evaluation criteria, allowing the District to consider other factors such as experience and the feasibility of the proposed solution, in addition to price. Award is based on the highest score.
- **Invitations to Negotiate (ITN):** This form of competitive solicitation is looking for innovative solutions from vendors to solve a problem or goal of the District. This is the only form of solicitation that allows for a negotiation phase. Award is based on the “best value” to the District.

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## SUBMITTING BIDS

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Formal Bids may be returned by U.S. mail, private courier service, or hand delivered to the Purchasing Department. Bids must be submitted on the required forms furnished with the bid package along with all requested information for the bid to be considered responsive. The School Board reserves the right to accept or reject any and all bids. Bids are time & date stamped to document when they were received. **LATE BIDS WILL NOT BE ACCEPTED.**