

METHODS OF PURCHASE

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.

TAX EXEMPTION STATUS

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

PAYMENTS

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**

LEVEL II SCREENING REQUIREMENTS

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.

Vendors/Contractors will follow procedures for obtaining employees background screenings as established by the Districts Safety & Security Dept.

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

<http://leonschools.schoolwires.net/Domain/325>

VENDOR APPLICATION

The authority to approve responsible vendors to transact business with the district lies within the Finance/Purchasing Departments. 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.



PURCHASING DEPARTMENT

How to do Business with Leon County Schools



3397 West Tharpe Street,
Tallahassee, FL 32303
Phone: 850.488.1206
Fax: 850.488.3807

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

INTRODUCTION

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.

This brochure is intended as a general guide to help potential vendors understand how to do business with the Board. If you should need additional information, please do not hesitate to contact the purchasing staff listed below. Our staff will be happy to answer your questions.

PURCHASING STAFF

- **June Kail , Purchasing Director**
kailj@leonschools.net
- **Martharine Jones, Executive Secretary**
jonesm@leonschools.net
- **Jackie Mitchell, PCard Program Auditor**
mitchellj@leonschools.net
- **Nancy Scott, Purchasing Agent II**
scottn@leonschools.net
- **Taneka Forbes, Purchasing Agent I**
forbest@leonschools.net
- **Michelle Castaneda, Purchasing Specialist**
castanedaa@leonschools.net
- **Robert Slappey, Secretary**
slappeyr@leonschools.net

LOCATION

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

BUSINESS HOURS

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.

OBTAINING INFORMATION

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> to obtain:

- Copies of current bids in process
- Results of previously awarded bids
- Bids recommended for award at our next School Board meeting
- Vendor information packet

POLICIES AND PROCEDURES

The authority to make purchases and to expend monies that are properly budgeted for materials, supplies, and services not on established contracts and not otherwise exempt from bidding by State law, State Board of Education regulations, and/or Board Policy 6320 is vested in the Purchasing Director under the direction of the Superintendent for procurements not in excess of \$50,000.00 (current formal bid threshold).

Quotes for purchases less than the current formal bid threshold are solicited through informal requests for quotes.

FORMAL BIDS

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, advertised in a paper of general circulation and sent to prospective bidders.

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 specifically define the scope of work and is requesting that a responsible vendor propose a solution meeting the specifications of the solicitation. Price is a consideration in the award but not necessarily the determining factor.

SUBMITTING BIDS

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.**