

## FOREWORD

This brochure is designed to help vendors understand how to do business with the School District of Lee County. Our intent is to promote good will, communicate with the business community, and offer general guidance for business partnerships with the District.

Both construction related services and non-construction related services are managed by Procurement Services. Our website has sets of pages for both types of purchases, as laws governing these types of purchases differ.

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## CONTACT INFORMATION

[www.leeschools.net/procurement](http://www.leeschools.net/procurement)

Our website includes:

- Vendor Registration Form
- Awarded Bid/RFP/ITN/RFQ Information
- Construction related Bid/RFQ Information
- Non-Construction related Bid/RFP/ITN/RFQ Information

Phone: 239.337.8180

Fax: 239.337.8200

The Lee County Public Education Center  
2855 Colonial Blvd.  
Fort Myers, FL 33966

## POLICIES AND PROCEDURES

All District purchases not exempt from the competitive solicitation process, with an estimated value of \$50,000 (current formal bid threshold level) or more, are normally purchased by means of an advertised formal solicitation. The requirements are incorporated into an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Request for Qualifications. Solicitation packages include the District's standard terms and conditions as well as detailed specifications describing the product or service required. Formal solicitations are advertised on these web pages: [www.leeschools.net/active-solicitations](http://www.leeschools.net/active-solicitations)

and

[www.leeschools.net/construction-solicitations](http://www.leeschools.net/construction-solicitations)

An Invitation to Bid (ITB) is used when the District is able to define the specifications. The award is made to the lowest responsive, responsible bidder.

A Request for Proposal (RFP) is used when the District solicits the business community for solutions to a particular set of requirements. An RFP has award criteria that includes price, however price is not the only factor considered.

An Invitation to Negotiate (ITN) is utilized to negotiate the scope of services and pricing in order to obtain best value.

A Request for Qualifications (RFQ) is used to solicit construction related

services governed by Florida Statutes Chapter 287.057.

Aggregate purchases less than \$50,000 may be purchased through various informal methods including a Request for Quotation from departments including Procurement. Florida Statutes and the Department of Education rules allow for exemptions from competitive solicitations for specific commodities and services.

## VENDOR REGISTRATION

We invite all businesses to participate in the District's purchasing process. New vendors who have not conducted business with the District should print out a New Vendor Registration Form from our website and return the completed document to the Procurement Department via fax or email. Current vendors should annually verify that all registration information is current and up to date.

Vendors should regularly monitor the Procurement website for new solicitations of interest to their organization. Solicitations currently open for bidding are located on the Active Solicitations pages:

[www.leeschools.net/active-solicitations](http://www.leeschools.net/active-solicitations)

and

[www.leeschools.net/active-construction-solicitations](http://www.leeschools.net/active-construction-solicitations)

As a courtesy, the District attempts to contact registered vendors as solicitations are released; however no guarantee is made or implied that the District will notify

vendors of any current or upcoming solicitations. Previously awarded bids are located on Procurement's Websites:

[www.leeschools.net/awarded-bids](http://www.leeschools.net/awarded-bids)

and

[www.leeschools.net/awarded-construction-solicitations](http://www.leeschools.net/awarded-construction-solicitations)

### **CONSTRUCTION BIDS & RFQs**

Construction related solicitations that are governed by Florida Statutes Chapter 287 are also issued by the Procurement Services Department. Information on these items is located on the Procurement website under the title Construction Solicitations:

[www.leeschools.net/construction-solicitations](http://www.leeschools.net/construction-solicitations)

### **BID OPENINGS**

All formal bid openings are public. All interested parties are welcome to witness the bid openings. There is no intent to make a determination of an award at the time of the bid opening. In compliance with Florida Statutes, bid prices are not disclosed at the bid opening, except for construction bids solicited in compliance with Florida Statutes Chapter 287. All submittals are subject to evaluation by the District before a recommendation of an award is presented to the School Board.

**All bids and proposals are subject to the Public Records Law and as such are accessible to interested parties pursuant to Chapter 119, Florida Statutes.**

### **FREIGHT, DELIVERY POINT & DOCUMENTATION**

All District purchases are considered F.O.B. destination unless indicated in writing by the District. Vendors may take specific exception and note the exception on written quotes or provide information with the solicitation response. The Purchase Order number should appear on all bills of lading and invoices.

### **TAXES**

The School District is exempt from sales and excise taxes imposed by State or Federal Government. The District's tax-exempt certificate is available on our Procurement Services website.

### **PAYMENTS**

With few exceptions, two copies of each invoice should reference both the Purchase Order number and the name of the ordering school or department. Invoices are mailed to:

*The School District of Lee County  
Accounts Payable Department  
2855 Colonial Blvd. Ft. Myers, FL 33966  
239.337.8523*

Under normal circumstances, payments will be completed within 30 days of receipt of goods/services and a proper invoice.

*We purchase the highest quality goods and services at the best value through competitive pricing while protecting the integrity of District funds and adhering to policies and procedures. We strive to maintain fair and equitable treatment of all vendors and to provide quality customer service while supporting our vision, "To be a world-class school system".*

# **Doing Business with the School District of Lee County**



## **Department of Procurement Services**

[www.leeschools.net/procurement](http://www.leeschools.net/procurement)

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Fort Myers, FL 33966

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Fax (239) 337-8200