

DOING BUSINESS WITH OKALOOSA COUNTY



DeRita Mason, Purchasing Manager

OKALOOSA COUNTY PROCUREMENT

The procurement of all goods and services for all departments governed by the Okaloosa County Board of County Commissioners flow through the Purchasing Department.

{ALL GOODS AND/OR SERVICES MUST HAVE THE PROPER PROCUREMENT METHOD IN PLACE AT THE TIME OF ORDER}

The Purchasing Department subscribes to the Code of Ethics of the National Institute of Government Purchasing (NIGP) and is a Charter Member of the Central Gulf Coast Chapter of NIGP. The County purchasing policy forbids acceptance of gifts or gratuities other than advertising novelties.

PROCUREMENT REGULATIONS

- \$0 - \$4,500.00 - require one quote
- \$4,501.00 - \$50,000.00 - require three written quotes
- Over \$50,001.00 - require Invitation to Bid (ITB), Request for Proposals, (RFP) or Request for Qualifications (RFQ). Public Notice is posted on the County website and advertised in the Northwest Florida Daily News.
- P-Cards - Purchasing cards may be used for “small purchases” under \$3,500.00 by each department.

VENDOR REGISTRATION

The Purchasing Department also posts all advertised bids/quotes/proposals/qualifications on our Okaloosa County Website, BidNet and DemandStar. The vendor can choose to be registered to this site and will notified by when a solicitation which fits their job description is being advertised. Below is the website that vendors can use to register on Vendor Registry:

<https://vrapp.vendorregistry.com/>

INSURANCE/CONFLICT OF INTEREST

All construction or service contracts require insurance certificates naming the County as additional insured.

For purposes of determining any possible conflict of interest, all respondents, must disclose if any Okaloosa Board of County Commissioners, employee(s), elected official(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

INVITATION TO BID (ITB)

Formal bid invitations are used when the County is capable of specifically defining the scope of work which is contractual service is required or when the County is capable of establishing precise specifications defining the actual commodity or group of commodities required.

- All bids are advertised for at least 14 days. They run in the local newspaper, on our website and Vendor Registry.
- All bids should be submitted electronically via Vendor Registry
- All bids will be opened and read out loud on the advertised day of opening.
- All bids are open to the public.

REQUEST FOR PROPOSALS (RFP)

The request for proposal may be used when the County is incapable of specifically defining the scope of work for which the commodities or contractual services are required.

- All proposals are advertised for at least 21 days. They are advertised in the local newspaper, our website and Vendor Registry.
- All proposals should be submitted electronically via Vendor Registry
- Purchasing staff will open proposals and distribute them to the pre-approved review committee for review.

REQUEST FOR QUALIFICATIONS (RFQ)

A request for qualifications may be used when we need to determine the qualifications of a prospective vendor.

- All qualifications are advertised for at least 21 days. They are advertised in the local newspaper, our website and Vendor Registry.
- All qualifications should be submitted electronically via Vendor Registry
- Purchasing staff will open qualifications and distribute them to the pre-approved review committee for review.

Invitation to Negotiate (ITN)

The invitation to negotiate should be used when the scope of the project is not clearly defined and the County has determined that negotiations may be necessary to receive the best value.

- All qualifications are advertised for at least 21 days. They are advertised in the local newspaper, our website and Vendor Registry.
- All qualifications should be submitted electronically via Vendor Registry
- Purchasing staff will open qualifications and distribute them to the pre-approved review committee for review.

BILLING

Copies of invoices must accompany all deliveries and a copy mailed to:

Okaloosa County Finance Dept.
Crestview Courthouse
101 E. James Lee Blvd.
Crestview, FL 32536

All invoices should reference the PO, Contract/Lease, or P-Card numbers to ensure prompt payment. For questions concerning payments, please contact the Finance Department (accounts payable) at 850-689-5000 ext. 3414/3416.

PURCHASING DEPARTMENT CONTACT INFO

Okaloosa County Purchasing Department
5479A Old Bethel Rd.
Crestview FL, 32536
Phone: 850-689-5960/ Fax: 850-689-5970

EMPLOYEES/PURCHASING DEPT.

- DeRita Mason- Purchasing Manager – dmason@myokaloosa.com
- Nathan Hooks - Buyer – nhooks@myokaloosa.com
- Amber Hammonds- Contracts & Lease Coordinator – ahammonds@myokaloosa.com
- Erin Poole– Contracts & Lease Coordinator – epoole@myokaloosa.com
- CeCelia VandenBroeck-Contracts and Lease Coordinator- cvandenbroeck@myokaloosa.com
- Suzanne Ulloa– Grants Coordinator/Buyer/P-Card Administrator – sulloa@myokaloosa.com
- Brittany Ford– Purchasing Specialist – bford@myokaloosa.com