

WELCOME

Thank you for your interest in doing business with Manatee County. On behalf of the entire Procurement Division, I would like to invite you to participate in opportunities to provide goods and services to Manatee County government.

Procurement staff are available to assist you with any questions you may have. You can contact us at purchasing@mymanatee.org or by calling 941-749-3014.

On behalf of myself and all the procurement professionals in the Procurement Division, we are looking forward to working with you!

Jacob Erickson

Jacob Erickson, MBA, CPPO, NIGP-CPP

Procurement Official
Manatee County BCC



Manatee County Procurement Division

Awarded NPI *Achievement of Excellence in Procurement* 2014, 2015, 2016, 2017, 2018 and 2019 and the FAPPO *Achievement of Excellence in Procurement* 2015, 2016, 2017, 2018, 2019 and 2020.

DISADVANTAGED BUSINESS ENTERPRISES

Manatee County works to ensure minority, women-owned, and service-disabled veteran business enterprises are afforded full opportunity to participate in response to solicitations.

The State of Florida, **Office of Supplier Diversity** provides the certification process and the database for identifying certified MBE/WBE firms. This service may be directly accessed at: www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd

The Office of Supplier Diversity's function is to improve business and economic opportunities and provide a one-stop resource for Florida's minority, women, and service-disabled veteran business enterprises. The office provides business development guidance, technical assistance, and connections to their strategic partners.

Contact & Online Information

For contact information, current solicitations and bidding opportunities, visit us on the web at <http://www.mymanatee.org/home/government/departments/financial-management/purchasing.html>



HOW TO DO BUSINESS WITH MANATEE COUNTY



Manatee County
Procurement Division
1112 Manatee Avenue West
Bradenton, FL 34205
941-749-3014
purchasing@mymanatee.org

INTRODUCTION

The purpose of this guide is to provide an overview of the processes used by Manatee County (County) Procurement Division when purchasing goods and services.

GENERAL INFORMATION

The first step in seeking business opportunities with the County is to register as a supplier. Registration is a simple on-line process at the County website, www.mymanatee.org > Business > Register as a Vendor link.

For more information and to download information regarding bids and proposals, visit our webpage on the County website, Business > *Bids & Proposals* link. Additionally, the County may advertise solicitation opportunities with third party service providers.

Please note that those sections of local government that come under elected officials or elected boards such as the Manatee County Sheriff's Office, School Board, Clerk of the Circuit Court, are separate from Manatee County Board of County Commissioners and conduct procurement activities independent of the County.

PROCUREMENT METHODS

The County utilizes a variety of methods to procure construction, goods and services.

Invitation to Quote (ITQ) – This is an informal process in which written quotations are solicited from suppliers. Award is to the lowest responsible, responsive bidder.

Request for Offers (RFO) - This is an informal process in which the award is based on the demonstrated ability of the proposer to perform the services or provide the materials as well as pricing.

Request for Qualifications (RFQ) – This is a formal process in which sealed proposal are submitted. Proposals are evaluated on multiple pre-established criterion. However pricing is not requested or considered in the initial evaluation. This type of solicitation is often used for professional services such as architect and engineering services.

Invitation for Bid (IFB) – This is a formal process in which sealed bids are submitted. This process is often used to procure goods and construction services. Award is made to the lowest price responsible, responsive bidder.

Request for Proposals (RFP) – This is a formal process in which sealed proposals are submitted. Proposals are evaluated on multiple pre-established criterion including price, though price is not usually the primary factor.

Invitation to Negotiate (ITN) – This is a formal competitive negotiation process that is used when the Procurement Official deems it is in the County's best interest to negotiate with one or more proposers to achieve "best value".

Utilization of Other Contracts

The County utilizes other competitively procured contracts to take advantage of efficiencies in the procurement process. These contracts include:

- State of Florida purchasing contracts
- Cooperative purchases through local and national cooperatives that aggregate spend of multiple agencies.
- Other governmental entity qualified agreements.

CATEGORIES

Category 1— purchases up to \$2,500
No quotes required

Category 1— purchases \$2,500.01-\$5,000
3 quotes required

Category 2— purchases \$5,000.01-\$25,000
3 written quotes required

Category 3— purchases \$25,000.01-\$250,000
Quotes and proposals by ITQ or RFO

Category 4— \$250,000.01-\$500,000
Bids and proposals by RFP, ITB, RFQ, ITN

Category 5— > \$500,000
Bids and proposals by RFP, ITB, RFQ, ITN
Requires approval by Commission