

Vendor Status:

When approved, a vendor application “opens doors” to major purchases above the formal solicitation that you are capable of competing for based upon the application information.

Applications are available online at www.pinellascounty.org/purchase

After submitting a vendor application, fill out a W-9 and fax it to (727) 464-3925.

Small Business Enterprise Program (SBEP):

Pinellas County’s Economic Development and the BCC Purchasing Department have joined in a partnership to help small businesses improve participation in the competitive process created by the needs of Pinellas County government. The SBEP program provides a sheltered market for specific purchases to small businesses located in geographical Pinellas County. See our website www.pinellascounty.org/purchase for more information.



Pinellas County Board of County Commissioners Purchasing Department

Mission:

To provide dedicated efficient and effective professional services to internal and external customers in the procurement of quality products and services with optimum value for the taxpayer.

Contact:

400 S. Fort Harrison Ave, 6th Floor
Clearwater, FL 33756

(727) 464-3311

Fax (727) 464-3925
purchase@pinellascounty.org

Hours of Operation:

8:00 am to 5:00 pm Monday - Friday
Impromptu visits by sales representatives are welcome, but it is recommended to schedule appointments to ensure appropriate staff availability.

Pinellas County complies with the Americans with Disabilities Act. Persons with disabilities requiring reasonable accommodation to participate in this proceeding/event, should call (727) 464-4062 (voice/tdd) fax (727) 464-4157, not later than seven days prior to the proceeding. To obtain accessible formats of this document, please contact the Communications Department at: (727) 464-4600/TDD (727) 464-4431.

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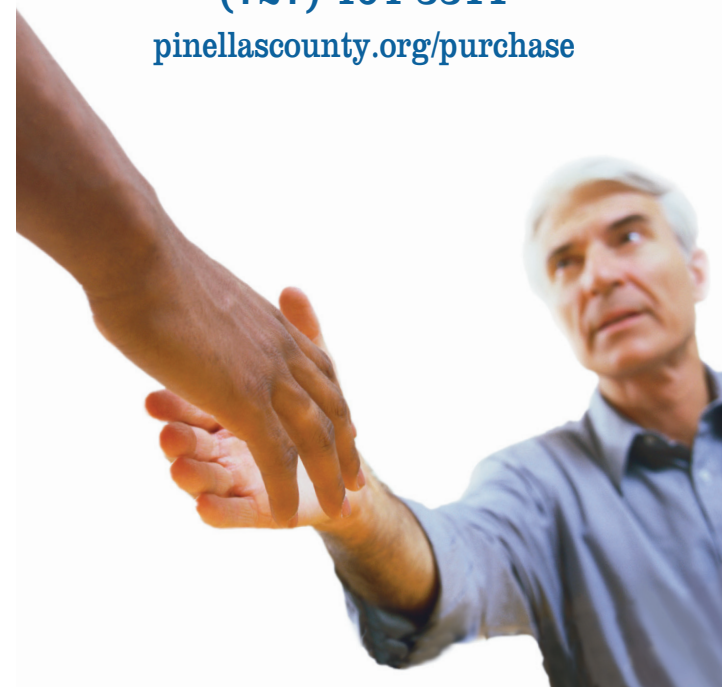


how to Do Business with Pinellas County Government

a general guide to obtaining information
related to procurement

(727) 464-3311

pinellascounty.org/purchase



Governance:

Pinellas County is governed by a Board of County Commissioners (BCC) consisting of seven publicly elected officials. Within the governing body, there is a chairman and a vicechairman chosen by the majority of the commission.

Certain authorities and responsibilities have been delegated by the BCC to the county administrator who manages the day-to-day county business and reports directly to the BCC. Pinellas County government is an agency of the state of Florida and governed by the authority of a "Home Rule Charter" granted by the state.

Pinellas County government is comprised of a number of agencies, managed by publicly elected officials. All agencies are at liberty to utilize the Board of County Commissioners Purchasing Department. **However, the agencies shown below maintain an independent purchasing function:**

Sheriff's Office

(727) 464-6305
4645 145 Avenue North, Clearwater, FL 33762

Supervisor of Elections

(727) 464-3551
13001 Starkey Road, Largo, FL 33773

Tax Collector

(727) 562-3262
315 Court Street, 3rd floor, Clearwater, FL 33756

Property Appraiser

(727) 464-3207
315 Court Street, 2nd floor, Clearwater, FL 33756

Clerk of the Circuit Court

(727) 464-4779
315 Court Street, Clearwater, FL 33756

The BCC Purchasing Department conducts business in compliance with specific rules and regulations set forth in the *Purchasing Ordinance (law) policies and procedures*. The department manages complete, accurate records and handles procurement activity utilizing good business practices in an efficient, effective, economical manner.

Procedure:

The general procedure for handling county purchases is as follows:

- A request is initiated by the department requiring goods or services and transmitted to the Purchasing Department.
- Complete and accurate specifications or criteria are determined.
- Sound business practices and procedures are followed in determining the best offer for required goods or services.
- A Pinellas County purchase order form containing terms, conditions and price is authorized and a purchase order number is assigned when an order is placed.
- Prices, terms and conditions are verified; payment is authorized and forwarded to the Clerk of the Circuit Court Accounts Payable Department for processing.

Information:

Visit the purchasing website at www.pinellascounty.org/purchase to find:

- Construction Services/Prequalification
- County Contracts
- Current Bids
- General Information
- Procurement Guide
- Professional Services (CCNA)
- Purchasing Contacts
- Small Business Enterprise Program (SBEP)
- Tampa Bay Regional Co-op & other links
- Vendor Application

TAX EXEMPT: 85-8013287050C-7 Expires 5/31/2010

Methods Of Selection:

| Dollar Value | Method | Approval |
|----------------------------|---------------------|--|
| \$0-\$5,000 | P-Card | Department Director |
| \$5,001-\$25,000 from SBEP | quotation | Purchasing Director |
| \$5,001-\$50,000 non-SBEP | quotation | Purchasing Director |
| \$50,000-\$100,000 | written quotation | Purchasing Director |
| \$100,000 + | Formal Solicitation | <ul style="list-style-type: none">• Purchasing Director up to \$100,000• County Administrator \$100,001 to \$250,000• County Commission \$250,001+ |

