

# How to Do Business with The School District of Osceola County, Florida

2024

Purchasing Department

&

Small Business and Veteran Programs Department



The School District of Osceola County, Florida

Every Child, Every Chance, Every Day!

# Purchasing Department Mission Statement



The mission of the Purchasing Department of the School District of Osceola County, Florida, is to provide for the fair and equitable treatment of all persons involved in public purchasing by the District, to maximize the purchasing value of public funds, and to provide safeguards for maintaining a procurement system of quality and integrity.

The Purchasing Department's goals are to assist all schools and departments with their purchasing activities; to provide cost effective, efficient, and competitive procurement of supplies, services, and equipment needed to provide quality educational services to the students of Osceola County; and to administer the Purchasing rules, regulations, and statutes established by the School Board, Department of Education, and the State of Florida.

The Purchasing Department is dedicated to providing the School District with the services necessary to accomplish its operational missions in the most cost effective and efficient manner and to provide fair and equitable treatment of all vendors that wish to sell commodities and services to the School District of Osceola County, Florida.



# Customer Service Philosophy

“Purchasing, Property Records, and Warehouse Services strives to maintain outstanding customer service. We celebrate the skills, talents, and dedication of our team in order to create an atmosphere that recognizes the importance of our customers. We believe it is crucial to serving our students, staff, and community.”



# Introductions

- Ed Parker, CPPO, CPPB, Director of Purchasing, Property Records, and Warehouse Services
- Cheryl Hood, Supervisor of Purchasing
- Katrina Ponzini, M.Ed., NIGP-CPP, CPPB, Supervisor of Small Business and Veteran Programs





# Who Should You Contact?

When in doubt, contact the Purchasing Department or the Small Business and Veteran Programs Department!

You will be directed to the appropriate staff member for assistance.





**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**  
**PURCHASING/PROPERTY AND WAREHOUSE DEPARTMENT STAFF RESPONSIBILITIES**  
**LIST**

Updated 01.24.2024

Highlighter in Yellow are Commodity w/Contracts



Hours of Operation	BUYER # 2	BUYER #32	BUYER # 78	BUYER # 66
Purchasing - 8 AM - 4:30 PM	Cheryl Hood	Lisa Keseker	Daniel Munoz	Igneris Lopez
Property Records - 7 AM - 3PM	Supervisor of Purchasing	FF&E Purchasing Specialist	Senior Buyer	Senior Buyer
Warehouse - 7 AM - 3:30 PM	407-870-4627 Ext. 65513	407-870-4622 Ext. 65518	407-483-3684 Ext. 65503	407-870-4023 Ext. 65502
Ed Parker, CPPD, CPPB	<a href="mailto:Cheryl.Hood@osceolaschools.net">Cheryl.Hood@osceolaschools.net</a>	<a href="mailto:Lisa.Keseker@osceolaschools.net">Lisa.Keseker@osceolaschools.net</a>	<a href="mailto:daniel.munoz@osceolaschools.net">daniel.munoz@osceolaschools.net</a>	<a href="mailto:lgneris.Lopez@osceolaschools.net">lgneris.Lopez@osceolaschools.net</a>
<b>Director of Purchasing, Contracts,</b>	Purchasing Department Operations	<b>FF&amp;E Coordinator:</b>		AV Equipment / Supplies / Repair
<b>Property Records, Warehouse</b> 407-870-4620 Ext. 65505	Purchasing Card Administrator: Order all cards	Read & Understand BluePrints Meet w/staff to determine FF&E needs	<b>Grant Funded Services</b> Grant Program Evaluators	<b>Computers / Accessories / Maintenance</b> Computers
<a href="mailto:Edward.Parker@osceolaschools.net">Edward.Parker@osceolaschools.net</a>	Modify when necessary	Provide staff w/specification for orders	Speech Language Pathologist	Computer Peripherals
Energy Efficiency/Conservation	Monitor all charges	Approves all FF&E orders	Physical Therapist	Computer Maintenance/Service
Billboards	Purchasing Card Training	Manage delivery of FF&E	Occupational Therapist	Mailing Services: Postal, UPS, Fedex
Bid Protests	VendorLink Software Administrator	Manage the installation of FF&E	Therapeutic & Consulting Services (BCBA)	Office Supplies & Equipment
Policies & Procedures	<b>Facilities:</b>	Manages the FF&E Budget	Florida Certified Teachers	<b>Office Machines (ink/toner/postage)</b>
Cellular Towers	Architect/Engineer	Appliances	Mental Health Services	Copiers
<b>Contracts: All Contracts</b>	Building Envelop	Audio Enhancement Systems	Healthcare Services (LPN, RN)	ID Machines
Land Use	Civil Engineer	Flags & Flag Poles	<b>Insurance/Benefits/Medical:</b>	Laminators
	Construction Manager @ Risk	Furniture	Drug & Alcohol Testing	Mailing Machines
<b>Cecilia Gonzalez</b>	Geotech/Threshold	Industrial Supplies	Employee Benefits Consulting	Poster Makers
<b>Secretary III</b>	HVAC Test & Balance	Lockers	Employee Assistance	Printers
407-870-4625 Ext. 65504	Mechanical/Electrical/Plumbing Engineers	Marker Boards	Insurance Broker	Scanners
<a href="mailto:Cecilia.Gonzalez@osceolaschools.net">Cecilia.Gonzalez@osceolaschools.net</a>	Survey and Mapping	Moving and Storage Services	Medical Administration Services	Scanning & Testing
Document Retention - ALL Bids & Contracts	Financial Services - Original Contract	Risers / Portable Stages	Pharmacy Benefits	Smart Boards
Payroll/Travel	Environmental Service	Shelving	<b>Networks/Security</b>	Software / Webtools (all)
<b>All special contracts for example:</b>	Impact Fees		Communication Cabling / Hardware	Subscriptions - Electronic (all)
Virtual Schools	Planning: Contract needs		E-Rate	Wireless Communications
Charter Schools	Portables		Network Infrastructure	Video / TV Studio
Access Agreements (Students)	Sheds		Security Systems	<b>Other Duties</b>
Vandal Watch Agreements	Termites Bid		Telephone Systems & Programming	P.O. Printing Backup
Finance Amendments	Titles/Tags		Translation Services/Sign Language	
MOU's for HR (Universities)	Utility P.O.'s/Contracts		<b>Tutoring</b>	
Contracts - As assigned	Vehicles		<b>Warehouse Inventory "ONLY" Bids:</b>	
			Copy & Fine Paper Products	
			Custodial Supplies	
			Furniture	
			Lunchroom Supplies	
			Office Supplies	
<b>Lissett Rodriguez</b>				
<b>Contracts Secretary</b>				
407-870-4834 Ext. 65519				
<a href="mailto:Lissett.Rodriguez@osceolaschools.net">Lissett.Rodriguez@osceolaschools.net</a>				
Manages All Contracts				
Processed through Legal, Board, etc...				
Manage the flow				
Department Website Maintenance				
Receives all Contract In-Takes				
Assigns to Appropriate Buyer				
Contract Record Management				
Secretary Backup (Payroll etc)				
Contracts Training				

**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**  
**PURCHASING/PROPERTY AND WAREHOUSE DEPARTMENT STAFF RESPONSIBILITIES LIST**  
 Updated 01.24.2024



BUYER # 72	BUYER # 73	BUYER # 74	BUYER # 76	
Gladinnette Cabrera Vazquez Senior Buyer 407-343-8604 Ext. 65511	Audra "Renee" Rodriguez Senior Buyer 407-870-4621 Ext. 65517	Loni Vanbenthuyssen Senior Buyer 407-870-4626 Ext. 65507	Melanie Lachmiller Senior Buyer 407-933-9949 Ext. 65501	Alexandra Castro Buyer I 407-870-4630 Ext. 65500
<a href="mailto:Gladinnette.CabreraVazquez@osceolaschools.net">Gladinnette.CabreraVazquez@osceolaschools.net</a>	<a href="mailto:Audra.Rodriguez@osceolaschools.net">Audra.Rodriguez@osceolaschools.net</a>	<a href="mailto:Loni.Vanbenthuyssen@osceolaschools.net">Loni.Vanbenthuyssen@osceolaschools.net</a>	<a href="mailto:Melanie.Lachmiller@osceolaschools.net">Melanie.Lachmiller@osceolaschools.net</a>	<a href="mailto:Alexandra.castro@osceolaschools.net">Alexandra.castro@osceolaschools.net</a>
Advertising/Rebranding/Marketing	Art Equipment & Supplies	Auditorium Drapes /Curtains, Stage Rigging	Contractor Srvs (Facilities/Maint)	Bid Openings/Posting/Folder
<b>Athletic Services:</b>	Books/Magazines/Subscriptions (Printed)	Automotive Equipment and Supplies	HVAC Contractors	Board Packet
Athletic Supplies/Equipment	Classroom Supplies & Equipment	Batteries	HVAC Controls Contractors	Contracts - Upload/File
Athletic Game Officials/Sports Camps	Classroom Pre-Printed Promotional Items	Charter Buses	Electrical Contractors	Department Website Maintenance
Gym Floors, New & Refinishing	Health & Medical Supplies & Equipment	Custodial Equipment & Supplies & Repair	Fencing Contractors	Document Retention - Back-up
Track Resurfacing	Music: Instruments / Equip. / Supplies	Fuel	Fire Alarm Contractors	GreenBook Maintenance
Cosmetology	<b>Professional Development/SDOC template</b>	Garbage & Recycling Services & Equip.	Fire Suppression/Backflows	Insurance Certificates
CTE - All including Contracts	<b>Registrations:</b>	Intra & Inter State Field Trips	Locksmith Contractors	Intakes Back-Up
Culinary Arts: Equipment / Supplies	Conferences	LP Gas	Parking Lot Striping Contractors	Mail
Family & Consumer Sciences	Hotel	Lawn Care Services & Equipment/Sod	Plumbing Contractors	Front Desk - Phones
Internships	"Off-Site"	<b>Performing Arts Tech. &amp; Prof. Services</b>	Painting Contractors	Trade Bid Quotes Maintenance
<b>Food Service: ALL</b>	Speaker/Lecturers	Back of House Technical Services	Pressure Washing Contractors	Vendor Adds
Food Items / Equip / Supplies/Vehicles	Science Equip. & Supplies (Incl. Robotics)	Front of House Event Staffing Services	Reinforcing/Cement/Masonry	VendorLink Maintenance/Information
Kitchen Equipment Parts	<b>Special Events:</b>	Security Personnel	Millworks and Cabinetry Contractors	
Fund Raisers	Carnivals, Graduation Services	Surplus Services	Irrigation Contractors	
Photographers	Homecoming, Proms	Transportation Department Equip & Supplies	Drywall/Framing/Acoustical Ceiling	
<b>Printing Services:</b>	Transportations Contracts:	Transportation Services (Van Rentals)	Roofing Contractors	
Banners & Signs	Home Owners Assoc. Bus Access Contracts	<b>SSEM Services &amp; Equipment:</b>	Sign Contractors	
Embroidery & Screen Printing	Special Needs Bus Services	Door Hardware/Locks	Site Work Contractors	
Promotional Items	Two Way Radios & Repeaters	Fire Alarm Inspections/Monitoring	<b>Contractor Services (IT, IS &amp; IMC):</b>	
Trophies, Plaques & Medals	<b>Other Duties</b>	Fire Alarm Parts	Audio Visual	
Yearbooks	P.O. Printing Backup	Fire Extinguisher/Hoods	Communication Cabling	<b>Michelle Holmes</b>
<b>Student Graduation Services/Items</b>	Vendorlink Software Admin. Backup	Security Hardware Lock & Supplies	Intrusion Detection Systems	<b>Accountant I</b>
Class Rings, Diplomas, etc.		Window Film & Installation	Video Surveillance	<b>407-870-4619 Ext. 65509</b>
Student Planners			<b>Maintenance Services &amp; Equipment:</b>	<a href="mailto:michelle.holmes@osceolaschools.net">michelle.holmes@osceolaschools.net</a>
<b>Uniforms:</b>		<b>Other Duties</b>	Aluminum Ramps/Walkways	Department Budgets
Cheerleading / Sports / Work		Purchasing Card Backup	Bleacher Inspections/Repairs	FF&E Budgets
Band / Choir / etc.			Electrical	FF&E P.O.'s
<b>Vending</b>			Elevators	Petty Cash
Vet/Agriculture/FFA Supplies			Emergency Clearing/Removal/Inspect	"Printing" of District POs
			Fencing	Termite Contract Administration
			Floor Coverings - Materials/Install	
			Fencing	
			Floor Coverings - Materials/Install	
			Fire Suppression/Backflows	
			HVAC Supplies & Maintenance	
			Paint	
			Playground Equipment & Installation	
			Plumbing	
			Signs	



# What Does the School District Purchase?

## Centralized Purchasing Department:

All **commodities**, services and construction-related services

For the support and operation of all Schools and Departments in the District





# When Does the School District Issue a Quote or a Bid?



## Quote Limit:

- Less than \$5,000 requires one (1) written quote
- \$5,000 - \$49,999 requires three (3) written quotes
- \$50,000 or more requires a formal, competitive sealed solicitation
- If the **commodity** or service is provided through a term contract (bid), the awarded vendors must be used

## Solicitations (Types of Bids):

- Invitation to Bid (ITB)
- Request for Proposals (RFP)
- Request for Qualifications (RFQ)
- Invitation to Negotiate (ITN)



# Invitation To Bid (ITB)

Also known as competitive sealed bidding, this strategy is often considered to be the preferred method for acquiring goods, some services, and some construction for public use in which award is made to the lowest **responsive** and **responsible** bidder. The award is based solely on the response to criteria set forth in the ITB. It does not include discussions or negotiations with bidders. A common choice in the public sector, the ITB is perceived to be the most impartial means of awarding public contracts.



# Request for Proposals (RFP)

A competitive procurement method that allows the evaluator to consider factors other than price, such as supplier qualifications, past experience, project approach, innovation, and creativity or value-added services when making the decision to award. The RFP is a complex procurement option. In order for the RFP to be used effectively, all elements of the requirements and specifications must be clearly defined. This provides the supplier with a total understanding of the goods and services, and the associated deliverables and outcomes.



# Requests for Qualifications (RFQ)

Used when the award is based on the qualifications of the supplier. Examples include, but are not limited to, work experience, staffing certifications, JLA compliance, business licensure, financial status.



# Requests for Qualifications (RFQ) - Consultants' Competitive Negotiation Act (CCNA)

This method is often required when contracting for design services such as architectural and engineering services, surveying, mapping, and construction management services in accordance with Florida Statute 287.055. Cost cannot be a factor in the evaluation.



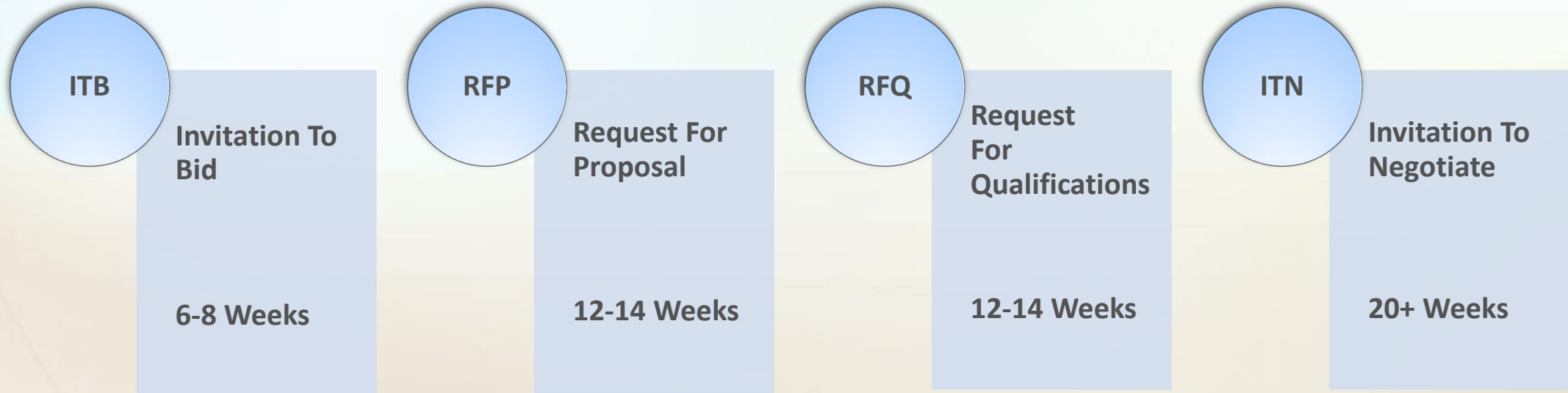


# Invitation to Negotiate (ITN)

A competitive negotiation process that is used when Purchasing deems it is in their best interest to negotiate with offerors to achieve “best value”; a form of source selection that is similar to the RFP process. It is advantageous in procurements where factors other than price are critical, and the ability to negotiate is desired or required.



# Purchasing Timelines for Solicitations Over \$50,000





# Where do You Find Quote and Bid Information?

Purchasing Department Website:

<https://www.osceolaschools.net>

VendorLink:

<https://vendorlink.osceola.org>



# The School District of Osceola County, Florida

Every Child, Every Chance, Every Day!

[DISTRICT HOME](#)

[OUR SCHOOLS >](#)



## JOB FAIR JOIN THE TEAM!

8:00 AM - 12:00 PM  
**October 13, 2022**

TRANSPORTATION DEPARTMENT  
401 SIMPSON RD. KISSIMEE, FL  
407.518.4540

### FIND YOUR OPPORTUNITY

- Maintenance
- Transportation
- Janitorial
- School Nutrition

We have a job fair coming up, featuring multiple district departments! Make sure you apply online at [jobs.osceolaschools.net](http://jobs.osceolaschools.net) before you come on the 13th!

[Click To Apply!](#)



Everyday PACE

New > College <

feat. Ant

@friendlyne

ALL NEW

Epis College

08:50



Let's Talk! [Click Here To Contact Us!](#)





# The School District of Osceola County, Florida

Every Child, Every Chance, Every Day!

DISTRICT HOME

OUR SCHOOLS



Home > Departments Directory

## Departments Directory

A B C D E F G H I M N O P R S T

### A

- Administration/Chief of Staff for Teaching, Leading, and Learning
- Alternative Programs
- Athletics

### B

- Business & Fiscal Services

### C

- Career and Technical Education
- Community Relations

### D

- Deputy Superintendent Human Services

### G

- Government and Labor Relations
- Grant Development and Management
- Guidance Services

### H

- High School Curriculum & Instruction
- Human Resources and Employment Information

### I

- Information and Technology Division

### M

- Maintenance Department

- Office of School Improvement and District Accreditation

### P

- Professional Development
- Purchasing / Property Records / Warehouse



### R

- Records Management
- Research, Evaluation & Accountability
- Risk and Benefits Management

### S

- Safety, Security and Emergency Management
- School Nutrition Services



Let's Talk! [Click Here To Contact Us!](#)



[About Us](#)[Leadership](#)[Schools](#)[Departments](#)[Jobs](#)[FortifyFL](#)

# The School District of Osceola County, Florida

Every Child, Every Chance, Every Day!

[DISTRICT HOME](#)[OUR SCHOOLS](#)

Home > Departments > Purchasing / Property Records / Warehouse > Purchasing / Property Records / Warehouse > Purchasing and Contracts Department > Bid Information

## Purchasing / Property Records / Warehouse

Purchasing / Property Records / Warehouse ↓

Purchasing and Contracts Department ↓

**Bid Information** ↓

Construction

Commodities & Services

Contracts Information

P-Card/T-Card Forms

Professional Associations

Public Auction Information

Public Notices

Publications/Manuals/Procedures

Quote Results from Trade Packages

Rules/Ethics

Single/Sole Source Postings +

Vendor Information & Applications

Staff Directory

Property Records Department +

Warehouse +

## Bid Information

Bids & Bid Results after 6/30/10  
New VendorLink Bid Opportunities



Archived Bids & Bid Results Prior to 7/1/10



VendorLink Frequently Asked Questions

\* For Construction Project Information, please visit the Facilities Division Web Page for Details



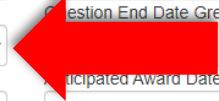
Let's Talk! [Click Here To Contact Us!](#)

### Bid Solicitations

Search for Solicitations by entering the selected search terms and clicking on Search Solicitations.

Agency <input type="text" value="Osceola County School Board"/>			Broadcast Date Greater Than <input type="text"/>	Broadcast Date Less Than <input type="text"/>
Department <i>(First select an agency above)</i> <input type="text"/>			Due Date Greater Than <input type="text"/>	Due Date Less Than <input type="text"/>
Title <input type="text"/>	ID Number <input type="text"/>	Status <input type="text" value="Active"/>	Question End Date Greater Than <input type="text"/>	Question End Date Less Than <input type="text"/>
Scope of Services <input type="text"/>	Commodity Keyword <input type="text"/>	Fiscal Year <input type="text"/>	Anticipated Award Date Greater Than <input type="text"/>	Anticipated Award Date Less Than <input type="text"/>

Page Count:  20  50  100    Sort by:





Title  ID Number  Question End Date Greater Than  Question End Date Less Than  
 Scope of Services  Commodity Keyword  Anticipated Award Date Greater Than  Anticipated Award Date Less Than  
 Status: Active  Fiscal Year

Page Count:  20  50  100 Sort by: Due Date Descending

[Search Solicitations](#) [Convert to Excel](#)

Total: 8

Agency	Number	Title	Status	Broadcast Date	Question End Date	Due Date
Osceola County School Board	SS-23-0026-GC	CEV Multimedia, Ltd.	Active	10/7/2022 12:00 PM		
Osceola County School Board	SDOC-22-B-058-MM	Door Hardware and Locks Re-Bid	Active	10/10/2022 12:00 PM	10/28/2022 12:00 PM	11/15/2022 2:00 PM
Osceola County School Board	SDOC-23-Q-059-CH-FPC	Continuing Service Contract for Construction Manager at Risk	Active	10/11/2022 7:00 PM	10/31/2022 12:00 PM	11/10/2022 2:00 PM
Osceola County School Board	SDOC-23-B-056-LK	Custodial Supplies & Equipment for Warehouse Stock with Just-In-Time Delivery Option	Active	9/21/2022 12:00 PM	10/12/2022 12:00 PM	10/26/2022 2:00 PM
Osceola County School Board	SDOC-23-Q-027-CH-FPC	Construction Manager at Risk for the New Transportation West Facility Project	Active	8/25/2022 7:00 PM	9/20/2022 12:00 PM	10/25/2022 2:00 PM
Osceola County School Board	SDOC-23-Q-055-CH-FPC	Construction Manager at Risk for the New K-8 School "AA" - Kindred	Active	9/15/2022 7:00 PM	10/10/2022 12:00 PM	10/19/2022 2:00 PM
Osceola County School Board	SDOC-23-B-031-HS	Batteries, Various Types	Active	9/20/2022 7:00 PM	10/7/2022 5:00 PM	10/19/2022 2:00 PM
Osceola County School Board	SDOC-23-Q-054-CH-FPC	General Contractor Services for Projects Less Than \$280,000.00	Active	9/15/2022 7:00 PM	10/7/2022 12:00 PM	10/18/2022 2:00 PM



The selected solicitation details are below. Some agencies require their vendors to register before they are allowed to download documents. Click here to register or select the Register Link above. You can click on the Contact's name below to request the solicitation by email. Please include in your email your name, company name, email and phone number.

Close

Agency	Osceola County School Board
Status	<b>Active</b>
Fiscal Year	2023
Primary Contact	Milli Medina
Secondary Contact	Cheryl Hood
Tertiary Contact	
Title	Door Hardware and Locks Re-Bid
Number	SDOC-22-B-058-MM
Type	Invitation to Bid
Online Quote/Bid	No
Department	Maintenance
Piggyback Solicitation	No
Insurance Required	No
Bid Bond Required	No
Bid Bond Amount	
Performance Bond Required	No
Performance Bond Amount	
Scope of Services	The purpose of this Invitation To Bid (ITB) is to solicit competitive sealed Bids to furnish Door Hardware and Locks for the use of The School Board of Osceola County, Florida (School Board).
Broadcast Date	10/10/2022 12:00 PM
Question End Date	10/28/2022 12:00 PM
Due Date	11/15/2022 2:00 PM
Anticipated Award Date	12/13/2022



### Preconference(s)


Total: 1

Date	Time	Mandatory	Location
10/25/2022	9:00 AM	No	817 Bill Beck Blvd Building 2000 - Purchasing Kissimmee, FL 34744



### Documents

Total: 1

Type	Name	Description	File Type
Invitation to Bid	SDOC-23-B-058-MM Door Hardware & Locks Re-Bid.pdf	SDOC-23-B-058-MM Door Hardware & Locks Re-Bid	PDF 



### Commodity Codes

Total: 6

Code	Description
[450-26]	Door Closers, Escutcheons, Eyes, Hangers, Holders, Overhead and Sliding Door Hardware, Panic Hardware, Thresholds, etc.
[450-41]	Hardware and Related Items (Not Otherwise Classified)
[450-36]	Hasps, Hinges, Hooks, Knobs, Latches, Pulls, Shelf Brackets, Swivels, etc.
[450-55]	Locks, Key Blanks, and Locksmith Tools (Including Time Locks)

### Publications

Total: 0

Publication	Date
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### Preconference(s)

Total: 1

Date	Time	Mandatory	Location
10/25/2022	9:00 AM	No	817 Bill Beck Blvd Building 2000 - Purchasing Kissimmee, FL 34744

### Documents

Total: 1

Type	Name	Description	File Type
Invitation to Bid	SDOC-23-B-058-MM Door Hardware & Locks Re-Bid.pdf	SDOC-23-B-058-MM Door Hardware & Locks Re-Bid	PDF

Downloading this document will not make you a planholder for the solicitation. In order to become a planholder, so that you can receive notifications for this solicitation and addendum, you must sign in or register online.

### Commodity Codes

Total: 6

Code	Description
[450-26]	Door Closers, Escutcheons, Eyes, Hangers, Holders, Overhead and Sliding Door Hardware, Panic Hardware, Thresholds, etc.
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[450-55]	Locks, Key Blanks, and Locksmith Tools (Including Time Locks)

### Publications

Total: 0



- 1
- 2
- 3
- 4

<b>SUBMIT TO:</b> The School District of Osceola County, Florida Purchasing Department, Building 2000 817 Bill Beck Blvd. Kissimmee, FL 34744			<b>INVITATION TO BID</b> AN EQUAL OPPORTUNITY EMPLOYER <a href="http://www.osceolaschools.net">www.osceolaschools.net</a>	
<b>CONTACT PERSON:</b> Milli Medina Telephone #: 407.870.4630 Fax #: 407.870.4616			ITB/RFP Notices available through the VendorLink website <a href="https://vendorlink.osceola.org/common/searchsolicitations.aspx">https://vendorlink.osceola.org/common/searchsolicitations.aspx</a>	
			Date issued: <b>October 10, 2022</b>	
<b>TITLE:</b> Door Hardware and Locks Re-Bid		<b>NUMBER:</b> SDOC-23-B-058-MM	<b>SUBMITTAL DEADLINE:</b> November 15, 2022 at 2:00 PM	
<b>PRE-PROPOSAL CONFERENCE - DATE, TIME AND LOCATION:</b> October 25, 2022 at 9:00 AM, 817 Bill Beck Blvd., Bldg. 2000, Purchasing Conference Room, Kissimmee FL 34744			SUBMITTALS RECEIVED AFTER ABOVE DATE AND TIME WILL NOT BE CONSIDERED	
FIRM'S "LEGAL" NAME (As described in the Section Titled "Florida Department of State, Division of Corporations Registration Requirements within this ITB.):		Florida Division of Corporation Document Number:		
<b>MAILING ADDRESS:</b>		I hereby certify that I have read and understand the requirements of this Invitation To Bid and that I, as the bidder, will comply with all requirements of this offer and any Contract(s) and/or other transactions required by this award.		
<b>CITY - STATE - ZIP:</b>		X _____ Authorized Signature		
<b>TELEPHONE NO:</b>		_____ Typed Name		
<b>FAX NO:</b>		_____ Title		
<b>FEDERAL ID NO. OR SOCIAL SECURITY NO.</b>		Date _____ Email Address _____		
<b>THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE</b> <b>GENERAL CONDITIONS AND INSTRUCTIONS</b> ***** PLEASE READ CAREFULLY *****				
Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations to attend public openings or meetings sponsored by the School District of Osceola County Purchasing Department shall contact the Purchasing Department at 407.870.4630, at least five (5) days prior to the scheduled opening or meeting.				
<b>1. SUBMISSION OF OFFERS:</b> All offers shall be submitted in a sealed envelope or package. The invitation number, title, and opening date shall be clearly displayed on the outside of the sealed envelope or package. The delivery of responses to the School District of Osceola County Purchasing Department prior to the specified date and time is solely and strictly the responsibility of the offeror. Any submittal received in the Purchasing Department after the specified date and time will not be considered.  Responses shall be submitted on forms provided by the School Board. Additional information may be attached to the submittal. Facsimile submissions are NOT acceptable. No offer may be modified after acceptance. No offer may be withdrawn after opening for a period of sixty (60) days unless otherwise specified.		If the School Board rejects all bids, proposals or replies submitted in response to a competitive solicitation, and the School Board concurrently provides notice of its intent to reissue the competitive solicitation, the rejected bids, proposals or replies remain exempt until such time as the School Board provides notice of an intended decision concerning the competitive procurement process or until it withdraws the reissued competitive solicitation. A bid, proposal or reply is not exempt for longer than twelve (12) months after the initial agency notice rejecting all bids, proposals or replies.		
<b>2. EXECUTION OF OFFER:</b> Offer shall contain a manual signature in the space(s) provided of a representative authorized to legally bind the offeror to the provisions therein. All spaces requesting information from the offeror shall be completed. Responses shall be typed or printed in ink. Use of erasable ink or pencil is not permitted. Any correction made by the offeror to any entry must be initialed.		<b>4. PUBLIC RECORD:</b> The School District is governed by the Public Record Law, Chapter 119, Florida Statutes. Pursuant to Chapter 119 only trade secrets as defined in Section 812.081 and subsection 119.071(1)(c), Florida Statute shall be exempt from disclosure.		
<b>3. OPENING:</b> The bid/proposal shall be opened at the date, time and place mentioned in solicitation/invitation, as it may be amended in the sole discretion of the School Board. Pursuant to subsection 119.071(1)(b)		<b>5. CLARIFICATION/CORRECTION OF ENTRY:</b> The School Board reserves the right to allow for the clarification of questionable entries and the correction of OBVIOUS MISTAKES.		
		<b>6. INTERPRETATION/ADDENDA:</b> Any questions concerning conditions and specifications shall be directed to the designated contact person. Those interpretations which may affect the eventual outcome of the invitation/offer shall be furnished in writing to prospective offerors.  No interpretation shall be considered binding unless provided in writing by the		



# Rules and Regulations that Govern the Purchasing Department



**Florida Statutes**

**State Board of Education Rules**

**State Requirements for Educational  
Facilities**

**School Board Rules**

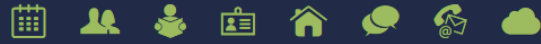


# The School District of Osceola County, Florida

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## Purchasing / Property Records / Warehouse



- Purchasing / Property Records / Warehouse ↓
- Public Notices
- Purchasing and Contracts Department ↓
- Bid Information 📅
- Contracts Information
- P-Card/T-Card Forms
- Professional Associations
- Public Auction Information
- Publications/Manuals/Procedures**
- Quote Results from Trade Packages
- Rules/Ethics
- Single/Sole Source Postings +
- Vendor Information & Applications
- Staff Directory
- Property Records Department +
- Terms and Conditions for Purchase Orders
- Warehouse +

## Publications/Manuals/Procedures

- 📄 How To Do Business with SDOC
- 📄 Purchasing Procedures Manual 01.02.2024
- 📄 CCNA and Design Build Procedures Manual
- 📄 Emergency Procedures Manual
- 📄 Purchasing Card Procedures Manual Updated 1.14.19
- MORE ↗

## Quick Links

State Contract Purchasing Link



Let's Talk! Click Here To Contact Us! ▲



# How Can You be Notified of Upcoming Bids?

VendorLink:

<https://vendorlink.osceola.org>





## VendorLink

### Welcome to the Osceola County VendorLink eProcurement System.

Are you interested in doing business with Osceola County Government or The School District of Osceola County? Do you want to learn about bid opportunities? Do you want access to bid tabulation sheets? Are you curious to know who the current planholders are for a project? Do you simply want to download an executed agreement? If you answered "yes" to any of the previous questions, then Osceola County VendorLink is for you.

VendorLink, the bid notification and information portal hosted by the Osceola County Board of County Commissioners and The School District of Osceola County, provides e-mail notifications of solicitations, as well as, downloads of solicitation documents. The benefit is that all these services are **free**.

By registering on VendorLink today, you can receive e-mailed notifications of solicitations and addenda when they are advertised and you will be able to download solicitation documents. Simply complete the user information fields and select commodity codes for the goods and/or services your firm provides. When the County or The School District of Osceola County posts a solicitation that matches one of your commodity codes, you will receive an e-mail inviting you to obtain complete details by logging in to the site. Some valuable information available on VendorLink includes:

- Invitation to Bid and Request for Proposal documents
- The solicitation's status (broadcast, under evaluation, awarded, etc.)
- Pre-bid or pre-proposal meeting date and times
- Bid or proposal specifications
- Bid or proposal due dates and times
- Addenda outlining changes or clarifications to the original solicitation document
- A list of planholders
- Tabulation or Evaluation Score Sheets
- Recommendations for Award
- Executed Agreements/Contracts

Should you have additional questions, please contact: Osceola County Board of County Commissioners – Procurement Services  
(407) 742-0900

Or

The School District of Osceola County– Purchasing Department  
(407) 870-4630

Use the links above to either login to an existing account, register a new account, or reset the password on an existing account.

### Database Information

Number of Agencies: **2**

Number of Solicitations: **3177**

Number of Vendors: **26791**

## Register - Contact Information

**Step 1** of **4** Enter all required information on each page before clicking on the Next button at the bottom of the page. \*Denotes a required field.

If you're not able to complete the registration process at this time, you can return by clicking on the [Login](#) link above and log in using the Email Address and Password entered on this page (Register - Contact Information).

Enter your user information. Your username will be the email address provided below. This will be the Primary Contact for the account. Additional contacts can be added after you have registered however the email address below will be the only one used for the login and notification process.

First Name\*

Last Name\*

Position

Address\*

Country\*

State/Province\*

County\*

City\*

Zip\*

Email Address\*

Confirm Email\*

Phone\*

Phone Ext

Fax

Fax Ext

Mobile

Toll-Free Phone

Toll-Free Ext

Authorized Signatory for Submittals in Response to Agency Solicitations?\*

Yes  No

Authorized Signatory for Agreements/ Contracts?\*

Yes  No

Password\*

Confirm Password\*

Next

The vendor has not received any message notifications.

## Commodity Codes

Notified of **ALL** solicitations from the agencies this vendor has selected.

**NOTE: If checked, this vendor is notified of ALL solicitations, regardless of the commodity codes selected below.**

Commodity Code	Commodity Description
958-26	Construction Management Services
912-35	Construction, Tennis/Sports Court
913-61	Construction, Vertical, Concrete, Pour-In-Place, Form/Place/Finish
909-10	Airport Facility Construction

## Directory

Search the Vendor Directory by entering the selected search terms and clicking on Search Directory. If a Certification Type or Local Vendor is selected, it will only display vendors which have submitted the required paperwork and have been approved by your agency.

Name of Business Entity or Individual

Art

First Name

Last Name

City

Country

State

County

Zip

### Advanced Search

Search Directory

Convert to Excel

Total: 6

Name of Business Entity or Individual	Last Name	First Name	Location	Phone Number	SLVMP	
Carter Electric, Inc.	Carter	Douglas	Apopka, FL	(407) 814-2677	Reset Password	
Charles Perry Partners, Inc.	Ellrod	Louise	tampa, FL	(813) 979-9577	Reset Password	
Hartford South, LLC	Malone	Wes	Orlando, FL	(407) 857-9392	Reset Password	
S & S Construction Dale S Stewart INC	Stewart	Dale	Seminole, FL	(407) 947-8780	Reset Password	
Smart Building Florida	Aultman	Eric	Tampa, FL	(813) 644-9826	Reset Password	
SmartWatt	Sonnier	.John	Nashville, TN	(518) 406-0393	Reset Password	



## Vendor

The selected vendor details are displayed below.

To assist staff in determining Contractor for Construction licenses, please refer to the following sites:

<https://www.myfloridalicense.com/wl11.asp>

<https://www3.dot.state.fl.us/contractorprequalification/public/PrequalifiedVendorSearch.aspx>

[Return to Directory](#)

## Vendor

Name of Business Entity or Individual	Carter Electric, Inc.	Tax ID Type	FEIN
Doing Business As (DBA) Name; Registered Fictitious, Trade or Assumed	Carter Electric Inc	Tax ID Number	86-1055584
Address	450 Marshall Lake Drive	Business Entity Type	S Corporation
Country of incorporation or organization	United States	Vendor/Supplier Type	Contractor for Construction
State of incorporation or organization	Florida	Number of Employees	51 - 100
County	Orange	Backup Withholding	Already subject to backup withholding
City	Apopka	Net Income	\$10,000,000+ -> \$20,000,000
Zip	32703	Net Worth	\$10,000,000+ -> \$20,000,000
Date Established	3/30/2003	DUNS Number	78-7507271
Website Address	<a href="http://https://www.carter-electric.com/">http://https://www.carter-electric.com/</a>	Accept Direct Deposit?	<input checked="" type="checkbox"/>
VendorLink ID	7073	Accept Credit Card?	<input type="checkbox"/>
Date Created	9/26/2011 11:17:30 AM	Status	<input type="radio"/> Complete Registration



# Purchasing & Facilities Partnership for our Vendors and Community

The District's Facilities Division:

<https://www.osceolaschools.net/Domain/137>

<b>Design &amp; Construction</b> ↓ Bid Opportunities Capital Outlay - 5 Year Plan New Project Request Project Requests Funded by External Partners
Planning Services +
Half Cent Sales Tax
Organizational Chart
Staff Directory







# Jessica Lunsford Act

## **THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**

### **Vendor Certification**

#### **No Sex Offenders or Sexual Predators**

During the 2005 Legislative Session, House Bill 1877, the Jessica Lunsford Act was passed and was approved by Governor Bush on May 2, 2005, with an effective date of September 1, 2005. Included in this Bill is language that alters the provision of 1012.465, Florida Statutes. The applicable language reads as follows:

*"Non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32. Contractual personnel shall include any vendor, individual, or entity under contract with the school board."*

<https://www.osceolaschools.net/Page/2070>



# Welcome to the Small Business and Veteran Programs Department!

Through implementation, management, and monitoring of the District's Small Business Enterprise (SBE) and Veteran Business Enterprise (VBE) programs, the department seeks to ensure the School District of Osceola County utilizes small and veteran-owned businesses. Our department strives to encourage participation by small and veteran-owned businesses in the District's construction projects, the procurement of goods and services, and professional services activities.

The Small Business and Veteran Programs Department shall facilitate involvement by assisting with certification, notifying vendors of available opportunities, conducting community outreach and vendor education sessions, maintaining a vendor directory, and monitoring compliance.

In support of the District's vision, to work in partnership with families and the community to ensure all learners develop the essential knowledge and skills of successful, future-ready graduates, the Small Business and Veteran Programs Department promotes economic investment in the local community. When the District utilizes small and veteran-owned businesses, it has a positive fiscal impact on the local economy, which benefits the students and families of the School District of Osceola County.



# The School District of Osceola County, Florida

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**Notification**  
Take the 2022-2023 Parent Culture & Climate Survey

Just did! | I'm about to.

# Take the SURVEY

OCT. 17, 2022 through NOV. 11, 2022

The School District of Osceola Schools will be opening an online Parent Climate and Culture Survey to gather feedback from parents to advise the school and District leaders on improvement efforts.

[Click to take the Survey](#)



Let's Talk! [Click Here To Contact Us!](#)



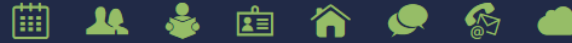


# The School District of Osceola County, Florida

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[Home](#) > [Departments Directory](#)

## Departments Directory

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#)

### A

- Administration/Chief of Staff for Teaching, Leading, and Learning
- Alternative Programs
- Athletics

### B

- Business & Fiscal Services

### C

- Career and Technical Education
- Community Relations

### D

- Deputy Superintendent Human Services

### E

- Grant Development and Management

- Guidance Services

### H

- High School Curriculum & Instruction
- Human Resources and Employment Information

### I

- Information and Technology Division

### M

- Maintenance Department
- Media and Instructional Technology
- Middle School Curriculum & Instruction
- Multicultural Education

- Purchasing / Property Records / Warehouse

### R

- Records Management
- Research, Evaluation & Accountability
- Risk and Benefits Management

### S

- Safety, Security and Emergency Management
- School Nutrition Services
- School Operations
- Small Business and Veteran Programs
- Special Education (Exceptional Student Education)



Let's Talk! [Click Here To Contact Us!](#) ▲





# Small Business Enterprise Program Policy Statement

The School Board of Osceola County, Florida (Board) recognizes that small businesses are an essential part of the economy. Small businesses and small business owners provide essential support to the education system operated by the Board. This Small Business Enterprise (SBE) Policy of the Board is designed to promote the development of small businesses and facilitate the availability of firms to compete for upcoming projects of the Board.

## Veteran Business Enterprise Program Policy Statement

The School Board of Osceola County, Florida (Board) recognizes that veteran-owned businesses provide essential support to the education system operated by the Board. This Veteran Business Enterprise (VBE) Policy of the Board is designed to promote the development of businesses owned and operated by veteran individuals as defined herein and to facilitate the availability of firms to compete for upcoming projects of the Board.

For further information on definitions and eligibility requirements, please see School Board Policies [7.701+](#) and [7.702+](#).



# Vendor Certification/Registration

The School Board of Osceola County, Florida (Board) has two (2) programs intended to economically support small and veteran-owned businesses. Our programs include a Small Business Enterprise (SBE) Program and a Veteran Business Enterprise (VBE) Program. The Board certifies SBEs and accepts Local Developing Business (LDB) certifications from both the Greater Orlando Aviation Authority (GOAA) and Orange County Public Schools (OCPS). The Board also accepts VBE certifications from the United States Department of Veterans Affairs, through the Center for Verification and Evaluation (CVE), the United States Small Business Administration (SBA), and the State of Florida's Department of Management Services Office of Supplier Diversity (OSD).





# Small Business Enterprise (SBE) Certification



## Small Business Enterprise (SBE) Certification

The School Board of Osceola County, Florida (Board) certifies Small Business Enterprises (SBEs). Certification eligibility standards are as follows:

- A. The entity pursuing certification as an SBE must be an active operating business that is domiciled in the State of Florida.
- B. Revenue Limitations:
  - 1. Construction and Construction Administrative Services - \$7,500,000.00 in annual Gross Revenues averaged over the preceding three (3) years.
  - 2. Construction Professional Services and other Professional Services - \$2,000,000.00 in annual Gross Revenues averaged over the preceding three (3) years.
  - 3. Procurement of Goods and Services (not including construction and Professional Services included in sections (1) and (2) immediately above) - \$2,000,000.00 in annual Gross Profit averaged over the preceding three (3) years.
- C. Net Worth Limitation:
  - 1. \$750,000.00, except if the construction delivery method for a construction project is Construction Management (CM) or Construction Management at Risk (CM@R) then the Net Worth Limitation shall be \$1,500,000.00.
- D. Ownership and Control: Individual owners who do not exceed the Net Worth Limitation must own at least 51% of the applicant firm, and they must control and manage the operations of the applicant firm on a daily basis.

Small Business and Veteran Programs / Small Business Enterprise (SBE) Certification  
([osceolaschools.net](http://osceolaschools.net))

# Small Business Enterprise (SBE) Certification



## SBE Certification Steps

To do business with the Board, you must first be registered on VendorLink. In addition, to participate in the Board's SBE Participation Program, you must complete the steps below:

**Step 1:** Go to [VendorLink](#) and click the Register link at the top.

**Step 2:** Complete ALL sections in their entirety: Contact Information, Company Information, Commodity Codes selection, and Agency selection.

**Step 3:** Go to the My Account link at the top. Click on the Small Business/Local Business/Veteran Owned/Minority Owned Program field, then check the box for Osceola School District "Certified" - Small Business Enterprise.

**Step 4:** Go to the My Account link at the top. Click on the My Agency Requests field to upload all required documentation: Current W-9 Form (dated within the last 30 days), current Business Tax Receipt, completed Small Business Certification Application Supporting Documents Checklist (with all supporting documents as indicated in the Checklist in a single file), completed Small Business Certification Application, and completed Personal Net Worth Statement.

[Small Business and Veteran Programs / Small Business Enterprise \(SBE\) Certification \(osceolaschools.net\)](#)



# Forms

The School Board of Osceola County, Florida (Board) certifies Small Business Enterprises (SBEs).

The Small Business Certification Application Supporting Documents Checklist (and its supporting documents), Small Business Certification Application, and Personal Net Worth Statement are all required for SBE certification. These required forms are available for download during the certification process in [VendorLink](#).

- [Small Business Certification Application Supporting Documents Checklist](#)
- [Small Business Certification Application](#)
- [Personal Net Worth Statement](#)

# Small Business Enterprise (SBE) Registration

## (based on LDB Certification)



The School Board of Osceola County, Florida (Board) accepts Local Developing Business (LDB) certifications from both the Greater Orlando Aviation Authority (GOAA) and Orange County Public Schools (OCPS).

The School District does not certify LDBs.

### SBE/LDB Registration Steps

To do business with the Board, you must first be registered on VendorLink. In addition, to participate in the Board's SBE Participation Program (based on LDB Certification), you must complete the steps below:

**Step 1:** Go to VendorLink and click the Register link at the top.

**Step 2:** Complete ALL sections in their entirety: Contact Information, Company Information, Commodity Codes selection, and Agency selection.

**Step 3:** Go to the My Account link at the top. Click on the Small Business/Local Business/Veteran Owned/Minority Owned Program field, then check the box for Osceola School District "Accepted" - Small Business Enterprise (based on Local Developing Business Certification).

**Step 4:** Go to the My Account link at the top. Click on the My Agency Requests field to upload all required documentation: Current W-9 Form (dated within the last 30 days), current Business Tax Receipt, and current certification as a LDB from one of the approved agencies.

[Small Business and Veteran Programs / Small Business Enterprise \(SBE\) Registration \(based on LDB Cer \(osceolaschools.net\)](#)



# Veteran Business Enterprise (VBE) Registration



The School Board of Osceola County, Florida (Board) accepts Veteran Business Enterprise (VBE) certifications from the United States Department of Veterans Affairs, through the Center for Verification and Evaluation (CVE), the United States Small Business Administration (SBA), and the State of Florida's Department of Management Services, through the Office of Supplier Diversity (OSD).

The School District does not certify VBEs.

## VBE Registration Steps

To do business with the Board, you must first be registered on VendorLink. In addition, to participate in the Board's VBE Participation Program, you must complete the steps below:

**Step 1:** Go to VendorLink and click the Register link at the top.

**Step 2:** Complete ALL sections in their entirety: Contact Information, Company Information, Commodity Codes selection, and Agency selection.

**Step 3:** Go to the My Account link at the top. Click on the Small Business/Local Business/Veteran Owned/Minority Owned Program field, then check the box for Osceola School District "Accepted" - Veteran Business Enterprise.

**Step 4:** Go to the My Account link at the top. Click on the My Agency Requests field to upload all required documentation: Current W-9 Form (dated within the last 30 days), current Business Tax Receipt, and current certification as a VBE from one of the approved agencies.

[Small Business and Veteran Programs / Veteran Business Enterprise \(VBE\) Registration \(osceolaschools.net\)](#)





# Ways that We Can Help You!

- Staff is available for both in-person and virtual meetings.
- Vendor informational material is available on our website or in the office.
- Pre-Bid (preconference) meetings
- Various training opportunities





# Q&A

Should you have additional questions or require more information, please call:

The Purchasing Department  
(407)870-4630

Small Business and Veteran Programs Department  
(407)750-9316