



# VENDOR GUIDE

## HOW TO DO BUSINESS

*Prepared by:*  
*Escambia County Office of Purchasing*

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# OFFICE OF PURCHASING OVERVIEW



The Office of Purchasing is in  
Downtown Pensacola, Florida.

Escambia County utilizes a  
electronic bidding portal for all  
projects, quotes, and  
solicitations. This system is free  
for vendors to register in. Our  
office is comprised of a number  
of purchasing professionals who  
are able to assist with vendor  
questions related to OpenGov,  
registration, and our purchasing  
process.

**MAIN LINE**

**850.595.4980**

**ADDRESS:**

**213 PALAFOX PLACE**

**SECOND FLOOR**

**PENSACOLA, FL 32502**

## MISSION STATEMENT

To provide efficient, responsive  
services that enhance our  
quality of life, to provide high  
quality goods and services to  
county departments and citizens  
in an efficient and effective  
manner, while maintaining the  
highest standards of ethical  
conduct and professionalism.

This mission is achieved by  
ensuring transparency, fairness,  
and accountability in all  
procurement activities as we  
work to obtain the best value for  
taxpayers while promoting  
healthy competition, supporting  
local businesses, meeting  
common needs, and promoting  
a safe and healthy community.



**PURCHASING@MYESCAMBIA.COM**

# PURCHASING THRESHOLDS

**ESCAMBIA COUNTY USES BOTH INFORMAL & FORMAL PURCHASING PROCESSES DEPENDENT UPON COST OF SERVICE OR GOOD ANNUALLY.**

**\$4,999 or  
less  
annually**

Department will obtain at least 1 written quote and submit a PO request to Purchasing or process via Purchasing Card

**\$49,999.99  
or less  
annually**

Department will obtain at least 3 written quotes (OpenGov or via Email) and submit a Purchase Order Request to Purchasing

**Over  
\$50,000.00  
annually**

A formal solicitation must be conducted in OpenGov by Purchasing, and then approved by Board of County Commissioners to be awarded by Purchasing

**VENDORS MUST CONTACT PURCHASING FOR ALL QUESTIONS RELATED TO ACTIVE FORMAL SOLICITATIONS NOT THE DEPARTMENT!**



**PURCHASING@MYESCAMBIA.COM**



# VENDOR REGISTRATION

Escambia County Utilizes OpenGov for our Electronic Bidding Platform. This platform is free for vendors to register in & allows you to set up a company profile that's searchable by the agency & the departments for quotes, and registers you for notifications for projects that relate to your designated commodity code.

Navigate to [www.myescambia.com/our-services/purchasing/vendor-registration](http://www.myescambia.com/our-services/purchasing/vendor-registration)



[MyEscambia Home](#) / [Office of Purchasing](#) / Vendor Resources

[Register Here](#)

Escambia County encourages local, small, women-owned, and minority-owned businesses to register as vendors with the county. Businesses registered on OpenGov have an immediate advantage in acting on any advertised bid solicitations that fit the description of their business. There is no cost to register as a vendor on OpenGov. Once you have registered, you will be able to monitor the online

**Create your OpenGov Account in the next steps:**



Sign up with just an Email!

*We'll send you an email to activate your account*

Sign Up

[Already have an account?](#)

*By clicking "Sign Up" you agree to our [Terms](#) and [Privacy Policy](#).*

# VENDOR REGISTRATION

You will then be asked to complete your account information for setup, walk through the prompts in OpenGov.

The screenshot shows the 'Account Information' registration page on the OpenGov Procurement website. The form includes fields for First Name, Last Name, Company Name, and Company Phone Number. The First Name field is highlighted with a red border and a red 'x' icon, with a message below it stating 'This field is required'. There is also a checkbox for 'Outside the United States & Canada?' and two buttons at the bottom: '< Previous' and 'Next >'. The OpenGov logo is in the top left corner.

**Navigate to Company Profile once you've created your account & fill in the details for your business such as NIGP codes & Certifications for Small Business**

The screenshot shows the 'Company Profile' page on the OpenGov website. It features a 'Test' button, a 'NO LOGO' placeholder, and a 'Create Your Supplier Profile' button. Below these are two tables of information.

COMPANY INFORMATION	
Website	N/A
Phone Number	(850) 595-4988
Address	N/A
State of Incorporation	N/A
Company Type	N/A
Company Description	None
Dun & Bradstreet Number (DUNS)	None
Employer Identification Number (EIN)	None

CATEGORY CODES	
NIGP Codes	None
NAICS Codes	None
UNSPSC Codes	None

CERTIFICATIONS	
Certified Small Business	No
Disabled Veteran Business Enterprise	No
LGBT Owned	No
Minority Business Enterprise	No
Native American Owned	No
US DOT Certified DBE	No
Veteran Owned	No
Woman Business Enterprise	No
Health Crisis Emergency Provider	No
Natural Disaster Emergency Provider	No
Other Emergency Provider	No
Disadvantaged Business Enterprise Certifications Not Applicable	No

**NIGP Codes help ensure you will receive only solicitations and quote requests that fall under your line of business. The current list of NIGP codes can be found by clicking [here](#).**

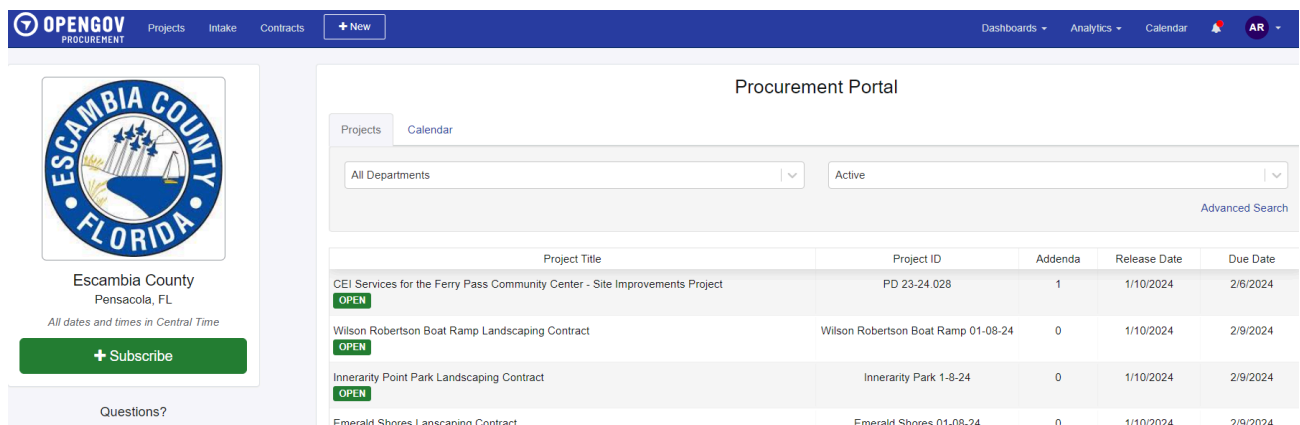


# VENDOR REGISTRATION

After you've completed your profile setup you will be available to view the OpenGov Portal for Escambia County.

**<https://procurement.opengov.com/portal/escambiacountyfl>**

Example Below:



The screenshot shows the OpenGov Procurement Portal for Escambia County, Florida. The sidebar on the left includes the Escambia County logo, the text "Escambia County Pensacola, FL", a note "All dates and times in Central Time", a green "+ Subscribe" button, and a "Questions?" link. The main content area is titled "Procurement Portal" and features a "Projects" tab. Below the tab are filters for "All Departments" and "Active". A table lists four projects, each with a green "OPEN" status tag.

Project Title	Project ID	Addenda	Release Date	Due Date
CEI Services for the Ferry Pass Community Center - Site Improvements Project <b>OPEN</b>	PD 23-24.028	1	1/10/2024	2/6/2024
Wilson Robertson Boat Ramp Landscaping Contract <b>OPEN</b>	Wilson Robertson Boat Ramp 01-08-24	0	1/10/2024	2/9/2024
Innerarity Point Park Landscaping Contract <b>OPEN</b>	Innerarity Park 1-8-24	0	1/10/2024	2/9/2024
Emerald Shores Landscaping Contract	Emerald Shores 01-08-24	0	1/10/2024	2/9/2024

You should now select "Subscribe" on the left side of the Portal to Subscribe to Escambia County solicitation notifications.

## **OpenGov Support Tools:**

If you have any difficulty navigating OpenGov you can check out their support tools & video references below:

**<https://opengov.my.site.com/support/s/article/ca6d1285-1e48-4a21-bb0d-715edb7794ed>**

In this portal you will find videos for submissions, Q&A Portal, Acknowledging Addenda, and updating your company information should you need it.

# FORM GUIDANCE– VENDOR SUBMISSION CHECKLIST

## IMPORTANT

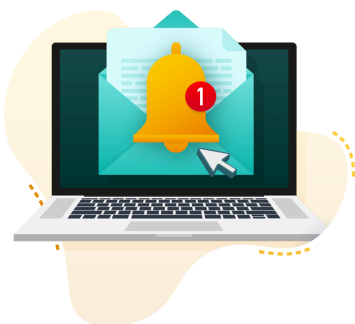
Every solicitation in OpenGov for Escambia County has a Vendor Submission Checklist that needs to be completed in accordance with the Solicitation Requirements (Scope of Work details), this includes any required forms, grant requirements, or requests for certifications from the department.

These forms must be downloaded, completed, notarized or signed where indicated, and uploaded to your submission packet.

It's important to note Bid Forms for Invitations to Bid cannot be modified in any way, and that only Request for Proposals & Requests for Letters of Interest allow room for negotiation.

Generally the last checklist item is your bid submission or proposal package – you can upload ALL your forms & your submission merged into one file.

The recommended file type for submissions is PDF. Word is accepted if needed, and Excel for supporting documents.





# FORM GUIDANCE– VENDOR SUBMISSION CHECKLIST

## 33. Vendor Submissions

*All forms downloaded in this section must be uploaded with your submission*

**1. I certify that I have read through the attached solicitation and I understand all materials provided.**

- ☐ Yes  
☐ No

**2. Contract Execution and Certificate(s) of Insurance\*\***


The contract shall be executed by the successful bidder and shall be returned, with the Certificate(s) of Insurance execution. Failure to do so shall be just cause for forfeiture of the proposal guaranty.

☐ Please confirm

\*Response required

**3. References Form**

Please download the below documents, complete, and upload.

 [REFERENCES\\_FORM.pdf](#)

**4. Deletion of Records Form**

Deleted and Destroyed Documents Letter

PD PD 23-24.029 Security Services for the Ernie Lee Magaha Government Building

To the Escambia County Office of Purchasing

Our firm recently received an Invitation to Bid on the above-mentioned specification.

We hereby acknowledge and certify that our company has destroyed/deleted any digital downloaded copies of the exempt from the Public Record Law and all of the information, whether originals or duplicated, shall be destroyed/

☐ Please confirm

**5. E-Verify Certification**


Please download the below documents, complete, and upload with your proposal submission.

 [E-Verify.pdf](#)

# FORM GUIDANCE– VENDOR SUBMISSION CHECKLIST


## 7. Conflict of Interest Form

Please download the below documents, complete, and upload with your proposal submission.

 [Conflict\\_of\\_Interest.pdf](#)

## 8. Drug-Free Workplace Form

Please download the below documents, complete, and upload with your proposal submission.

 [Drug\\_free\\_workplace.pdf](#)

## 9. Information Sheet for Transactions and Conveyances Corporate Identification.

Please download the below documents, complete, and upload with your proposal submission.

 [Information\\_Sheet.pdf](#)

## 10. Scrutinized Companies Certification

Please download the below documents, complete, and upload with your proposal submission.

 [Scrutinized\\_Companies.pdf](#)

## 11. Certificate of Authority to do Business from the State of Florida (SunBiz)\*

The person listed as the contract signature authority must be listed on Sunbiz registration for FEIN provided. Upload you

☐ Yes

☐ No

\*Response required

## 12. Copy of current Required Insurance declaration page with Escambia County named interest or, Letter of Insu

Upload with your proposal

☐ Yes

☐ No

\*Response required

## 13. Current W-9\*

Please upload as a part of your submission package

☐ Yes

☐ No

\*Response required

## 14. Proposal Package\*

Enter your proposal in the format required by this solicitation.

\*Response required

**PLEASE UPLOAD  
ALL FORMS IN  
ONE PACKAGE  
WITH  
YOUR  
SUBMISSION**





# FORM GUIDANCE- SIGNED BID FORMS

## INVITATION TO BID

**BID  
FORMS  
MUST BE  
SIGNED**

### SIGN AND RETURN THIS FORM WITH YOUR BID\*


#### SOLICITATION, OFFER, AND BID FORM

Submit Offers to: Escambia County OpenGov Procurement System  <a href="https://opengov.com">Project List (opengov.com)</a>	<b>ESCAMBIA COUNTY, FLORIDA</b>  Invitation to Bid Southwest Pond Spillway & Retaining Wall Project  Solicitation Number PD 23-24.025
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#### POSTING OF SOLICITATION TABULATIONS

Solicitation tabulations with recommended awards will be posted for review by interested parties at the Escambia County Office of Purchasing and will remain posted for a period of two (2) business days. Failure to file a protest in writing within two (2) business days after posting of the solicitation tabulation shall constitute a waiver of any protest relating to this solicitation. All protests must be filed with the Escambia County Office of Purchasing. Protests will be handled according to the Escambia County Purchasing Ordinance.

#### OFFER (SHALL BE COMPLETED BY OFFEROR)

Delivery Date will be <u>30</u> days after receipt of purchase order Person to Contact Concerning this Bid: <u>Peter Gaddy</u> Firm Name: <u>Gulf Marine Construction, Inc.</u> Address: <u>1232 N. Pace Blvd</u> City, ST. & Zip: <u>Pensacola, FL 32505</u> Phone: ( <u>   </u> ) <u>850-916-7808</u> Toll Free: ( <u>   </u> ) <u>                    </u> Fax: ( <u>   </u> ) <u>                    </u>	Reason for No Offer <hr/> Bid Bond Attached: <u>\$ 5% bid amount</u> <hr/> Peter Gaddy, President (Name and Title of Person Authorized to Sign Offer)  * Signature of Person Authorized to Sign Offer (Original Signature Required)
I certify that this offer is made without prior understanding, agreement, or connection, with any Corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the Offeror and that the Offeror is in compliance with all requirements of the solicitation, including but not limited to certification requirements. In submitting an offer to Escambia County Florida, the Offeror agrees that if the offer is accepted, the Offeror will convey, sell, assign, or transfer to Escambia County Florida all rights title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by Escambia County Florida. At the County's discretion, such assignment shall be made and become effective at the time the County tenders final payment to the Offeror.	
Failure to execute this form binding the Bidder's offer shall result in the Bid being rejected as non-responsive.	

LOT 1

LOT 2

Option 1 \$ 249,347

Retaining Wall \$ NO BID

Option 2 \$ 297,123

(END OF BID FORM)

**PRICING TABLE  
TOTALS MUST  
MATCH TOTALS  
ON BID FORM**

# FORM GUIDANCE- INFO SHEET

The individual your agency submits as the "Name of Individual who will sign the Instrument on behalf of the Company" on Page 2 of the Information Sheet in the Vendor Submission Package **MUST** be the Vice President or President registered in SunBiz OR you must include a corporate resolution of Authorized Signers/Signature Delagatory signed by someone who is listed on the Sun Biz registration.

**Purchasing will not be able to issue a contract arising from a solicitation without this information matching or the signed Corporate Resolution.**

Upon Certification of Award, Contract shall be signed by the President or Vice Preside other officer shall have permission to sign via a resolution approved by the Board of Dire behalf of the company. Awarded Contractor shall submit a copy of the resolution toget the executed Contract to the Office of Purchasing.

**Name of Individual Who Will Sign the Instrument on Behalf of the Company:**

David Stejskal

(Spelled exactly as it would appear on the instrument.)

**Title of the Individual Named Above Who Will Sign on Behalf of the Company:**

Vice President



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

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Jacobs Engineering

Search

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## Detail by Entity Name

Foreign Profit Corporation  
JACOBS ENGINEERING GROUP INC.

### Filing Information

Document Number P13217  
FEI/EIN Number 95-4081636

Title VP

Stejskal, David

Pensacola, FL 35202

Title Authorized Representative



# FORM GUIDANCE- SAM.GOV

**Projects involving Federal Funds or Grant Funding will require proof of registration in Sam.Gov. Registration in Sam.Gov is free and once completed should look like the below.**

12/19/23, 2:07 PM

SAM.gov

## Proof of Registration with Federal System of Award Management

### Entity Information

**JACOBS ENGINEERING  
GROUP INC**

Active Registration

Unique Entity ID      CAGE/NCAGE  
**MKCAUUG2K7H6    3T810**

Expiration Date

**Aug 24, 2024**

### Physical Address

**Dallas, Texas  
75201-3136, United States**

### Mailing Address

**Dallas, Texas  
75201-3136, United States**

### Purpose of Registration

**All Awards**

### Version

Current Record

## BUSINESS INFORMATION

Doing Business As (blank)	URL (blank)
Division Name (blank)	Division Number (blank)
Congressional District Texas 30	State/Country of Incorporation Delaware, United States

### Registration Dates

Activation Date <b>Sep 1, 2023</b>	Initial Registration Date <b>Aug 7, 2001</b>
Submission Date <b>Aug 25, 2023</b>	

# FORM GUIDANCE– RFP/RLI SUBMISSIONS

Vendors interested in responding to a Request for Proposals or Request for Letters of Interests should review the Scope of Work for the Solicitation for Submission Format carefully when preparing your proposal.

The scope outlines a specific format the Selection Committee wants to see your submissions in, and not following this instruction could result in a lower score from the scorer if information is missing, unclear, or difficult to find.

## **Sample RFP Format Guidance:**

### **2.2. [Submission Format](#)**

Submissions will be in the following format.

#### **Tab 1. Adequacy of Personnel to Perform Scope of Services**

Proposer must provide the security officer job descriptions used to recruit security officers. Proposer must also describe the method by which the Proposer ensures its security officers meet the physical and other requirements to perform the services contained in the RFP at all times.

#### **Tab 2. Qualified Staffing and Supervision**

All personnel used by the Contractor must have a State of Florida Security License, excluding administrative staff used by the Contractor. Proposer must submit the specific security officers and supervisor(s) to initially be used in this contract, along with their resume/experience and Security License information. Proposer should also include the policies and procedures in place within its company to respond to emergency and non-emergency situations in buildings that it provides services to.

#### **Tab 3. Staffing Level Guarantee**

It is mandatory that the Contractor always have two security officers available. Realizing that employees, including security officers, will have vacations, training days, sick days, etc., Proposer must describe – in detail, including breaks allowed during a shift – how it will always have security officers available at all required times.

## LOCAL PREFERENCE & SMALL BUSINESS ENTERPRISE

Escambia County encourages local, small, women-owned, and minority-owned businesses to register as vendors with the county. Please refer to Sec. 46-110.-Local Preference in Bidding to read through the Escambia County requirements and definitions.

Escambia County adopted a Small Business Enterprise Ordinance (Sec 46-111) in July 2014 to establish a Small Business Enterprise program with the purpose and intent of providing the maximum opportunity for increased participation of qualified small businesses in the county's procurement processes.

You should also ensure you self-certify any Small Business Designations your business qualifies for within OpenGov under Company Profile when creating your account as outlined in the Vendor Registration process. ***Local Preference only applies to Invitation to Bid processes.***

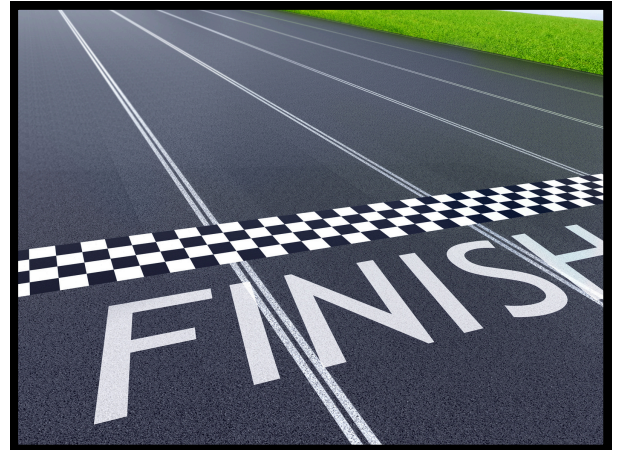
We encourage any interested vendor register in OpenGov for any future bidding opportunities, and to monitor the Escambia County Purchasing Page for changes to available resources.

**<https://myescambia.com/purchasing>**

# INTENT TO AWARD & PURCHASE ORDERS

## Steps for the Intent to Award process for Solicitations:

- Purchasing prepares and obtains vendor agreement
- Department requests Board Approval
- Purchasing receives fully executed agreement post-approval
- Fully executed agreement sent to vendor and department for final contract documents
- Vendors have 10 days to provide remaining required documents
- Department issues notice to proceed and sends vendor executed Purchase Order
- Department handles payment inquiries after PO issuance



***Important to note-  
the Department  
sends the vendor the  
signed purchase  
order received from  
Purchasing in all  
instances. All  
inquiries after PO  
issuance should be  
routed to the  
department  
requesting the  
service.***

## Steps for PO Issuance for Quotes:

- Department submits quotes and requisition to Purchasing
- Purchasing sends PO to Department
- PO issuance to Vendor by Department



# SUPPLIER EXCELLENCE ACADEMY

Escambia County has officially launched the Escambia County Supplier Excellence Academy to help vendors stay educated, and informed on formal solicitation processes, expectations, and best practices.

The Supplier Excellence Academy will be held monthly (with the exception of holiday scheduling & Fiscal Year End) and will offer 1 hour windows for webinars, lunch and learns, or in person educational opportunities. Topics will vary by the month.

***These sessions will be recorded & posted to the Escambia County Vendor Resources page under Purchasing.***

**View the Upcoming Schedule & Register now for any upcoming webinar opportunities!**





## PURCHASING CONTACT INFORMATION



Main Line- 850.595.4980



[purchasing@myescambia.com](mailto:purchasing@myescambia.com)

**Scan the QR Code to  
Visit Our Website**

