

**METHOD OF ORDERING:** Orders shall be processed only upon receipt of an authorized purchase order.

**TAXES:** Purchases are exempt from Sales and Use Tax. Tax Exempt# 85-8012621774C-3. A copy of the certificate is available upon request.

**NEW VENDORS:** New vendors must submit a completed W-9 Form and register at [www.PublicPurchase.com](http://www.PublicPurchase.com).

Vendors should not provide products or services prior to submitting their W-9 and any other information requested. No payment can be made until this information has been received at:

Finance Department  
Charlotte County Public Schools  
(CCPS) 1445 Education Way  
Port Charlotte, FL 33948-1053  
FAX: (941) 255-7565

Effective 1/1/2021, contractors/vendors shall comply with E-Verify of its employees/agents per FS 448.095.

**INVOICING AND PAYMENT FROM PURCHASE ORDERS:**

Payment will be made by CCPS after the items have been received, inspected, and free of damage or defect and properly invoiced. Invoices shall be billed to Charlotte County Public Schools and bear the purchase order number. Failure to follow these instructions may result in delay in processing invoices for payment. The purchase order number must appear on invoices, bills of lading, packages, cases, delivery lists and correspondence.

Invoices shall be mailed directly to Charlotte County Public Schools, Finance Department, 1445 Education Way, Port Charlotte, FL 33948. A separate invoice must be received for each purchase order number.



**PROCUREMENT SERVICES MISSION**

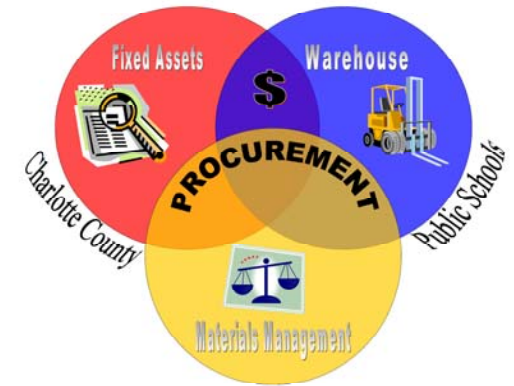
The Procurement Services primary role is to facilitate the procurement process obtaining the necessary equipment, materials, and services our customers require to support their instructional or administrative programs. Our department strives to maximize district resources by obtaining competitive quotes or bids.

**PROCUREMENT SERVICES DEPARTMENT**

Phone: (941) 575-5400 x1411  
Fax: (941) 575-5466

<u>Procurement Staff</u>	<u>Extension</u>
Debbie Faber—Director <a href="mailto:Debbie.Faber@yourcharlotteschools.net">Debbie.Faber@yourcharlotteschools.net</a>	1410
Mike Pershing—Manager <a href="mailto:Mike.Pershing@yourcharlotteschools.net">Mike.Pershing@yourcharlotteschools.net</a>	1409
Heather Robertson—Admin Assistant <a href="mailto:Heather.Robertson@yourcharlotteschools.net">Heather.Robertson@yourcharlotteschools.net</a>	1411
Kathy Scott—Specialist <a href="mailto:Kathy.Scott@yourcharlotteschools.net">Kathy.Scott@yourcharlotteschools.net</a>	1421
Ginny Burr—Certified Buyer <a href="mailto:Ginny.Burr@yourcharlotteschools.net">Ginny.Burr@yourcharlotteschools.net</a>	1412
Amy Jane—Buyer <a href="mailto:Amy.Jane@yourcharlotteschools.net">Amy.Jane@yourcharlotteschools.net</a>	1413

# CHARLOTTE COUNTY PUBLIC SCHOOLS



## VENDOR INFORMATION

## VENDOR INFORMATION

The purpose of this brochure is to explain the Procurement process by which Charlotte County Public Schools (CCPS) acquires the necessary products and services needed to efficiently operate the School District. If you have any questions not answered in this guide, please call the Procurement Services Department at (941) 575-5400 ext 1411.

It is the intent of the School Board to procure products and services at the best value, consistent with the quality standards necessary to meet the requirements of the district. Our goal is to ensure that every purchase made is done fairly and that all responsible vendors have an equal opportunity to participate in the competitive process.

## PROCUREMENT POLICIES

The purchase of products and services by Charlotte County Public Schools shall be authorized by and in accordance with Florida Statutes, State Board of Education Rules.

Dollar Limit	Procurement Method
\$2,500.00— \$7,499.99	Originator obtains 3 written quotes
\$7,500.00— \$49,999.99	Originator must obtain three written quotes and notify Procurement Services
\$50,000 and up	Procurement Services issues and manages a formal competitive Solicitation
Purchases from CCPS Catalog Discount Bid	On this web site. May purchase up to \$7,500 total purchase. For higher amounts, contact Procurement Services.

## THE JESSICA LUNSFORD ACT

The State of Florida Statutes 1012.465 and 102.467 known as The Jessica Lunsford Act was enacted in September 2005. The law requires any vendor, individual, or entity under contract with a school or the school board, who are permitted access on school

grounds when students are present, who have direct contact with students or who have access to or control school funds must meet level 2 fingerprinting/ screening.

The required Level 2 fingerprinting will be conducted through the Human Resource Department of the Charlotte County Public Schools located at, 1445 Education Way, Port Charlotte, Florida 33948. Please email Regina.Anderson@YourCharlotteSchools.net to complete the Level 2 screening. There is a cost of up to \$90 for each employee processed, which includes screening and badge and must be paid at the time of processing. Payment methods are money orders or cashier's checks payable to Charlotte County Public Schools. All costs related to the screenings are the responsibility of the supplier and failure to comply with the screening requirements of this new law will result in a denial of access to school campuses and facilities.

To address any questions concerning the requirements, you may call the Human Resource Department at (941) 255-0808, option 7.

Once fingerprinted, screened, and cleared you will be notified by phone that your photo ID is available for pick up. ID's will verify that they have been cleared to go on school campus and should be displayed at all times while on campus.

It is the responsibility of each firm to keep their list of fingerprinted, screened, and cleared employees updated. If an employee terminates or is fired, you are responsible to notify CCPS and return the badge. Once fingerprinted, screened, and cleared, the individuals must check in at the front office before going on campus.

## VENDOR APPLICATIONS

Completion of this application will allow you to become a vendor and receive automatic procurement notifications such as Invitations to bid, Request for Proposals, Request for Quotes, or Request for information, etc. for the commodities you select.

Submit your application to [www.PublicPurchase.com](http://www.PublicPurchase.com) You may register, receive notifications and download/ submit bid information at no cost. It is the vendor's responsibility to keep the information current. If you need assistance with your application you may email them at [vendorsupport@publicpurchase.com](mailto:vendorsupport@publicpurchase.com).

Pending and awarded solicitations may also be found at: [www.PublicPurchase.com](http://www.PublicPurchase.com) or on the Procurement Services web page.

## SURPLUS STORE AND ONLINE SALES

When items no longer have value to the District, but are still in working condition, these items are sold in the CCPS Surplus Store. The store is located 1025 Carmalita St. Punta Gorda, FL 3950, and is open M-F 8:00-3:00. Larger items, and items sold in lots are sold online at [www.PublicSurplus.com](http://www.PublicSurplus.com) and [www.GovDeals.com](http://www.GovDeals.com).

## RECORDS ACCESS

The School Board of Charlotte County, Florida and Comptroller General of the United States or any of their authorized representatives shall have the right of access to any pertinent records of the vendor to make audits.

## DISTRICT MISSION

To educate, inspire, and support all students to build stronger communities.

## DISTRICT VISION:

Success for All!

## VALUES

Empowerment  
Community  
Collaboration  
Communication  
Integrity  
Resilience  
Innovation  
Safety