



Questions and Answers from "How to Do Business with Volusia County" August 26th and 27th, 2020 (A.M. and P.M. sessions)

Q: How do you spell Pam's last name? and can you please provide the names of the other people there at the table behind her?

A: ♦ Pam Wilsky, Director of Purchasing and Contracts; ♦ Inga Fegley, Senior Procurement Analyst
♦ Jeaniene Jennings, Business Services Director; ♦ Kathy Williams, Procurement Manager

Q: Why should we register if it is not required to place a bid?

A: Purchasing encourages all vendors interested in doing business with Volusia County to register as a vendor in VSS because this is how the County pays its vendors AND how we notify potential vendors of upcoming solicitations based on the commodity codes the vendor has selected for products/services they provide. In the event you are awarded a bid with the County, your information is already entered and ready to go for payments.

Q: My particular business does not have a category; we get rid of mold, odors, sick building syndrome in a day by eliminating oxygen & eliminate the need for most tear outs. So how do we convey our one-of-a-kind technology to the people that may need us. Our jobs are often below the threshold. (Female owned business)

A: Although there are thousands of NIGP Commodity Codes, it would be impossible to have a code for every product/service that a company could provide. However, Purchasing will be more than happy to assist you with the search to find relevant commodity codes for the services your firm provides. If you review the open solicitations on our website at www.volusia.org/bidlist and www.negometrix.com and find there are no solicitations on the street that match your product/service, we strongly encourage you to reach out to the using departments who may be interested in your products/services and introduce yourself and provide them with information about your company's products/services and what you can do to help them. If you are unsure who to contact, reach out to Purchasing and we can assist you in finding the correct departments to contact.

Q: We do better than 50% of our business in Volusia though we are in Flagler County. Does a local preference cover Flagler County?

A: Flagler County does not offer local bid preference to Volusia County and, as a result, Flagler is not included in the local bid preference with Volusia County at this time.

Q: If my company won a bid with Volusia County, how long do contracts last or do they all vary based on the services provided?

A: Contract terms vary; however, most are an initial three-year term with two one-year renewal options. Some contracts are shorter and some that are complex and require specialized machinery to perform the work may be longer.

Q: When I place a bid, do I add tax or are you tax exempt?

A: The County is tax exempt and will supply a certificate upon request, or you may access the certificate on Purchasing's web page under [Doing business with Volusia County](#). There is a link to the document at the bottom of that page. When submitting your firm's pricing, it should be all inclusive of what it takes to provide those goods or services.

Q: Are there any solicitations for disinfectant services?

A: Not at this time but please contact our office and we can help you contact the correct using divisions to reach out and provide information about your company and the services you provide.

Q: Can you explain a little more about 3% local preference?

A: As adopted by Volusia County, firms that are located in Volusia, Lake, Seminole, Orange, and Osceola counties qualify for a local preference of 3%. If more than 51% of their contractors are located in one of those five (5) counties, they may also qualify for an additional 2%. Please note, the 3% or 5% does not lower your bid price. These percentages are used only for evaluation purposes when the difference between the lowest bidder and the second lowest bidder does not exceed \$25,000. If all vendors are local, local preference would not apply.



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Q: Can you provide the contact information for Purchasing?

A: Attached to the webinar and on the Purchasing website at www.volusia.org/purchasing under the Contact Us link you will find the Staff Responsibilities document that lists our e-mail addresses and direct telephone numbers, along with the items we are responsible for procuring. Note: this list is not all inclusive of all products/services. If you are unsure, please contact our main number at 386-822-5787.

Q: Do you maintain a list of DBE businesses in Volusia? Is there an evaluation criteria for DBE?

A: DBE businesses are listed in our system and maintained by the Department of Economic Development. There are no current evaluation criteria for DBE except with Federally Grant-Funded projects.

Q: Forgive me because I got here late ... so I missed the process of submitting a bid. That said, is there a place with this information?

A: Firms can submit a bid using a third party carrier or on our new online e-Procurement platform www.negometrix.com. If your firm chooses to submit using a third party carrier, please provide the bid/proposal on a thumb drive or CD. Hard paper copies are no longer required. A recording of this webinar will also be posted to our website at www.volusia.org/purchasing.

Q: Can you get a business receipt license. Can I get one as a mobile business without a property due to the storm and Covid I have no residence just my car for business and that is my only hold up.

A: Please contact www.volusia.org, under departments select [Revenue](#), and follow the instructions for submitting your firm's application. Revenue is the division that issues the business tax receipts for Volusia County.

Q: Who is the invoicing contact? The department contact who requested the quote or the contact in purchasing that created the PO?

A: The department that ordered the service/item is the invoicing contact. Always make sure you have a good name and all the contact information for the person who ordered the service/item. Purchasing in Volusia County is decentralized; therefore, the using departments will process their own invoices for payment.

Q: Do we email the invoice to the department that requested the product or do we email it to the purchasing department?

A: Email/Fax/mail to the division and contact person who placed the order with your firm as they are responsible for processing payments. The **using department** will process for payment on receipt of a correct invoice.

Q: You mentioned that Vendors must be registered as such with SunBiz, is this a special registration or just a standard business registration?

A: A special registration is not required; a standard registration with the Secretary of State at www.sunbiz.org will suffice.

Q: I receive a message when on the VSS site at www.volusia.org/purchasing website that it is “Not Secure”. I cannot get past it to the site.

A: Purchasing has reached out to our IT Division. It is aware of the issue and they are currently updating the servers. In the mean-time, please select the advanced option to register your firm with VSS and it should allow your registration to be processed. In the event you run into any issues with the registration process, please contact Shannon Halfhill at 386-822-5787; she will be your liaison for Purchasing and IT.

Q: Will these Question and Answers be available after this webinar, as well as the recorded webinar to view later?

A: The webinar will be posted to our website at www.volusia.org/purchasing along with a copy of the Questions and Answers from both webinars.