

# Doing Business with Volusia County

**Volusia County Purchasing and Contracts Division**



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# Welcome to the Volusia County Vendor Program Overview

- Introduction to Volusia County
- The Purchasing and Contracts Department
- Why become a Volusia County Vendor?
- Registration is Key to Opportunities
- Volusia County Values Quality Vendors
- Commodity Codes for your Products & Services
- Requirements and How to Register
- Purchasing and Contracts Team Contacts



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# INTRODUCTION TO VOLUSIA COUNTY

Volusia County Florida covers 1,432 square miles located along the central eastern shore of the Atlantic Ocean.

The economy of Volusia County has been on a steady growth over the last eight years

6.68% Growth in Population

14.69% Growth in Economy

16.47% Increase in Employment

These trends are continuing in the forecasts based upon data from the U.S. Census Bureau, U.S. Bureau of Economic Analysis, and the Florida Dept of Economic Opportunity, Quarterly Census of Employment and Wages.

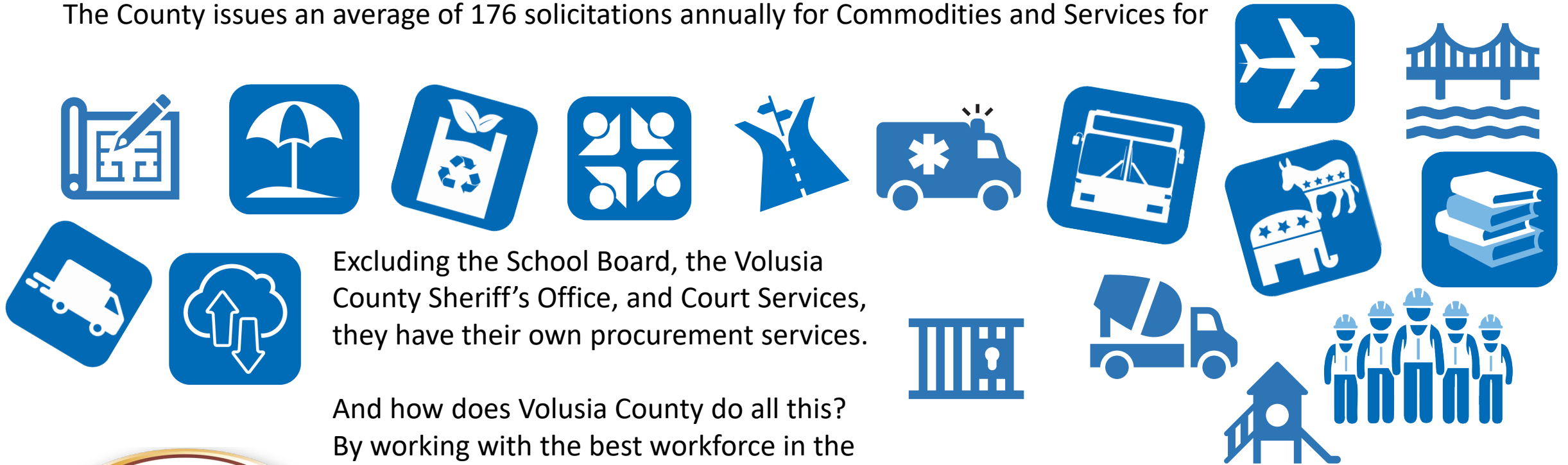


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# PURCHASING AND CONTRACTS

The Volusia County Purchasing and Contracts, a division of Business Services, supports this growth by their procurement and contract administration of the goods and services that operate Volusia County.

The County issues an average of 176 solicitations annually for Commodities and Services for



Excluding the School Board, the Volusia County Sheriff's Office, and Court Services, they have their own procurement services.

And how does Volusia County do all this?  
By working with the best workforce in the world.... **The Volusia County Vendors.**



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# PURCHASING AND CONTRACTS

The Mission of the Purchasing and Contracts Division is to provide for fair and equitable treatment by the County of all persons involved in public purchasing, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

The County recognizes and celebrates local and area businesses that provide the products and services that enable our County to operate efficiently and economically.

**Volusia County through the Purchasing and Contracts Division is an economic engine in Central Florida with contracting in excess of \$200M in 2020.**

**This makes Volusia County one of the largest contractors in Central Florida.**

***Why become a Volusia County Vendor? What are the advantages?***



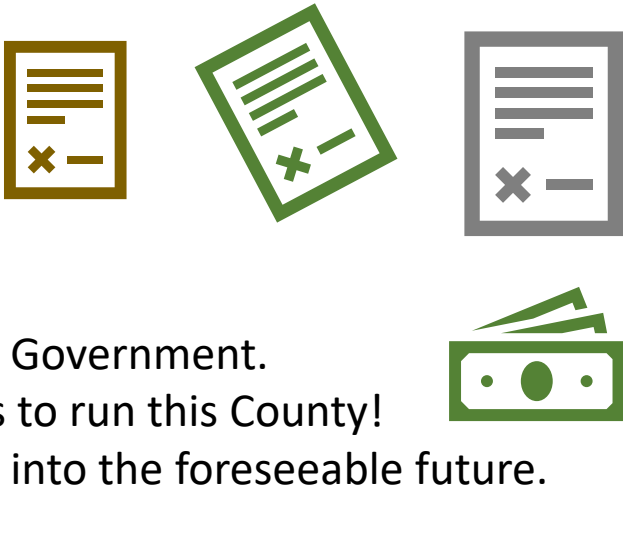


# CONTRACTS - PAYMENTS - GROWTH

The County issues **valued contracts** to vendors, with dependable **on-time payments** and creates further opportunities to **grow their businesses** and **showcase their products and services** by being a [Volusia County Vendor](#).

**Valued Contracts** - Short Term to Long Term and Multi-Year Contracts

- Commodities and Services
  - Construction Services
  - Professional Services



**Grow your Business** - You can depend upon the stability of the County Government.  
Think of the commodities and services that it takes to run this County!  
This year, next year, continuing into the foreseeable future.





# WORKING TOGETHER

***“We consider Vendors our Partners in our Mission to serve the Public Trust.”***

- The goal for the Volusia County Purchasing and Contracts Division is the promotion of the County's best interests through intelligent action and fair dealing that will result in obtaining the maximum value for each dollar of expenditure.
- The Purchasing and Contracts Team is open and ready to answer your questions on the processes of becoming a Volusia County Vendor, answering questions on the submission of your business' quote or bid on an open solicitation, and through to the award and fulfillment of that contract.
- They are just a phone call or an email away. The Team members value getting to know their Vendors.
- For a complete list of the Purchasing and Contracts Team and their full contact details, please see the Resources at the end of this presentation.



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# BE A “LOCAL”

We all know how beautiful, warm and inviting this part of the world is ... it is not only for Tourists and Retirees. Our booming economy makes this a great place for a BUSINESS too.

And being a “Local” Business has its Perks!

**Volusia County has a 3% bid Local Preference Policy** for those vendors located in

- Volusia County
- Seminole County
- Lake County
- Orange County
- Osceola County

It actually PAYS to be a Local\* ....

*\*Certain projects may be exempt from this preference based on funding and requirements.*



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# LOCAL PREFERENCE

An **additional** 2% Local Preference is awarded if a Sub Contractor also meets the local definition and performs at least 51% of the contracted work. A combination of multiple Sub Contractors to reach the 51% threshold is allowed. Whether you are the General Contractor or a Sub Contractor, being “Local” has advantages in the bidding process.



“Local” General Contractor  
3% Local Preference



“Local” Sub Contractor  
2% Local Preference



**5% Preference**  
(maximum allowed)

## Example of Local Preference Application:

G.C. Bid Submitted: \$100,000 x 3% Local Preference = \$97,000 Bid Amount Considered for Award of Contract\*

G.C. Bid with Sub Contractor named: \$100,000 x 5% Local Preference = \$95,000 Considered for Award of Contract\*

The General Contractor will invoice the County \$100,000 at project end.

This preference only applies to Bids and Quotes and may be excluded from grant funded projects and based upon grant requirements.

*Submit your bid, we will automatically calculate based upon your documentation if you qualify for Local Preference.*



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# MORE OPPORTUNITIES FOR VOLUSIA COUNTY VENDORS

**The Volusia County Purchasing and Contracts Division generates various forms of awards of contract based upon the type of transaction:**

## Standard Purchase Orders

The County issues purchase orders for purchases of standard products and services.

## Task Assignments

Task Assignments are specific, detailed services or jobs placed against an awarded, established contract. A purchase order will accompany a task assignment.

## Multi-Year Contracts

Many of the contracts that the Purchasing Division awards to their Vendors are multi-year contracts for 3 years, with allowable renewals.

## Master Agreements

Master Agreements are an indefinite quantity agreement. It is a tool to facilitate purchases when the exact quantity of a required commodity or service is unknown or may vary depending upon the using Department/Division's requirements.



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# MORE OPPORTUNITIES FOR VOLUSIA COUNTY VENDORS

## Cooperative Purchasing AKA “Piggyback Contracting”

Another opportunity for Volusia County Vendors is the most common form of cooperative purchasing, where other government entities may purchase goods and services from current contracts issued by Volusia County for specific commodities. This is called “Piggybacking”.

Many government entities review other municipalities’ current contracts for products and services and “Piggyback” onto that contract by placing an order for their own municipality by issuing a purchase order to your business.

This type of "purchasing cooperative" is often used by government agencies to reduce costs of procurement. A vendor can specify if they wish to participate in this form of cooperative purchasing in their original bid specification and/or their statement of work and if the award details allow cooperative purchasing.

"Piggyback" Cooperative Purchasing can become a bonus for your business!



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# DISADVANTAGED BUSINESS ENTERPRISE PROGRAM ADMINISTERED BY VOLUSIA COUNTY ENCOURAGES DIVERSITY IN VENDORS

- The Volusia County Council has adopted policies which assure and encourage the full participation of the Disadvantaged Business Enterprises, aka DBE, in the provision of goods and services.
- The DBE program is a goals program which encourages participation without imposing rigid requirements of any type.
- The DBE program is designed to assure disadvantaged, minority, and women-owned businesses (DBE's) equal access to providing goods and services to the County.
- The County encourages joint ventures between majority-owned firms and qualified DBE firms.
- The County shall follow all federal and state requirements in regard to DBE for the award of contracts in accordance with the stated grant provisions as required. Those divisions who receive funding from such grants or sources shall be responsible for tracking and documenting their participation.
- The County's DBE program is through a self-certification of minority status.
- Vendors are encouraged to select one or more business type(s) associated with their company when registering to become a Volusia County Vendor.





# REGISTRATION IS KEY TO BECOMING A VOLUSIA COUNTY VENDOR

Registration is free and can return many benefits to your business.  
Registration with the Volusia County Vendor Self Service System is not required to bid.

- Registration by your business indicates to Volusia County the **types of products and services your business offers**.

*You need to register to select those products and services.*

- Registration enables your business to **submit electronically** your business information, licenses, certifications and eligibility of your business.

*You need to register to submit those documents.*

- Registration provides to your business dependable **on-time payments** as per the awarded contract.

*You need to register to be paid when your invoice is submitted.*

- For On-Time Payments the County requires vendors to register online at [www.volusia.org/purchasing](http://www.volusia.org/purchasing).



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# FIRST STEP: REGISTRATION FOR VENDOR SELF SERVICE

The Volusia County Purchasing and Contract Division utilizes a registration program for Vendors called **Vendor Self Service, or VSS.**

- Registration is not required to bid on a solicitation, nor is it a guarantee of participation or contract awards.
- The VSS helps manages your businesses information for the Purchasing and Contracts Team and is the tool for:
  - Submission of required documentation for your business to qualify to be a Vendor.
  - Submission of your business' commodity codes for your products and services.
  - Provides the information needed for payments to be issued for goods and services are that are provided with issuance of a purchase order or master agreement.

**Registering with the Vendor Self Service (VSS)** at [www.volusia.org](http://www.volusia.org) offers many benefits to potential Vendors. When you register with VSS your business has exposure to many public entities across the state of Florida.



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# FIRST STEP: REGISTRATION FOR VENDOR SELF SERVICE

If your company has registered in the past, please visit the VSS site and verify your company information is current.

- ✓ Verify and/or Update **Address**
- ✓ Verify and/or Update **Contact Details**
- ✓ Verify and/or Update **Remittance Information**
- ✓ Verify and/or Update the **Commodity Codes** you have listed for the products and services your business offers.

We will review the process for registering later in this webinar, with information on Commodity Codes and the business documentation you will need to gather for submitting your registration.



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# SECOND STEP: REGISTRATION FOR OPENGOV e-PROCUREMENT PLATFORM

The Volusia Purchasing and Contracts Team utilizes **OpenGov** electronic procurement system. This e-Bid/RFx software system has streamlined the solicitation process enabling Vendors to review open solicitations and submit their bid packages all online.

This free user-friendly software will also simplify processes and improves the efficiency and accuracy of Vendor submissions, as well as the time and cost-efficiency of submitting your bid package via electronically.

Effective January 1, 2023, Volusia County fully transitioned to this platform and will no longer accept paper bids or any other method of submittal. And no new solicitations or public notices will be posted to the previous location.

Solicitations and public notices will only be available for review on the OpenGov platform at:

[procurement.opengov.com/portal/volusia](https://procurement.opengov.com/portal/volusia)

*What is OpenGov?*



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## SECOND STEP: REGISTRATION FOR OPENGOV e-PROCUREMENT PLATFORM

- **Registration with OpenGov** enables your business to see the Open Solicitations for products and services from Volusia County, as well as other public entities that utilize this e-procurement system.
- With registering with **OpenGov** your exposure is multiplied even more, across the USA.
- Open Solicitations of over 1,000 public organizations, from municipalities, cities, counties, states, and public universities.

Registering with **OpenGov** is quite simple, utilizing all the same information for your registration with VSS.

**Register with OpenGov at least 24 hours before a submission deadline to ensure proper enrollment.**



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## SECOND STEP: REGISTRATION FOR OPENGOV e-PROCUREMENT PLATFORM

- Registering with **OpenGov** is quite simple, utilizing all the same information for your registration with VSS.
- Registration with **OpenGov** is free and can be done at:

[help.procurement.opengov.com/en/articles/2482165-vendor-registration](https://help.procurement.opengov.com/en/articles/2482165-vendor-registration)

### ACCESS 1000s OF GOVERNMENT BIDS ABSOLUTELY FREE!

- Free self-service Vendor Portal access
- No charge for premium bid notifications
- Mobile device friendly
- Single login to access unlimited governments
- Live chat support + Q&A
- Industry leading step-by-step guidance

(650) 336-7167 | [www.OpenGov.com](http://www.OpenGov.com)



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# VOLUSIA COUNTY VALUES QUALITY VENDORS

The Volusia County Purchasing Division depends upon the products and services offered by businesses in Volusia County and beyond. A good example are the roads within Volusia County.



Surveys, environmental impact reports, engineering design, permitting, excavation, building, signage, and maintenance of the many roads in our County are contracted to Vendors for completion.

**Without quality Vendors, the transportation needs of Volusia County citizens and visitors would not be met.**

How does the Purchasing and Contracts Team locate the Vendors that have the products, services and skills to accomplish the wide variety of tasks and work for all the services our County offers to their citizens and visitors?

**COMMODITY CODES**



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# COMMODITY CODES and YOUR BUSINESS

The Volusia County Purchasing and Contracts Division utilizes **Commodity Codes** to find those Quality Vendors that can provide goods and services for the County.

Commodity Codes have been around for a long time and are in use around the world as internationally agreed common protocol for **identifying goods and services**.

Commodity Codes enable simplified communication between the Purchasing and Contracts Team and Vendors about the products and services the County needs and what a Vendor can provide.

**Targeted Solicitation Notifications will be sent out to Registered Vendors based upon matching commodity codes that the Vendor has selected for their own products and services. These Targeted Solicitation Notification emails will be sent by both Volusia County Purchasing Department and OpenGov.**



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# VOLUSIA COUNTY PURCHASING AND CONTRACTS AND OPEN GOV USE COMMODITY CODES

**1. Purchasing Departments classify and identify the products and services for the Solicitation Bids using Commodity Codes.**

**2. Vendors select the Commodity Codes to communicate the products and services they can provide.**

The Vendor Self Service (VSS) solicitation system is set up that each product or service that is being contracted will have an already established commodity code that the purchasing agent selects.

The automation of the VSS and the OpenGov e-procurement system will publish the New and/or Open Solicitations from public entities that have selected commodity codes for those products and services in their solicitation documentation. Email communications with the New and/or Open Solicitations will be sent by both Volusia County Purchasing Department and OpenGov.

Your commodity codes will create a list of those Solicitations and display this list in your OpenGov account online. Registering with Vendor Self Service (VSS) and OpenGov is the best way to be notified of bid opportunities by selecting commodity codes.



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# ACCESSING COMMODITY CODES FOR YOUR BUSINESS

The Excel File containing the list of commodity codes is available for you to download for your review and selection. You do not need to register first to obtain the Excel file with the commodity codes.

A hyperlink for obtaining the commodity codes file is available in the Resources at the end of this presentation, as well as at [www.volusia.org/purchasing](http://www.volusia.org/purchasing). Use the search feature for “commodity codes” to land on the page with the file to download. Look for the word “**commodity codes**”, which is hyperlinked to the file to download.

You will need to open this file under “Read Only”.

Look for the Red Triangle in the top right corner of the title cell “NIGP Description”, which will give you instructions for searching for a specific product or service.

A B		C	D
Item		NIGP DESCRIPTION	
005	00	ABRASIVES	
005	05	Abrasive Equipment and Tools	
005	14	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	
005	21	Abrasives, Sandblasting, Metal	
005	28	Abrasives, Sandblasting (Other than Metal)	
005	42	Abrasives, Solid: Wheels, Stones, etc.	
005	56	Abrasives, Tumbling (Wheel)	
005	63	Grinding and Polishing Compounds: Carborundum, Diamond, etc. (For Valve Grinding Compou	
005	70	Pumice Stone	
005	75	Recycled Abrasives Products and Supplies	
005	84	Steel Wool, Aluminum Wool, Copper Wool, and Lead Wool	
010	00	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	
010	05	Acoustical Tile, All Types (Including Recycled Types)	
010	08	Acoustical Tile Accessories: Channels, Grids, Mounting Hardware, Rods, Runners, Suspension Brackets, Tees, Wall Angles, and Wires	
010	09	Acoustical Tile Insulation	

To search this document for your commodity codes, press the **Ctrl / F** keys together.

In the search window, type a key word or phrase. Use the “find next” button to see all instances of the selected search item in this list.

Press the **Ctrl / F** Key together to use the Search Feature to find your products and services.

Using your own Excel Search bar to search the document will work as well.



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# COMMODITY CODES FOR YOUR BUSINESS

- ✓ The Commodity Codes list contains practically every product and service.
- ✓ You may select more than one Commodity Code to associate with your business. It is strongly encouraged to select as many commodity codes as you feel may be applicable to your business. Review the solicitations and submit a bid on only those products and services you wish to provide.
- ✓ You can modify and change the Commodity Codes at any time in your business information in the Vendor Self-Service (VSS) and in OpenGov.
- ✓ Your selections will generate Open Solicitations notifications sent directly to your email inbox for the direction you wish to take your business.
- ✓ Register with both VSS and OpenGov, select your commodity codes in both systems and begin getting those opportunities!



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# VENDOR REQUIREMENTS

The Volusia County Self-Service registration is quite straight forward when you have the business documentation ready for entry in the registration process.

## W-9 Form for your Taxpayer Identification and Certification

- Your Business' Internal Revenue Service (IRS) Tax Form, which has your Taxpayer Identification Number (TIN).
- W-9 Form must be faxed to the Purchasing and Contracts Team: 386-736-5972

## State of Florida Sunbiz Registration

If your business is a registered business with the State of Florida (Sunbiz), you may utilize your latest Annual Report filed at [www.sunbiz.org](http://www.sunbiz.org) for submitting this information.

**Business Type:** The type of business to associate with your company. This is a self-certifying process, select from the chart below the best description of your business. This chart will be available in Resources.

African American-FL Cert.	Woman Owned-FL Cert.	Not for Profit
African American-Self Cert.	Serv Disabled Vet-FL Cert.	Partnership
Asian American-FL Cert.	Serv Disabled Vet-Self Cert.	Risk
Asian American-Self Cert.	Attorney Group	Section 8
Native American-FL Cert.	Employee	Sole Proprietor
Native American-Self Cert.	Government	Taxes
Hispanic American-FL Cert.	Incorporated	Travel
Hispanic American-Self Cert.	Medical Group	Trust





# VENDOR REQUIREMENTS

## Business Tax Receipt

- All businesses with a physical location in Volusia County are required to have a current Volusia County Business Tax Receipt unless exempt per Section 114-1(b) Tax Schedule of the Volusia County Code of Ordinances.
- For businesses located in Florida counties considered for “Local Preference”, they are required to submit the appropriate City or County documentation verifying the business’ physical location.
- For exempt businesses and/or to apply online for a Business Tax Receipt, visit [www.volusia.org](http://www.volusia.org).

## Commodity Codes

- Have your Business’ list of applicable Commodity Codes selected and ready to enter.

## Insurance

- Specific to each solicitation will be a requirement for insurance coverage and proof of that coverage. Vendors must have the capability of obtaining insurance as required in the solicitation.
- It is not required to purchase additional insurance to submit a bid/proposal, simply provide proof of ability to obtain the insurance should your business be awarded the contract.
- Work with the solicitation’s Procurement Analyst in advance for guidelines on the proper insurance limits and insurance types that will be required.
- The ACORD Insurance Form is preferred and a standard for coverage in the insurance industry. Your proof of insurance is not required until time of the award of contract.



# VENDOR REQUIREMENTS

## Qualifications required for Professional Services

- Volusia County regularly requires the services of certain types of professionals to accomplish the missions of the County. While some of these services may be solicited based upon price and related criteria, at times it is better to choose the professional service provider based on their qualifications. Some specialized services require qualifications submitted through an additional process for verification.
- Under Florida Statute 287.055, the acquisition of all architectural, engineering, landscape architectural, surveying, and mapping services must be procured through the qualifications only process known as the Consultants Competitive Negotiation Act (CCNA).
- Other types of professional service providers may also be chosen based on required qualifications to meet the needs of the solicitation, and subsequently fulfill the County's mission.
- Please contact the Purchasing and Contracts Team regarding the Professional Services qualifications required in the solicitation documentation.
  - Your business may already have the qualifications, or your business must agree to obtain the qualifications by the bid date. The Purchasing and Contract Team can provide guidance through this process.



# MINIMAL DOCUMENTATION NEEDED FOR SOLICITATION SUBMITTAL

<b><u>W-9 Form</u></b>	Taxpayer ID & Certification
<b><u>Business Type</u></b>	Selection from self-certifying list
<b><u>Business Tax Receipt</u></b>	Submit your Business Tax Receipt
<b><u>Sunbiz</u></b>	Submit your Annual Report filed at <a href="http://www.sunbiz.org">www.sunbiz.org</a>
<b><u>Commodity Codes</u></b>	NIGP-5-Digit-Codes-Class-Item-updated-6-16-11(7).xls Prepare your list of comm codes for your business' products & services.
<b>Qualifications required for Professional Services</b>	Review solicitation for required qualifications and contact your Purchasing & Contracts Team Member to discuss the requirements and when to submit the qualifications documentation.
<b>Insurance</b>	Review solicitation for insurance requirements and notify your insurance carrier for proof of your business' coverages to meet the specifications in the solicitation.
<b>Registration at Vendor Self Service</b>	<a href="#">Volusia Vendor Self Service Registration</a>
<b>Registration at OpenGov</b>	<a href="https://procurement.opengov.com/portal/volusia">https://procurement.opengov.com/portal/volusia</a>



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# WORKING TOGETHER

The Purchasing and Contracts Team is open and ready to answer your questions on the processes of becoming a Volusia County Vendor, answering questions on the submission of your business' quote or bid on an open solicitation, and through to the award and fulfillment of that contract.

**During the solicitation process is the best time to address any of your questions for a successful bid.**

Any questions you may have regarding OPEN solicitations should be asked during the period of time as noted in the solicitation. When the bid has closed the Purchasing and Contracts Team may not be able assist with incomplete documentation and or requirements not met.



*Upon the Award of a Contract the Purchasing and Contracts Team will be in touch with the awarded contract Vendor and begin the process of meeting the needs of Volusia County citizens and visitors.*



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# PURCHASING and CONTRACTING DIVISION OF VOLUSIA COUNTY

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