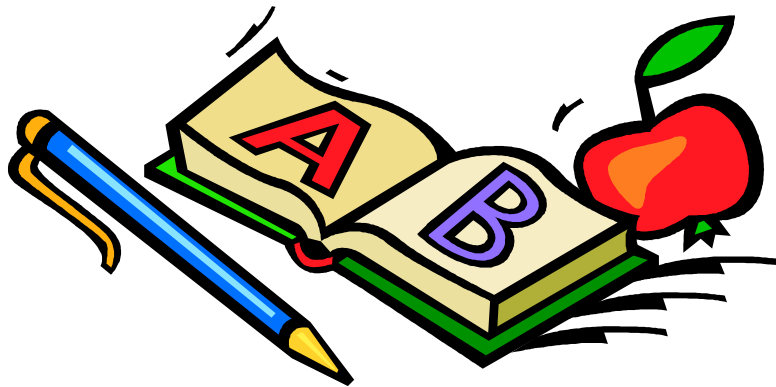




***PURCHASING DEPARTMENT  
POLICIES AND PROCEDURES MANUAL***



***THE LEON COUNTY SCHOOL DISTRICT  
PURCHASING DEPARTMENT  
3397 WEST THARPE ST.  
TALLAHASSEE, FLORIDA 32303***

### **Nondiscrimination Statement/Contact Information**

“No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving Federal financial assistance, except as provided by law.”

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Dr. Kathleen L. Rodgers  
Equity and Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7306  
[rodgersk@leonschools.net](mailto:rodgersk@leonschools.net)

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Dr. Margot Palazesi, 504 Specialist  
Leon County School Board Office  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7161  
[palazesim@mail.leon.k12.fl.us](mailto:palazesim@mail.leon.k12.fl.us)

Leon County School District  
Tallahassee, Florida

Jackie Pons, Superintendent

<b><u>TABLE OF CONTENTS</u></b>		
		<b>Page(s)</b>
<b>Non-Discrimination Statement</b>		<b>2</b>
<b>School Board Policy 6.07</b>		<b>4-12</b>
<b>School Board Purchasing Procedure C-6</b>		<b>13-16</b>
<b>National School Lunch/Breakfast Program Procurement Policy Statement and Code of Conduct</b>		<b>17-18</b>
<b>Request for Purchase Orders/Purchase Requisitions</b>		<b>19</b>
<b>Emergency/Walk-Through Purchase Orders</b>		<b>20</b>
<b>Purchase Order Change Requests</b>		<b>20</b>
<b>Cancellation of Purchase Orders</b>		<b>20</b>
<b>Receiving Goods and Services</b>		<b>21-22</b>
<b>Tax Exempt Status</b>		<b>23</b>
<b>Computer Hardware/Software Acquisitions</b>		<b>24</b>
<b>Lease, Lease Purchase and Installment Acquisitions</b>		<b>25-27</b>
<b>Professional Technical Services Agreements</b>		<b>28-29</b>
<b>Prepayments</b>		<b>30</b>
<b>LCSB Warehouse Purchases</b>		<b>31-36</b>
<b>Visa Purchasing Card Program</b>		<b>37-38</b>
<b>Formal Bid Procedures</b>		<b>39-42</b>
<b>Day Labor Project Requirements</b>		<b>43-44</b>
<b>District Issued Cellular Phones</b>		<b>45-48</b>
<b>TERMS Financial System – Purchasing Overview</b>		<b>49-65</b>
<b>Alphabetical Glossary of Terms</b>		<b>66-67</b>

## PURCHASING POLICY 6.07

### 6.07 Purchasing.

The Purchasing Department is committed to the active pursuit and solicitation of maximum vendor response and participation in the acquisition of materials, supplies and services on behalf of the Leon County School Board. The essence of this statement of purchasing policy is to foster a structured system of open competition that will enable the district to purchase needed materials, supplies and services of the appropriate levels of quality at the lowest possible cost.

#### RULES:

- PART I. PURCHASING POLICIES-DEFINITIONS
- PART II. PURCHASING POLICIES-GENERAL PROVISIONS
- PART III. PURCHASING POLICIES-LOCAL PREFERENCE

#### I. PURCHASING POLICIES-DEFINITIONS

- A. The term “competitive solicitation” shall be defined for the purposes of this policy to include purchases made through the issuance of an invitation to bid, request for proposals, and invitation to negotiate.
- B. “Invitation to bid (ITB)” shall be defined for the purposes of this policy as a written solicitation for competitive sealed bids. The invitation to bid is used when the district is capable of specifically defining the scope of work for which a contractual service is required or when the district is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written solicitation includes a solicitation that is publicly posted.
- C. “Request for Proposals (RFP)” shall be defined for the purposes of this policy as a written solicitation for competitive sealed proposals. The request for proposal is used when it is not practicable for the district to specifically define the scope of work for which the commodity, group of commodities, or contractual service is required and when the district is requesting that a responsible vendor propose a commodity, group of commodities, or contractual service to meet the specifications of the solicitation document. A written solicitation includes a solicitation that is publicly posted.
- D. “Invitation to Negotiate (ITN)” shall be defined for the purposes of this policy as a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or contractual services. The invitation to negotiate is used when the district determines that negotiations may be necessary for it to receive the best value. A written solicitation includes a solicitation that is publicly posted.
- E. The term “proposer” shall be defined for the purposes of this policy to include those vendors submitting bids or responses to a competitive solicitation.
- F. The term “superintendent” shall be defined for the purposes of this policy to mean “superintendent or designee.”

## II. PURCHASING POLICIES-GENERAL PROVISIONS

- A. The School Board shall authorize the Superintendent to establish procedures and to designate the authority to staff in order to implement this policy.
- B. Staff functioning under the Superintendent's direction may be authorized to perform these purchasing tasks. No person, unless authorized to do so under the policies of the School Board may make any purchase or enter into any contract involving the use of district and/or school funds. No expenditures for any such unauthorized purchase or contract shall be approved by the school board. The payment for any unauthorized purchase or contract shall be the sole responsibility of the person placing the order or entering into such contract.
- C. The Purchasing Director shall, under the direction of the Superintendent, advertise competitive solicitations as provided in the applicable statutes and State Board of Education administrative regulations, for materials, supplies or services whose total cost is more than twenty-five thousand dollars (\$25,000). These bids shall be presented to the School Board for approval before any funds are encumbered or expended. The procurement of commodities or contractual services may not be divided so as to avoid this monetary threshold requirement. Any application of the exceptions to competitive solicitations allowed herein will be considered if determined to be in the best interest of the School Board.
  - 1. The School Board shall have the authority to reject any or all proposals submitted in response to any competitive solicitation and request new proposals or purchase the required commodities or contractual services in any manner authorized by 6A-1.012, F.A.C.
  - 2. In acceptance of responses to invitations to bid, the School Board may accept the proposal of the lowest responsive, responsible proposer. In the alternative, the School Board may also choose to award contracts to the lowest responsive, responsible bidder as the primary awardee of a contract and to the next lowest responsive, responsible bidder(s) as alternate awardees from whom commodities or contractual services would be purchased should the primary awardee become unable to provide all of the commodities or contractual services required by the School Board during the term of the contract. Nothing herein is meant to prevent multiple awards to the lowest responsive and responsible bidders when such multiple awards are clearly stated in the bid solicitation documents.
- D. The following standards for the procurement of commodities and contractual services will be established by the district at the following dollar limits.
  - 1. The authority to make purchases and to expend monies that are properly budgeted for materials, supplies, and services not on established state contract and not otherwise exempt from bidding by state law and/or State Board of Education regulations, shall be vested in the Purchasing Director under the direction of the Superintendent for those materials, supplies and services whose total cost is not more than twenty-five thousand dollars (\$25,000), provided:
    - a. The Purchasing Director has secured competitive written, sealed quotes for items or a group of like items whose total cost is more than fifteen thousand (\$15,000), but less than twenty-five thousand dollars (\$25,000). These bids do not require School Board approval.
    - b. The Purchasing Director has secured informal competitive written quotes for items or a

group of like items whose total cost is more than eight thousand dollars (\$8,000), but less than fifteen thousand dollars (\$15,000). These bids do not require School Board approval.

E. Exceptions to Competitive Solicitations

The district may waive the requirements for competitive quotes or solicitations for the purchase or acquisition of commodities or contractual services stated below, and/or in the following circumstances:

1. As required by Section 1001.42(10)(j), F.S., the School Board shall receive and give consideration to the prices available to it under rules of the Department of Management Services, Division of Purchasing. The School Board may use prices established by the Division of Purchasing through its state purchasing agreement price schedule.
2. The requirement for competitive solicitations for the emergency purchase of commodities or contractual services is waived when the Superintendent determines in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the school district requires emergency action. After the superintendent makes such a determination, the school district may proceed with the procurement of commodities or contractual services necessitated by the immediate danger, without requesting competitive solicitations. However, such an emergency purchase shall be made by obtaining pricing information from at least two prospective vendors, which must be retained in the contract file, unless the Superintendent determines in writing that the time required to obtain pricing information will increase the immediate danger to the public health, safety or welfare or other substantial loss to the school district. Subsequent to the emergency circumstances, the purchase shall be submitted to the School Board for approval.
3. Commodities or contractual services available only from a single source are exempt from the competitive solicitation requirements. When the School Board believes that commodities or contractual services are available only from a single source, unless an exemption is established herein, the Purchasing Department shall electronically or otherwise publicly post a description of the commodities or contractual services sought for a period of at least seven business days. The description must include a request that prospective vendors provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing by the district, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the district shall provide notice of its intended decision to enter a single source contract in the manner specified in section 120.57(3), Florida Statutes, and may negotiate on the best terms and conditions with the single source vendor. Purchases in excess of \$25,000 for commodities or services for which competitive solicitations have been waived require School Board approval.
4. The requirements for requesting competitive solicitations and making purchases for commodities and contractual services are hereby waived as authorized by section 1010.04(4)(a), Florida Statutes, when the following conditions have been met by the School Board:
  - a. Competitive solicitations have been requested in the manner prescribed by this rule, and,

- b. The School Board has made a finding that no valid or acceptable firm proposal has been received within the prescribed time. When such a finding has been officially made, the School Board may enter into negotiations with suppliers of such commodities and contractual services and shall have the authority to execute contracts with such vendors under whatever terms and conditions as the School Board determines to be in its best interests.
5. If less than two responsive proposals for a commodity or contractual services are received, the school district may negotiate on the best terms and conditions or decide to reject all proposals. The school district shall document the reasons that negotiating terms and conditions with the sole proposer is in the best interest of the school district in lieu of resoliciting proposals.
6. The board may make purchases at or below the specified prices from contracts awarded by other city or county governmental agencies, other district school boards, community colleges, federal agencies, the public or governmental agencies of any state, or from state university system cooperative bid agreements, when the proposer awarded a contract by another entity defined herein will permit purchases by a district school board at the same terms, conditions, and prices (or below such prices) awarded in such contract, and such purchases are to the economic advantage of the School Board. Authority for such purchases shall be vested in the Purchasing Director, under the direction of the Superintendent. Any purchases made under this authority are not subject to School Board approval.
7. The purchase of professional services which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services not subject to section 218.391, F.S.; legal services, including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration.
8. The purchase of educational services and any type of copyrighted materials including, without limitation, educational tests, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, dvds, disc or tape recordings, digital recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution.
9. When acquiring, whether by purchase, lease, lease with option to purchase, rental or otherwise, information technology, as defined in section 282.0041(15), F.S., the board may make any acquisition through the competitive solicitation process as described herein or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the school district as determined by the School Board.
10. Except as otherwise required by statute, the School Board, when purchasing insurance, entering risk management programs, or contracting with third party administrators, may make any such acquisitions through the competitive solicitation process as described herein or by direct negotiations and contract.

11. Purchases made from funds handled in trust for individuals such as purchases of class jewelry, school annuals, cards and invitations, insignia, caps and gowns, etc., shall be exempt from the requirements relative to purchasing; however, all such funds shall be deposited in the internal funds and shall be subject to the regular individual school audit.
  12. Purchases of perishable produce are exempt from formal bid procedures. The Director of Nutrition Services, under the direction of the Superintendent and the Purchasing Director, has authority to accept informal quotes from available providers, make purchases, expend budgeted funds and accept perishable produce without School Board approval of the bid quotes.
- F. For purposes of quality control, guidelines for evaluating products obtained and for compiling information about purchases of substandard or unsatisfactory goods and services shall be established. Vendors who fail to provide satisfactory goods or services may be removed from the bidders' list by the Superintendent. Such vendors may also be returned to the bidders' list at the discretion of the Superintendent.
- G. As required by section 1001.42(10)(j), Florida Statutes, the School Board shall receive and give consideration to the prices available to it through the use of program for on-line procurement of commodities and contractual services under F.S. 287.057(23)(a), under the rules of the Department of Management Services, Division of Purchasing.
- H. Committee Recommendations.
1. All Requests for Qualifications (RFQ), Requests for Proposals (RFP) or other Professional-Technical Services Agreements (PTSA) of \$500,000 or more shall be reviewed by a committee appointed by the Superintendent with at least one member appointed by the School Board Chair.
  2. Review committees for RFQs, RFPs, or PTSAs shall include appropriate staff and community members with appropriate knowledge, background, or expertise. The Purchasing Department shall notify all School Board members at least two weeks before a selection committee is formed to allow individual Board members to recommend citizens for consideration by the Board Chair or Superintendent.
  3. All recommendations from the Superintendent to the board for contracts or purchases over \$100,000 shall include a list of review committee members and a summary of the committee's rating by each evaluation criteria.
  4. A follow-up report on major projects over \$1 million shall be provided to the board that summarizes contractor performance related to the initial selection criteria.
- I. Leases, Lease-Purchases and Installment Sales Contracts.
1. The School Board shall approve, and the Board Chair shall sign, all lease and lease-purchase and installment sales contracts with private individuals, corporations, or governmental agencies for the acquisition of equipment and property items needed for educational purposes regardless of fund source. No lease, lease-purchase or installment sales contract shall be entered into without specific board approval prior to issuance of a purchase order even if the item is a sole source item or is on state contract. No lease or lease-purchase agreement shall be entered into for items whose total cost is less than \$5,000.
  2. Lease, lease-purchase or installment sales contracts shall be for periods not to exceed three years with a specified yearly payment rate and interest rates not in excess of those

authorized by law. All lease renewals must be approved by the School Board. Schools or divisions requesting lease, lease-purchase or installment sales contracts shall budget sufficient funds for the cost in the budget of each year of the contract and shall have the appropriate Divisional Director or Assistant Superintendent sign off prior to requesting School Board approval.

3. Copiers -Rental leases only are allowable for copiers. Copiers shall not be purchased through a lease purchase agreement. Copier lease periods cannot exceed three (3) years. Copier equipment utilizing network capabilities is considered a computer equipment equivalent purchase and shall be subject to the same review process that is required for computer equipment.
4. Software -Lease purchases of software cannot exceed three (3) years. Multi-year lease purchases of educational software must be approved by Technology and Information Services and the Division of Teaching and Learning to ensure the software is compatible with the Leon County School Board Technology Plan and curriculum goals.
5. Computer/Equipment Hardware -Capital leases for computer hardware cannot exceed three (3) years. The computer equipment being acquired must be approved by Technology and Information Services to ensure the hardware is in compliance with the Leon County School Board Technology Plan.
6. Refinancing of lease, lease-purchase agreements or installment sales contracts is permitted to take advantage of a lower interest rate than that of the initial transaction and shall be approved in advance by the board.
- J. Change Orders. The Superintendent shall have the authority to approve change orders to construction contracts, for products or services totaling \$25,000 or less, provided that funds for securing such products or services have been properly budgeted within the project budget and that the total amount of all change orders so approved does not exceed one percent (1%) of the total amount originally budgeted for the project. Any such action shall be brought to the School Board for ratification, at the board's next regular meeting.

Change orders exceeding \$25,000 shall require board approval initially. Other purchasing and capital outlay requirements which affect the proper processing of construction change orders are not affected by this provision.

- K. Consultant Agreements. The Superintendent shall have the authority to approve consultant agreements for products or services totaling \$25,000 or less, provided that funds for securing such products or services have been properly budgeted. Consultant agreements exceeding \$25,000 shall require board approval unless exempt under State Board of Administration Rule 6A-1.012. This section shall not apply to professional services rendered by any architect, professional engineer, landscape architect, or registered land surveyor.
- L. Acquisitions for Technology and Information Services.
  1. Purchases of computer hardware, software, digital copiers and technical services acquisitions must be in accordance with the board-adopted Master Plan for Technology and Information Services
  2. The Director of Technology and Information Services must review and approve all purchases of computer hardware, software, digital copiers and technical services acquisitions exceeding \$750.00. That approval signifies agreement with the acquisition and that the objectives to be accomplished are in accord with the district's long-range plans and promulgated standards.

- M. School Internal Accounts.
  - 1. Principals and site administrators shall have the authority to approve contracts for the following activities for internal account purchases that have a dollar amount less than \$8,000.00:
    - a. School trips
    - b. Fundraisers
    - c. Travel
    - d. Facilities rental
    - e. Disk jockey (DJ) services
    - f. Pictures
    - g. Camps
    - h. Education tours
    - i. Emblematic items
    - j. School improvement, provided that the specific activity is not otherwise prohibited by applicable law.
  - 2. All contracts greater than \$2,500.00 must be forwarded to the Purchasing Director for review.
  - 3. All contracts \$8,000 or greater shall have a minimum of three documented quotes forwarded to the Purchasing Department for School Board approval.
- N. All purchases made using the Leon County School Board Visa Card will be in accordance with LCSB Purchasing Policy 6.07 and LCSB Procedure C-14.
- O. A Leon County School Board Purchasing Manual will be disseminated to all schools and departments, setting forth detailed procedures and practices for implementing Policy 6.07.

All expenditures of the Leon County School Board will be in accordance with this policy and the purchasing manual.

The Superintendent will update the purchasing manual as necessary to provide purchasing guidelines for changes imposed by the Leon County School Board, State Board of Education or by other legal requirements imposed by the Legislature.

### III. PURCHASING POLICIES-LOCAL PREFERENCE

- A. Application- It shall be the policy of the Leon County School Board to afford local preference to the lowest responsive and responsible Leon County vendors and Florida vendors in accordance with the terms set forth below.
- B. Definition of Leon County Vendor- A Leon County vendor is any vendor currently, for at least six (6) months preceding the bid or proposal opening, licensed as required by local, state, and federal law, to provide the goods, services or construction to be purchased as well as having a physical business address within the geographical boundaries of Leon County, in an area zoned for the conduct of such business, from which the vendor operates or performs business on a day-to-day basis that is a substantial component of the goods or services being offered to Leon County. Post Office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In order to be eligible for local preference, the vendor must provide a copy of said license(s) for the covered period prior to recommendation for award and must demonstrate compliance with this section.

- C. Definition of Adjacent County Vendor – An “adjacent county vendor” is any vendor currently, for at least six (6) months preceding the bid or proposal opening, licensed as required by local, state, and federal law, to provide the goods, services or construction to be purchased as well as having a physical business address within the geographical boundaries of Gadsden, Jefferson or Wakulla counties, Florida, in an area zoned for the conduct of such business, from which the vendor operates or performs business on a day-to-day basis that is a substantial component of the goods or services being offered to Leon County. Post Office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In order to be eligible for local preference, the vendor must provide a copy of said license(s) for the covered period prior to recommendation for award and must demonstrate compliance with this section.
- D. Local Preference/ Procedure- Purchases of goods or services in accordance with this policy shall give preference to Leon County vendors, in the following manner:
1. Where Determination is Based on Price-Leon County vendors, where the vendor is not otherwise the lowest responsible and responsive bidder, shall receive a preference subject to the following percentages of the total bid price for purposes of tabulation:
    - a. On competitive sealed bids up to \$250,000, the Leon County vendor preference to be awarded shall be in an amount not to exceed 5% of the vendor’s total bid price.
    - b. On competitive sealed bids over \$250,000, the Leon County vendor preference to be awarded shall be in an amount not to exceed 3% of the vendor’s total bid price.
    - c. On competitive sealed bids up to \$250,000, the adjacent county vendor preference to be awarded shall be in an amount not to exceed 3% of the vendor’s total bid price.
    - d. On competitive sealed bids over \$250,000, the adjacent county vendor preference to be awarded shall be in an amount not to exceed 1.5% of the vendor’s total bid price.
    - e. Where a bid involves general and subcontractors and the general contractor is a Leon County vendor, the general contractor may earn an additional 2% for engaging subcontractors that meet the definition of a Leon County or adjacent county vendor, where such subcontract(s) represent at least 5% of the total bid, provided the cost differential does not exceed \$25,000. A non-Leon County general contractor may receive a Leon County vendor preference in an amount not to exceed 2% for engaging subcontractors that meet the definition of a Leon County or adjacent county vendor, where such subcontract represents at least 5% of the total bid, provided the cost differential does not exceed \$25,000. In each case, in order to receive the Leon County vendor preference for subcontractors, a subcontracting plan identifying the local vendors to be utilized and their qualifications must be submitted with the bid. If a vendor fails to submit such a plan, the vendor will be ineligible for award of any local vendor preference for subcontractors.
  2. Where Determination is Made Using Requests for Proposals, Requests for Qualifications-For requests for proposals and requests for qualifications or other solicitations in which objective factors are used to evaluate the responses:
    - a. Leon County vendors are assigned five (5) percent of the total weight of the evaluation criteria.
    - b. Adjacent county vendors are assigned three (3) percent of the total weight of the evaluation criteria.

- E. Exceptions/Exclusions-The local preference set forth in this policy shall not apply to any of the following purchases or contracts:
  - 1. Goods or services provided under a cooperative purchasing agreement or interlocal agreement.
  - 2. Contracts for professional services procurement of which is subject to the Consultants Negotiation Act or subject to any competitive consultant selection policy or procedure adopted or utilized by the School Board.
  - 3. Purchases or contracts which are funded, in whole or in part, by a government entity and the laws, regulations, or policies governing such funding prohibit application of that preference.
  - 4. Purchases made or contracts made under emergency or noncompetitive situations.
  - 5. Purchases with an estimated cost of less than \$5,000.
  - 6. Sole source purchases.
  - 7. Where the bid or proposal is nonresponsive.
  - 8. Purchases that are otherwise exempt from the competitive procurement process.
- F. Waiver- The application of local preference to a particular purchase, contract, or category of contracts may be waived upon written recommendation of the Superintendent and approval of the Leon County School Board.

Other Preferences- The preferences established herein in no way prohibit the right of the Leon County School Board to compare quality of materials proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms, or corporations submitting bids or proposals. Further, the preferences established herein in no way prohibit the Leon County School Board from giving any other preference permitted by law instead of or in addition to the preference authorized herein. When all other factors are equivalent, it is the intent of the Leon County School Board to acquire its goods and services from Leon County vendors in accordance with Policy 6.14, Small Business Development Program.

Statutory authority: 1001.41, F.S, 287.057 F.S., 120.57(3) F.S.  
 State Board of Education Rules: 6A-1.012, 6A-1.013, 6A-1.091, Florida Administrative Code  
 Law implemented: 1010.01, 1011.01 and 1010.04, F.S.  
 Adopted: July 12, 1983  
 Amended: March 13, 1984; August 8, 1986; November 22, 1988; January 17, 1989;  
 November 21, 1989; October 9, 1990; November 16, 1993; April 7, 1998;  
 November 17, 1999; November 18, 2003; October 11, 2006; August 24, 2011.  
 See also: Purchasing Manual Policies and Procedures

See Also Administrative Procedures:

[C-16--Purchasing](#)

[E-13--Day Labor Projects](#)

## **Administrative Procedure C-6 Purchasing**

### **Purpose:**

To prescribe uniform and detailed procedures for requisitioning, receiving, and accounting for supplies, materials, and equipment in accordance with Florida Statutes, State Board of Education Rules and Policies of the School Board of Leon County, Florida.

### **Procedures:**

#### **1. GENERAL AUTHORITY TO MAKE PURCHASES**

- A. The Purchasing Director is authorized to secure bids and authorize purchases on items when the cost is under \$25,000.

#### **2. GENERAL PURCHASING PROCEDURES**

- A. A purchase requisition must be submitted to the Purchasing Section for all purchases with the exception of those using the LCSB Visa Purchasing Card. Purchases under \$8,000 do not require a formal quote or bid but every effort shall be made to do comparative pricing and obtain the best buy.
- B. For purchases of an item or like items estimated to cost between \$8,000 and \$15,000 a minimum of three telephone quotations must be obtained either by the Purchasing Section at the request of the originator or obtained by the originator and submitted with a purchase requisition to the Purchasing Section. The Purchasing Section shall maintain a list of available vendors, including those listed as Minority Business Enterprises, for each category of commonly used items and shall request quotations from vendors on a non-discriminatory basis. A record of the vendors called and the quotations given shall be kept by the Purchasing Section and attached to the requisition.
- C.
  - 1) For purchases of an item or like items estimated to cost between \$15,000 and \$25,000, a minimum of three written sealed bids must be obtained from vendors. The Purchasing Section shall maintain a list of available vendors, including those designated as minority Business Enterprises, for each category of commonly used items and shall request bids from vendors on a non-discriminatory basis.
  - 2) Such bids will be obtained by the Purchasing Section or by the originator when authorized by the Purchasing Director. Each bid shall include the unit cost, the total cost, and the length of time the price is available. The bids shall be opened and recorded by the Purchasing Section and shall be attached to the requisition.
- D.
  - 1) Individual purchases or purchases of like items estimated to cost over \$25,000, unless such items are specifically exempt from bidding or are purchased through state contract, shall be subject to formal competitive bidding procedures and must be approved by the Board before a purchase order is issued.
  - 2) Such purchases shall have an "Invitation to Bid" issued and shall be appropriately advertised in a paper or papers of general circulation. A formal bid is a sealed bid with a designation of the title, date, time and location of the public bid opening. The vendor's response to the "Invitation to Bid" and shall include the manual signature of the vendor's authorized representative.

- E. When an originator requests a particular item with "no substitution" specified, a written explanation is required. Originators should explain the reasons fully, as each request is evaluated on its own merits.

### 3. **BLANKET PURCHASE ORDERS**

- A. A blanket purchase order is an open ended contract which designates one supplier for items frequently needed by a particular school or section. The blanket purchase order must define the length (term), conditions, delivery instructions and total dollar value for purchases from a vendor. The total amount/value of the blanket order will be encumbered unless it is coded to an inventory account.
- B. The vendor receiving a blanket purchase order will make delivery and bill against the original blanket order up to the dollar limits of the purchase order or until the time specified for the purchase order to expire.
- C. All blanket purchase orders will not extend beyond the current fiscal year in which they are issued. At the end of the fiscal year, each originator must submit a new request for blanket purchase orders for the next year.
- D. A blanket purchase order shall not exceed \$2,500 per month. Blanket purchase orders are intended to be used for repetitive purchases which do not include like items costing more than \$500. A blanket purchase order may not be used for large purchases.
- E.
  - 1) A blanket purchase order requisition specifying the vendor, address, the amount of the blanket order required must be submitted to the Purchasing Section by the originator. The requisition form must be clearly marked **BLANKET PURCHASE ORDER REQUESTED**. The Purchasing Section shall issue a purchase order and forward it to the vendor. The originating copy shall be sent to the originator.
  - 2) The site administrator shall designate in writing to the vendor the persons authorized to obtain goods and materials on a blanket purchase order and any dollar limits on the amounts of individual purchases.
- F. The originator is responsible for keeping track of all invoices charged against the blanket amount and for submitting the invoices and the total to the Finance Section for payment.

### 4. **EMERGENCY PURCHASES**

- A. An emergency purchase is one brought about by a sudden unexpected event (e.g., acts of God, riot, fires, floods, accidents) or circumstances or causes beyond the control of the Board. Failure to use reasonable diligence or foresight in anticipating requirements is not a valid reason for using emergency procedures.
- B. Cost center heads, with the approval of the Divisional Director, shall be permitted to make emergency purchases in cases where failure to do so will disrupt regular school operations or could result in an immediate and apparent loss to the School Board, or where the health and safety of students or staff are jeopardized.
- C. When it has been determined that an emergency situation exists and the site administrator or designee has determined what is needed to correct the situation, the following steps will apply:
  - 1) If an emergency occurs during regular operating hours, the originating school or department shall immediately notify the Purchasing Director who shall verbally

authorize the school or section to purchase the required supplies or contractual services.

- 2) If an emergency occurs at a time other than during regular operating hours, the originating school or section may directly purchase the required supplies or contractual services.
- 3) Not later than 48 hours after the emergency, the originating school or section shall submit to the Purchasing Section a brief written explanation of the circumstances of the emergency. The originating school or section must also submit a purchase requisition, a tabulation of any bids or quotes received and a copy of the delivery record. The Purchasing Director shall write a confirming purchase order to the vendor or vendors. The statement shall be attached to the Purchasing Section's file copy of the purchase order. Emergency purchases over \$25,000 shall be taken to the Board for ratification.
- 4) A complete record shall be maintained by the Purchasing Section supporting the reasons for each emergency purchase. Such records shall be available for public inspection during the Purchasing Section's regular business hours.
- 5) Prior to making any emergency purchase, the Purchasing Director or the school or section making the purchase shall, whenever practicable, secure competitive telephone bids and order delivery from the lowest responsible bidder.
- 6) The Purchasing Section assumes no responsibility for any purchases under this regulation, as the burden of proof of the emergency and the appropriateness of the purchase rests with the head of the originating school or section. Should there be any reasonable doubt that an emergency did exist, the Purchasing Director will summarize the issues and submit them to the Superintendent for review.

## **5. SOLE SOURCE PURCHASE**

- A. A sole source or single item is a commodity or service for which an individual, or a group of individuals, has the sole and exclusive right to manufacture and/or sell or provide. Under School Board Policy 6.07, sole source items are exempt from formal bid requirements.
- B. The practice of specifying or requesting sole source items should be limited. With competition eliminated, purchases involving sole source are often more costly to the District.
- C. Upon certification by the Purchasing Director that a purchase can be made only from a sole source, such as patented or manufactured goods and services offered for sale in a noncompetitive market, items available solely from a manufacturer's authorized dealer or item required for full compatibility with existing equipment, the Purchasing Section may find, if it specifically verifies all of the relevant facts, that a sole source purchase is proper. If such determination is made, a purchase order will be issued. If the amount of purchase is over \$25,000 it will be submitted to the Board for prior approval before a purchase order is issued.

## **6. YEAR-END PURCHASING DEADLINE DATES**

Efficient processing of purchase orders near the end of the fiscal year requires certain deadline dates for various types of purchases. These deadline dates will be promulgated prior to April 15 of each year.

## 7. LEASING PROCEDURES

- A. Lease, lease-purchase or installment sales contracts shall be for periods not to exceed three years and must have School Board approval prior to issuance of a purchase order.
- B. The Supervisor Financial Services will annually send a reminder notice to all cost centers with capital leases for software or computer hardware to submit a purchase order by August 1 to submit purchase orders to encumber the funds necessary to meet these obligations.
- C. The Purchasing Department will include links to state contracts on the Purchasing Department WEB site as an informational resource.
- D. Capital leases that provide for “rolling leases” are recommended for computer hardware purchases. These are three (3) year capital leases that are amended at the end of each year to add one additional year to purchase more computers. The lease contract is always for a period of three (3) years. This enables the site to perennially replace obsolete computers.

### **Cross Reference:**

Finance/Accounting Manual

Red Book Accounting Manual

LCSB Purchasing Manual

<http://www.planning.leon.k12.fl.us/Policies/607.htm>

## **National School Lunch and Breakfast Programs Procurement Policy Statement for The School District of Leon County, Florida**

### **Introduction**

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The intent of this statement is to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 7 CFR 210.21 and 7 CFR Part 3019 or by the State Agency.

### **Procurement Plan – Small Purchase Procedures (SPP)**

The procurement method that shall govern all purchasing activities for this institution is called Small Purchase Procedures, “SPP”. This method of procurement is outlined in National School Lunch Program regulations.

SPP shall be employed to procure all food service program related items that **do not exceed \$100,000 per year**, or per procurement event in aggregate purchases. If this threshold is exceeded or projected to be exceeded, then the sponsor shall use one of the other allowable methods which are: Competitive Sealed Bids, Competitive Negotiation (also called an RFP) or Noncompetitive Negotiation (also called Sole Source).

Note: The actual threshold for purchasing is the lesser of \$100,000 or the bid threshold established in the sponsor’s procurement policy.

The sponsor’s method of procurement recognizes these essential elements are required for this program to be in compliance with 7 CFR 210.21 and 7 CFR Part 3019.

- A. **Competition**: We shall demonstrate our goods and services are procured in an openly competitive manner.
- B. **Comparability**: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles.
- C. **Documentation**: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, and tabulations or any other significant materials that will serve to document our policies and procedures.
- D. **Code of Conduct**: This program shall be governed by the attached code of conduct and it shall apply to all personnel, employees, directors, agent, officers, volunteers or any person acting in any capacity concerning the food service procurement plan.
- E. **Procurement Review Process**: This procurement plan shall receive an internal program review on an annual basis by an independent second party staff person who is not associated with food service procurement. This review shall be summarized in written form and kept with the other required program documentation.
- F. **Contract Administration**: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file.

**Procurement Policy Statement for Sponsors of the  
National School Lunch and Breakfast Program**

**CODE OF CONDUCT 2010**

This written Procurement Code of Conduct governs the performance and actions of School Food Authority (SFA) officers, Board of Directors, employees or volunteers who are engaged in any aspect of bidding, procurement, contracting, federal grants or the administration and supervision of contracts supported entirely or in part by federal entitlement funds disbursed from the USDA. These regulations are found in 7 CFR Parts 210.21, 3016.36 (for Public and Charter Schools) and 3019.40-48 (for Private Schools and Institutions.)

1. No employee, officer, director, volunteer or agent of the Sponsor shall participate in the selection, award or administration of a bid or contract supported by NSLP funds if a conflict of interest is real or apparent to a reasonable person.
2. Conflicts of interest may arise when any employee, officer, director, volunteer or an agent of the Sponsor has a financial, family related, or other beneficial interest in the vendor firm selected or considered for a bid award or contract.
3. No employee, officer, director, volunteer or agent of the Sponsor shall do business with, award contracts to, or show favoritism toward a member of (his or her) immediate family, spouse's family or to any company or vendor who either employs or has relationship to a family member. The award of a contract or violates the spirit or intent of federal, state and local procurement laws and policies established to maximize free and open competition among qualified vendors shall be considered null and void.
4. The Sponsor's employees, officers, directors, volunteers or agents shall neither solicit or accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value in excess of ten dollars (\$10.00) from a potential vendor, bidder, or from any party to a sub-agreement or contract. (Examples of an acceptable gift would be; food product samples [may exceed \$10.00 value] when used to benefit the Sponsor and students; or a personal gift or meal valued at less than \$10.00 which is not intended to influence a procurement award or decision.
5. As permitted by law, rule, policy or regulation, the Sponsor shall pursue appropriate legal, administrative or disciplinary action against an employee, officer, director, volunteer, vendor or vendor's agent who is alleged to have committed, or has been convicted of, or pled no contest to a Child Nutrition related procurement infraction. If said person has been convicted, disciplined or pled no contest to a procurement violation, this person shall be removed from any further responsibility or involvement with grants management, procurements or bids, consistent with the Sponsor's, state or federal regulation and policy.

“In accordance with Federal law, and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 800-795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.”

## A. Request for Purchase Orders/Purchase Requisitions

Requests for Purchase Orders (Requisitions) are processed through the TERMS county-wide automated financial system. A Purchase Order is required whenever acquisition of a commodity or service is needed except when the District Visa Purchasing card is utilized.

The T.&I.S. Department should be contacted for initial introduction and training in the TERMS financial system. Once the initial TERMS training is complete the Purchasing Department is responsible for training all new bookkeepers, accountants, etc. in the proper procedures for entering a purchase requisition into the TERMS financial system (screen 13 and 13A). A written narrative of the process is included at the end of this narrative, however, it should not serve as a substitute for scheduling training with the Purchasing Department.

1. **Provide description of commodity/service:** Purchase requisitions must include a detailed description of the commodity/service to be acquired. If ordering less than ten (10) separate items, the requisitioner should individually input the items into TERMS. If the requisition is to be processed for more than ten individual items the requisitioner can include the verbiage “see attached” and then must provide the Purchasing Department with a separate listing of the items. Whenever possible, a product number as provided by the vendor should be included on the requisition as well as the individual pricing of each item. If the description of the item is inadequate, where it is practicable and available, the requisitioner should send appropriate supporting documents to the Purchasing Department detailing the item
2. **Quantity:** The quantity required of each item should be clearly indicated. Requisitioner should avoid generalized/vague words such as “one set”, “one box”, or “100 lbs.” A more concise quantity statement should include what the set consists of, how many per box or how many pounds per package.
3. **Vendor Information:** The Purchasing Department will make available upon request, a list of all vendors who are able to provide a specific commodity/service. A listing of approved vendors is resident in the TERMS system accessible through Screen 4 of the financial system. If the preferred vendor does not appear in TERMS, the requisitioner should provide them with a vendor application to be completed and returned to the Finance department for inclusion in the vendor files.
4. **Delivery Dates:** If a specific delivery date is required it should be stated on the requisition. Phrases such as “urgent”, “rush”, “as soon as possible” or “immediately” should be avoided. If the exact date of delivery is not important there is no need to specify a delivery date. If the delivery of all items on a requisition is required on the same date, only one date needs to be indicated, preceded by the word “all”. If delivery is to occur via partial shipments, or on separate dates this “schedule” should be clearly indicated on the requisition.
5. **Funding Source:** The coding strip as provided by the requisitioner will be verified by the Finance department. In the event that a change/correction needs to be made, the requisitioner will be notified and the requisition will be placed on “hold” until the funding source correction has been made.

## **B. Emergency/Walk-Through Purchase Orders**

Purchase order requests that require immediate processing may be handled as a “walk-through” request. Approval from the Purchasing Director or designee is required prior to processing a walk-through request. Determination of the emergency or priority of the request will be at the sole discretion of the Purchasing Director or designee. Once approved, the requisitioner should enter their request into TERMS and notify the Purchasing Department of the requisition number. The Purchasing Department will then proceed to manually process the purchase order.

## **C. Purchase Order Change Requests**

Changes may be made to a purchase requisition prior to a scheduled production printout of the automated Purchase Orders. Notification of changes should always be coordinated with the Purchasing Department as additional approval may need to be sought from Finance or in the way of requiring additional support material.

Once a purchase order has been issued, it is permissible to increase the purchase order up to \$50.00 without express approval from the Purchasing Department. Purchase order increases in excess of \$50.00 must be submitted in writing to the Purchasing Director for approval. The Purchasing Director will notify the Finance department of the increase who will in turn encumber the additional funds. The Purchasing department will return a copy of the amended purchase order to the originator for their records.

If a change is to be made to the vendor of record or in the payment account designation, the originator should notify both the Finance and Purchasing departments of the change.

Purchase orders issued to architects and engineers for services on a negotiated contract are based upon an estimate corresponding to the construction contract cost. The Purchasing Director may adjust the purchase order amount to correspond with the final contract and the firm bid price of construction. A copy of the adjusted purchase order amount shall be forwarded to the Finance department and the Facilities Contract Administration department.

## **D. Cancellation of Purchase Orders**

Situations such as change in demand, use or condition may necessitate canceling a purchase order. When cancellation becomes necessary the following procedures apply:

1. **Cancellation prior to receipt of order:** The originator of the purchase requisition will submit a cancellation request in writing to the Purchasing Director, stating the reasons for the cancellation, the purchase order number, vendor name and address. This should be done as soon as the originator realizes there is no longer a need for the goods or services.
2. **Cancellation subsequent to order placement:** Once an order has been placed and received by the vendor it can be canceled only by mutual consent and after negotiation by the Purchasing Director with the vendor. If the vendor has incurred any loss through the cancellation, either in manufacturing costs, resale costs, shipping expenses, etc., the originator of the purchase order may be responsible for these costs, as a consideration for the cancellation of the order. The originator should take no further action until notified by the Purchasing Director that the cancellation is effective. The originator should not accept the merchandise if a delivery attempt is made. If the merchandise has already

been delivered, the originator should hold the merchandise unopen and unused until notified by the Purchasing Director of how to proceed. The Purchasing Department will notify the Finance Department of any cancellations and obligations of payment if they exist.

#### **E. Receiving Goods and Services**

A system of inspection and testing shall be used to insure that the Board receives the quality and quantity of goods and service that it expects. The school or department receiving goods is responsible for promptly and carefully inspecting all shipments received.

Each school or department shall designate a location and individual responsible for receiving goods. When shipments are received the number of packages received should be counted and checked against the delivery receipt. If any shortage is discovered, the receiver should have the courier note and initial on the freight bill the number of packages or items short before signing for the shipment.

#### **If any damage is expected or noted the following procedures apply:**

1. Carefully examine each carton for damage. If any damage is observed, have the courier note the fact and initial it on the freight bill before signing for the shipment. If the carton has the appearance that contents may be damaged, insist that the carton be opened so the responsible individual and the driver can make a joint inspection of the contents.
2. Immediately after delivery, all packages or cartons should be opened and inspected for concealed damage. Any concealed damage should be noted on the delivery receipt and on the site file copy. If significant damage is noted the Purchasing Department should be immediately notified.
3. The damaged item(s), the container and all inner packing materials should be held at the delivery site pending inspection or pickup by the delivering agent.
4. The Purchasing Department will promptly call the courier to report the damage and to request an inspection. The call shall be placed immediately upon discovery of the damage and under no circumstances should it be put off longer than ten (10) days after delivery. Failure to report damage within this timeframe will likely result in the courier denying responsibility for any damage claim.
5. The receiving school or department shall document in writing the date of delivery and report of the damage and forward such documentation to the Purchasing and Finance Departments as well as retaining a copy of the letter in the site's file.

#### **Courier inspection of Damaged Items:**

1. The receiver should place the damaged item(s) in a designated area for holding ensuring that the item(s) will be secure. The receiver will allow the courier inspector to make a visual inspection and written report of the damaged item(s), cartons, packing materials and freight bill. The receiver should at all times retain the delivery receipt to be used as a supporting document when a file is claimed.

2. Upon completion of the courier inspection, the receiver should carefully read the report prior to signing and agreeing to the damage assessment. If there is a disagreement with the facts or conclusions made by the inspector on the report, the receiver should not sign the inspection report. If repairing the damage is not deemed appropriate the receiver should require that a replacement be sent. A replacement item can be ordered only if the inspection report specifies "replace".
3. Receiver should forward a copy of the inspection report and delivery receipt to the Purchasing Department which will forward to the vendor. The vendor will file the claims. The site administrator should retain a copy of all documents and reports involved in the claim.
4. The site administrator shall continue to store the damaged merchandise. The damaged items should not be removed from the site or disposed of without written authorization from the courier. Failure to follow this directive may result in the district bearing responsibility for payment of the damaged or missing items.
5. The site administrator should not return the damaged items to the courier unless there is a written authorization (return authorization) from the supplier.

## **TAX EXEMPT STATUS**

As a governmental entity, the Leon County School Board is entitled to tax exemption from Federal Excise Taxes and Florida State Sales Tax. A school or section making official purchases for the Leon County School Board is authorized to use the tax exempt numbers in their transactions. For your convenience this number is printed on the face of the Purchase Order.

It is NOT permissible to permit persons/groups/entities, which are not part of the School Board to use the tax-exempt numbers.

The Leon County School Board is NOT exempt from State of Florida excise taxes on gasoline.

The tax-exempt numbers are:

Federal Tax Exemption No. 59 - 6000709

Florida Sales Tax Exemption No. 85-8013915957C-7

Copies of these certificates may be obtained by contacting the Finance Department.

## **COMPUTER HARDWARE/SOFTWARE/TECHNICAL SERVICES ACQUISITIONS**

Special procedures exist for purchasing computer hardware and software items. Every effort should be made in procuring hardware/software items that are compatible with existing equipment and with the district long-range computer acquisition plan. Once a Purchase Order for computer hardware/software items has been entered into the TERMS system, the automated file copy is reviewed by Information Services personnel for propriety, compatibility with existing equipment and compliance with the district long-range computer acquisition plan.

In addition, the Director of Information Services will identify any specific conditions which may be required as a result of the purchase and will prepare any forms necessary to insure site readiness of purchase of supplemental equipment.

### **Contracts for Software Development/Technical Services**

Any contract for software development or technical services relative to computer systems, whether bid or directly negotiated must contain the following:

1. A calendar of events identifying the acquisition, installation and training schedule in detail.
2. An estimate of the consulting hours required per each separate activity
3. The names of the consultants scheduled to perform each activity
4. Conditions of non-compliance under the contract
5. Requirements for monthly reporting (when applicable)

## **PROCEDURES FOR LEASE ACQUISITIONS, LEASE PURCHASE OR INSTALLMENT SALES CONTRACTS**

When the purchase price exceeds \$5,000.00 for a single piece of equipment or group of items, the school or administrative site may elect to enter into a Lease Agreement for said equipment. Types of equipment that may be leased are computer hardware and software, copiers, vehicles, portable classroom buildings and other large dollar value items.

**All leases must be approved by the Leon County School Board or they will not be valid.**

Only the Chairman of the School Board may sign a lease agreement obligating the School District of Leon County.

There are two methods for Lease, Lease-Purchasing or Installment Sales:

**Issuance of Purchase Order Only:** In the event that the vendor does not require an executed lease contract, **after School Board approval**, the equipment/services lease can be initiated through the issuance of a purchase order. The site administrator needs to prepare a requisition for lease that includes:

1. Name and description of equipment, model number and serial number.
2. The initial term of the lease. This term will be stated as the lease inception date through the end of the current fiscal year.
3. All costs associated with the initial term of the lease should be included. These costs would include, but not necessarily be limited to, the monthly lease rate, maintenance costs, supplies cost, etc.

**Execution of Contract and Issuance of Purchase Order:** If the vendor requires an executed contract document in addition to a purchase order, than a copy of the contract should be submitted along with the School Board agenda when seeking permission from the Board to enter into a Lease.

**Contracts for Lease, Lease-Purchase or Installment Sales:** All contracts shall be issued in the name of the School Board of Leon County, Florida. Individual schools and departments are not authorized to enter into lease, lease-purchase or installment sales contracts. The contract terms for all lease, lease-purchase or installment sales contracts shall include but not be limited to:

1. Funding Out Clause – A stipulation that if the contract term extends beyond the fiscal year in which it was entered into the contract is “subject to availability of funds”.
2. A full description of the item(s) to be leased including model/serial numbers.
3. The purchase price and a statement of the interest rate, the total amount of interest to be paid over the term of the contract, and the method of interest calculation.
4. A payment schedule. The payment schedule may provide for quarterly or semi-annual payments in advance to minimize the amount of interest paid.
5. A specification of the length of the contract to include contract inception and ending dates.
6. A provision for delivery/set up/installation date(s).
7. A provision that no payments shall be authorized prior to actual delivery and installation of the equipment or property.

8. A termination procedure. The agreement shall include a cancellation clause of 30, 60, or 90 days whichever is determined to be in the best interest of the School Board.
9. A provision that the contract shall be governed by the laws of the State of Florida.
10. A provision for the responsibility of insurance on the equipment or property during the term of the lease contract.
11. A provision specifying the time of the transfer of title of the equipment or property.
12. A provision that specifies any warranties that may be given.
13. A provision for any service and maintenance arrangements for the equipment during the period of the lease, lease-purchase or installment sales contract to include any supplies that are included in the service/maintenance agreement.
14. A provision for the unilateral cancellation by the School Board for refusal by the contractor to allow public access to all documents, papers, letters or material subject to the provisions of Chapter 119, FS and made or received by the contractor in conjunction with the contract.
15. A provision that any travel reimbursements required by the contract shall be made subject to the requirements of Section 112.065, FS.
16. The contract shall in no way require the Board to hold harmless or indemnify the contractor or the contractor's assignees.
17. The contract may in no way require any state sales tax to be paid and alternatively may require the Board to pay only taxes which are applicable under Florida law.
18. The contract shall in no way require that a security interest remain with the contractor.
19. The contract shall not provide for automatic renewals without specific Board approval.

**Repairs to Leased Equipment:**

**Leased Equipment that is no longer under a maintenance contract agreement:** When equipment is not under a maintenance contract and repairs are required, a Purchase Requisition containing the following information should be submitted:

1. Type of equipment
2. Manufacturer's Name
3. Model Number
4. Serial Number
5. LCSB Property Control Number
6. Detailed description of the problem
7. Specific location of the equipment
8. Name of Individual on site to be contacted
9. Phone number of site contact
10. Name of school or department requesting the maintenance service.

If the repair is urgent, the requisition can be walked through the Purchasing Department for issuance of a manual purchase order. The requisition will be encumbered on the date the request is received and a purchase order will be issued and the vendor will be notified. Whenever possible, the vendor offering the lowest price per call will be given the order. When no estimated cost for repairs is available the purchase order will be issued initially for an amount not to exceed \$100.00.

**Lease Equipment that is under a maintenance contract agreement:** Schools and Departments that choose to place equipment under a maintenance contract agreement must annually submit a requisition containing the information as listed above (items 1-10) to encumber funds in support of the maintenance contract agreement. Every effort should be made to combine maintenance contract request on like equipment to obtain the best possible pricing. The Purchasing Department will strive to combine requisitions/contract agreements from multiple sites whenever it is in the best interest of the District. **NOTE: Any computer equipment that is to be connected to any District server or host computer, directly or indirectly, must be under a maintenance contract agreement.**

## Professional/Technical Services Agreement

A Professional/Technical Services Agreement (PTSA) is a contract that is executed for professional and/or technical services with individuals that are not current or recent employees of the District. A PTSA contract means that the person/company is functioning as an independent contractor. Schools, departments and various programs within schools and departments often use professional services in areas of special needs which require individuals who are trained, certified, licensed or who have expertise and experience in areas where there is no in-house staff to perform these services.

Listed below is an abbreviated list of some of these services used by the school district which should be contracted through a PTSA:

- Diversity Training Workshops
- Software Training Workshops
- Computer Consulting/Programming/Network Services/Database Management
- Web Design Services
- Social Services Training in Domestic Violence, Anger and At-Risk Youth
- Parenting Workshops
- Psychological Services
- Guidance and Social Work
- Occupational Therapy
- Curriculum Writing and Development
- Research and Report Writing
- Grant Writing and Grant Evaluations
- Academic, Gifted Evaluations
- English as a Second Language (ESOL) Training
- Multi-Cultural Training Services
- Timeout/Mentor Training
- Speech, Language and Hearing Services
- Motivational Speaking/Entrepreneur Workshops
- Research and Report Writing
- Clerical/Secretarial Services
- Tutoring
- Story Telling
- Disc Jockeys
- Dance/Drums /Band/ Baton Instruction
- Music Training/Music Lessons/Choral
- Vocal/Instrument Lessons

Contracts must be approved by the Director of Purchasing prior to services being provided. A (PTSA) must be completed by the requesting department or school and forwarded to the Purchasing Department. Proof of liability insurance must be provided with the PTSA or a waiver must be submitted. If the services provided under a PTSA are anticipated to exceed \$25,000.00 in a fiscal year, the PTSA must be presented to the School Board for approval.

All PTSA contracts **must** be signed by the vendor, the school/dept. administrator and the appropriate Director/Divisional Director. The Purchasing Director will provide the final review/approval prior to the issuance of a purchase order.

Contracts over \$25,000.00 require School Board approval. The requesting department shall be responsible for following all Purchasing Procedures, preparing the agenda item and obtaining the review and signature from Purchasing, Finance and the Divisional Director.

In addition, please note:

1. Current employees may NOT be hired as consultants with the district utilizing a PTSA.
2. Consulting services may NOT be started until after the PTSA has been executed and approved by the appropriate district personnel and a purchase order has been issued.
3. **Where consultants are required to be on school campuses or in any way in contact with students whether supervised/escorted or not, the consultant must have a Level II criminal background clearance.**

### **Guidelines for Level II Clearance on a Professional Technical Services Agreement**

1. Will the individual(s) have direct contact with students?    Yes \_\_\_ No \_\_\_
2. Will the individual(s) be unsupervised on a school campus?    Yes \_\_\_ No \_\_\_  
(All contracted vendors must be supervised by an individual(s) with a Level II Clearance)
3. Will school visits during the term of this agreement exceed a total of 8 hours?    Yes \_\_\_ No \_\_\_

**“Yes” to any of the above questions requires that the individual have a Level II Fingerprint Check.** All other circumstances can be handled with Raptor checks and supervision during the school visits.

John Hunkiar, Director of Safety & Security has authorized these procedures after full review of Florida Statutes with emphasis on The Jessica Lunsford Act. The Office of Safety & Security can be reached at (850) 487-7117.

## **Prepayments**

Requisitions for items which require prepayment should be avoided. Requisitions for prepayment of lease costs will have a purchase order issued only if the Board approved lease contract requires such payments in advance of use. Requisitions for purchase of periodicals which require prepayment should be made for a timeframe not to exceed one year.

## **Prepayment of dues and fees**

Requisitions may be submitted for prepayment of individual registration fees for training, meetings and conferences when attendance at such event is required by the district and approved by the appropriate Divisional Director. **Requisitions for dues and fees should be submitted not less than three weeks in advance of the meeting to allow sufficient time for processing checks.**

## Leon County Schools Warehouse Purchases

The district's Central Warehouse stocks items which are ordinarily used by schools and departments in various and many different areas. Originators are encouraged to check the warehouse catalogue before ordering supplies from an outside vendor since unit prices are generally lower in the district's warehouse.

Supplies stocked in the Central Warehouse can be ordered and delivered directly to your site by submitting an automated Warehouse Requisition.

The Warehouse Requisition System is now Web based. The following steps will instruct you on how to get to the system and request a requisition.

Display the **District Web Home Page** [www.leon.k12.fl.us](http://www.leon.k12.fl.us):

Click the **EMPLOYEES** link:

**LCS Site Links**

- LCS Home
- About Our District
- Superintendent
- School Board
- District Departments
- Safety and Security
- District Calendars
- Public Information
- School Websites
- Employment
- Photo Gallery
- Video Gallery
- Questions / Concerns

**Employee Resources**

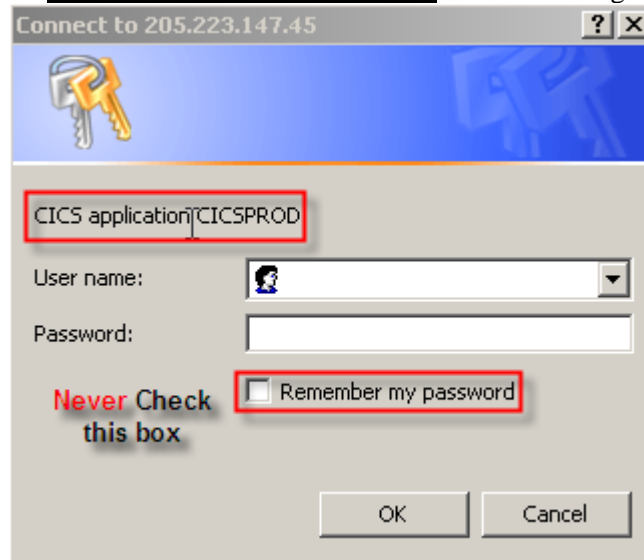
**District**

- Approved Vendor List Updates
- Benefits
- Board Docs
- District Administration
- District Calendar
- E-mail Access
- District Employee Directory 2008
- Employee Assistance Program
- Forms On-Line
- Health Matters Newsletter
- Helpful Local Websites
- Internet Use and Security
- LCS Help Desk
- Liquid Office
- Mainframe Web Access
- National Board Teacher Certification
- Records and Form Management
- Rezoning
- School Safety and Security
- Secondary Reading Resources Portal (SRRP)
- Staff Development
- Staff Resources**

Click the **Staff Resources** link:



Click on the link for the **Warehouse Requisition System**. The following screen should appear:



Note: The security screen above is asking for your Mainframe (Terms) User ID and Password. For security reasons, **never** check the box that says '**Remember my password**'. **Enter your Terms User Id and Password** (example: DC15). The following screen should appear:



SELECT ITEM...

	Code	Avail	Description	Unit
Select	008320	105	BAGS, DISPOSABLE 32 GAL	CASE
Select	008331	91	BAGS, DISPOSABLE 44 GAL	CS
Select	008325	217	BAGS, DISPOSABLE 7-10 GAL	CASE
Select	008330	44	BAGS, DISPOSABLE-23	CS
Select	011076	14	BALL BAG, NYLON MESH WITH	EACH
Select	011006	57	BALLS, BASKET, JUNIOR SIZ	EACH
Select	011008	51	BALLS, BASKET, OFFICIAL	EACH
Select	008202	55	BALLS, COTTON-NON STERILE	CS
Select	011015	54	BALLS, FOOT, INTERMEDIATE	EACH
Select	011010	49	BALLS, FOOT, JUNIOR SIZE	EACH

Forward Back

Help

Cancel

Description:  Find

Explanation of buttons:

**Select** – selects the item and returns you to the requisition.

**Forward** – moves you forward in the list one page.

**Back** – moves you backward in the list one page.

**Description** – allows you to enter a description of an item to locate.

**Find** – after typing in a description click this button to move forward to the item described.

**Help** – will display the instruction manual.

**Cancel** – takes you back to the requisition screen.

After selecting an item the system will return you to the requisition screen.

Document: **Warehouse Requisition Submission** Date: 03/12/09  
 User ID: DC15 Time: 13:29:22  
 Fiscal Year: 09 CURRENT FY = 09

Fnd Func Obj Cntr Project Pgm  
 110 0000 000 0031 DR=1142 000 Requisitions for Center All Requisitions  
 List List List List List List

Deliver to: SULLIVAN ELEMENTARY Dept/Grade: TEST

	Item Number	Item Description	Unit	Cur Qty	Order Qty	Unit Cost	Unit Total
List	000030	ALUMINUM FOIL	ROLL	123	12	3.52	42.24
List	008550	ALL PURPOSE LIQUID	GAL	149	5	4.85	24.25
List							
List							
List							
List							
List							
List							
List							
List							
List							
<b>Total Cost:</b>							66.49

Validate New Send

After selecting an item, the next step is to enter the **quantity** that you wish to order. Press the **ENTER** key after typing in the quantity to validate the item. The system moves you to the next line to select another item.

**To remove an item from your list**, double click the Item Number and hit your spacebar once. Or select a new item to replace it.

**Continue to select Items and Order Quantity.** When you are finished, click the button at the bottom labeled **Validate**. This action will total each item selected and give you the total cost at the bottom.

Review the requisition and make any necessary changes. Once you are satisfied with the order, click the **Send** button and requisition will be sent to the Warehouse for processing. The system should respond with the message **'Requisition Sent'** and a **document number** will be assigned to the requisition.

Document: 200027 Warehouse Requisition Submission Date: 03/12/09  
 User ID: DC15 Time: 13:29:22  
 Fiscal Year: 09 CURRENT FY = 09

**REQUISITION SENT**

Fnd Func Obj Cntr Project Pgm  
 110 0000 000 0031 DR=1142 000 Requisitions for Center All Requisitions

List List List List List List

Deliver to: SULLIVAN ELEMENTARY Dept/Grade: TEST

Item Number	Item Description	Unit	Cur Qty	Order Qty	Unit Cost	Unit Total
List 000030	ALUMINUM FOIL	ROLL	123	12	3.52	42.24
List 008550	ALL PURPOSE LIQUID	GAL	149	5	4.85	24.25
List						
List						
List						
List						
List						
List						
List						
List						
List						
List						
<b>Total Cost:</b>						66.49

Validate New New/Repeat Send

Note: At the time of delivery, the Warehouse Department will supply you with a copy of the requisition. If you wish to have a copy of the requisition before delivery, you should issue a screen print command from your computer.

**To start a new requisition, you have two buttons at the bottom of the screen to choose from.**

**New** – this allows you to start a new blank requisition.

**New/Repeat** – this allows you to start a new requisition **AND** keep the same accounting strip on from the displayed requisition.

**VIEWING REQUISITIONS**

Document: Warehouse Requisition Submission Date: 03/04/09  
 User ID: DC15 Time: 09:50:22  
 Fiscal Year: 09 CURRENT FY = 09

Fnd Func Obj Cntr Project Pgm  
 [ ] [ ] [ ] 0021 [ ] [ ] Continue Requisitions for Center All Requisitions

List List List List List List

To view requisitions that have been submitted for your center, type in your **center number** and click the button labeled **Requisitions for Center**. A screen similar to the following will appear.

**LIST REQUISITIONS (COST CENTER 0021)**

Date: 03/04/09 Time: 09:52:18

	Req #	Center	Date	Time	Fnd	Func	Obj	Project	Pgm	User ID	Date	Created	Printed	Delivery	Location	Dept/Grade
<input type="button" value="Display"/>	200020	0021	03/04/09	09:38:07	110	0000	000	DR=1142	000	DC15	03/04/09	Y	LEON HIGH	TEST		
<input type="button" value="Display"/>	200019	0021	03/04/09	09:01:46	110	0000	000	DR=1142	000	ISREC	03/04/09	Y	LEON HIGH	XYZW		
<input type="button" value="Display"/>	200018	0021	03/04/09	09:00:11	110	0000	000	DR=1142	000	ISREC	03/04/09	Y	LEON HIGH			
<input type="button" value="Display"/>	200017	0021	03/04/09	08:59:53	110	0000	000	DR=1142	000	ISREC	03/04/09	Y	LEON HIGH			
<input type="button" value="Display"/>	200015	0021	03/04/09	08:48:09	110	0000	000	DR=1142	000	ISREC	03/04/09	Y	LEON HIGH			
<input type="button" value="Display"/>	200014	0021	03/04/09	08:46:21	110	0000	000	DR=1142	000	ISREC	03/04/09	Y	LEON HIGH	MY DEPT		
<input type="button" value="Display"/>	200011	0021	03/04/09	08:19:35	110	0000	000	DR=1142	000	ISREC	03/04/09	Y	LEON HIGH	XYZ		
<input type="button" value="Display"/>	200009	0021	03/03/09	15:11:15	110	0000	000	DR=1142	000	T001	03/03/09	Y	LEON HIGH	TEST		
<input type="button" value="Display"/>	200008	0021	03/03/09	14:44:56	110	0000	000	DR=1142	000	DC02	03/03/09	Y	LEON HIGH			

A list of requisitions will be displayed.

**Display** – will display the requisition on that line.

**Forward** – will move you forward in the list one page.

**Restart** – will take you back to the top of the list.

**Req #:**  **Find** – by typing in the requisition number and clicking Find, the system will display that requisition.

**Return** – this will return you to a blank requisition screen.

**To Exit the system, close your browser.**

## **VISA Purchasing Card Program**

The District has made available to certain employees delegated authority to make minor purchases directly through a “purchasing card” system. The benefit is to allow schools/departments flexibility to purchase small routine materials and supplies. Certain controls have been developed for the purchasing card that do not exist in a traditional credit card. These controls are in place to ensure that the card is used only for specific purchases and within specific dollar limits.

The District has established Administrative Procedure C-14 – Purchasing Card Program. You are encouraged to read the procedure in its entirety for a detailed review of how to take advantage of this program. The guidelines below are a brief summary of how to request and receive a Purchasing Card, training and authorized/non-authorized expenses:

### **Requesting/Receiving a Purchasing Card**

Purchasing cards may be issued to District personnel who frequently purchase small item goods and services. Requests for purchasing cards must be submitted through the Principal/Cost Center Administrator to the Purchasing Card Administrator on a Purchasing Card Application Request Form. The Purchasing Card Administrator will review the application and the requestor is required to attend a regularly scheduled Purchasing Card Program training session. Once the training session has been completed, the requestor will sign the Cardholder Agreement Form and receive a purchasing card along with a hard copy of the Purchasing Card Procedure. The Cardholder Agreement form is retained in the Purchasing Department.

The Visa card purchasing limit is \$750.00 per day/per vendor. This is in addition to any purchasing thresholds that may be preset by your department/school administrator. These limits, if exceeded, will cause your card to be “declined” for any additional purchases.

For additional information and links to Administrative Procedure C-14, the purchasing card application form and the purchasing card expense summary template direct your browser to: <http://www.leon.k12.fl.us/public/business/purchasing/prod05.htm>

**Below is a list of the categories of approved purchases by site/department.**

Category	Profile 1	Profile 2	Profile 3	Profile 4	Profile 5
	Finance/Purchasing	Transportation	Maint./Construction	Admin.	Schools
Contracted Services	No	No	Yes	No	No
Publishing Services	Yes	Yes	Yes	Yes	Yes
Cleaning Preparations	No	No	No	No	No
Airlines	No	No	No	No	No
Automobile Rentals	No	No	No	No	No
Hotels & Motels	No	No	No	No	No
Transportation	Yes	No	No	No	Yes
Utilities	Yes	No	No	No	No
Wholesale Trade-Durable Goods	Yes	Yes	Yes	Yes	Yes
Retail Stores	No	No	No	No	Yes
Clothing Stores	No	No	No	No	Yes
Home Improvement Stores	No	No	No	Yes	Yes
Miscellaneous Stores	Yes	Yes	Yes	Yes	Yes
Service Providers	Yes	No	No	No	No
Personal Service Providers	No	No	No	No	Yes
Business Services	Yes	Yes	Yes	Yes	Yes
Repair Services	Yes	Yes	Yes	Yes	Yes
Amusement and Entertainment	Yes	No	No	No	Yes
Professional Services and Membership Organizations	Yes	No	No	No	No

## Formal Bid Procedures

All purchases in excess of the competitive bid threshold of \$25,000.00 are subject to a formal competitive bid procedure. The District has two clearly defined methods, the ITB – Invitation to Bid and the RFP – Request for Proposal based on the dollar value and complexity of the proposed purchase. The types of contracts usually involve either services only, products and services or product only. The type of contract required will oftentimes dictate which method to use for the competitive bid process. An ITB is used when the bid process that is undertaken is for transactions where price is the key factor in the purchasing decision. An RFP is used when the bid process that is undertaken is for a higher dollar value and/or complex transactions where factors other than price will be used to make the final purchasing decision. The steps for initiating a formal bid contract include, but are not limited to the following:

1. **A Bid Need is Established:** A need is recognized to establish a formal bid contract. This need is identified as a purchase for a commodity or service that will exceed the \$25,000.00 purchasing threshold where there is not an existing contract or exemption policy that allows for the purchase to be made outside the threshold limitation.
2. **Requisition to Bid:** A manual requisition for bid, clearly indicating the goods and/or services to be purchased and the estimated purchase price is forwarded to the Purchasing Department. This request should always include a signature from the appropriate school/department head and a finance coding strip. The purchase requisition is an authorization to initiate the procurement process.
3. **Specifications are Developed:** A purchasing agent is assigned to administrate the bid contract. The requestor will be asked to forward a detailed specification of the products/services to be acquired along with a vendor list of potential sources of supply.
4. **Specifications are Finalized:** The purchasing agent will refine the contract specifications and work with the requestor to finalize the document.
5. **A Legal Ad is Generated:** The requestor will then enter into the TERMS system an automated requisition for the Tallahassee Democrat legal ad. The requirements for advertising an ITB or RFP are as listed below:
  - a. The solicitation of formal bids or request for proposals estimated to exceed \$25,000.00 shall be advertised at least once in a newspaper of general circulation in Leon County. Additional dates for advertising must be scheduled for certain construction/facilities projects. (See Rule 6A-2.16, F.A.C.) The advertisement may appear in more than one newspaper and may also appear in the Florida Administrative Weekly. If a requestor desires to publish the ad in more than one newspaper they should indicate such on the automated requisition submitted to the Purchasing Department.
  - b. The requestor must submit the automated requisition to the Purchasing Department at least 10 calendar days before the advertisement is scheduled to run.
  - c. The advertisement will be made public not less than ten calendar days before the scheduled bid opening.
  - d. Concurrent with sending the advertisement to the newspaper(s), the Purchasing Department (when appropriate) will post the advertisement to Information on Demand (Demandstar) for forwarding to additional potential suppliers.
6. **Bid Contract is Advertised and Distributed:** The bid contract will be advertised and mailed out to the approved vendor list and posted on the District's Purchasing Department web site.

7. **Bid Opening:** The Purchasing Department will receive sealed bids until the advertised time of bid opening at which time all bids received will be opened and tabulated, or in the case of an RFP, recognition of receipt of proposal only will be noted on the RFP tabulation sheet. Bids shall be opened in the Purchasing Department office at the time and date designated on the formal bid document. Changes may be made to a bid by the vendor up until the time of the scheduled opening.
8. **Late Bids:** Bids received after the time set for the bid opening shall not be considered. Bids received late will be stamped with the date and hour received and ultimately returned to the vendor unopened with a letter stating the reason why the bid was returned.
9. **Responses to ITB or RFP Requests: Only One Response Received:** When only one bid/proposal is received for the purchase of a commodity or service and the response is in an amount less than \$25,000.00, the Purchasing Department shall review the response to determine the reasons, if any, why only one response was received before issuing a second call for bids. However, if the Purchasing Department determines that a second call for bids would not be in the best interest of the School Board, the Purchasing Director may recommend to the Superintendent that the item be purchased utilizing the sole bid received. **No Bids Received:** If no bids/proposals are received, the Purchasing Director shall advise the School Board in writing of the conditions and circumstances surrounding the bid. The Board, after review, may authorize the Purchasing Director to proceed with Direct Negotiations with a vendor who is known to be able to provide the commodity or services required.
10. **Bid Routing:** Following the opening of a bid, a copy of the tabulation sheet and bid documents as submitted will be sent to the originator for review and recommendation.
11. **Bid Errors:** When the Purchasing department is notified by a successful bidder that a pricing error, if corrected, would result in a higher price to the Board, the Purchasing Director shall make every reasonable effort to require the successful bidder to honor his original bid. If the successful bidder declines, the Purchasing Director shall require the bidder to provide a letter describing the relevant aspects of the error. If the amount of the bid is less than \$25,000.00, the Purchasing Director shall then determine whether to hold the bidder to his price or to allow the bid to be withdrawn and obtain new bids or quotes on the commodity or service. An obvious error in a bid or quote may be considered sufficient reason to allow a bid to be withdrawn. For purposes of calculating bids, unit prices will prevail. If the bid is over \$25,000.00, the Purchasing Director shall then present the letter and his recommendation to the Superintendent for referral to the Board for possible final dispensation.
12. **Bid Award:** Upon final review, the originator will forward a recommendation for award of the bid contract to the Purchasing Director/Purchasing Agent. When the amount of award is in excess of \$25,000.00 an agenda will be prepared and presented to the School Board for final approval.
13. **Issuance of Purchase Order:** Once the contract has been reviewed and approved by the School Board, the originator may then enter a purchase order requisition into the TERMS system. The bid contract number and date of Board approval should both appear on the purchase requisition.

## **Exceptions to Bid Requirements**

The requirement for requesting competitive solicitations for commodities or contractual services from three or more sources is hereby waived as authorized by Section 1010.04(4)(a), F.S., for:

(a) The purchase by district school boards of professional services which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services not subject to Section 218.391, F.S.; legal services, including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration; and

(b) The purchase by district school boards of educational services and any type of copyrighted materials including, without limitation, educational tests, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, dvds, disc or tape recordings, digital recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution

(c) A district school board, when acquiring, whether by purchase, lease, lease with option to purchase, rental or otherwise, information technology, as defined in Section 282.0041(15), F.S., may make any acquisition through the competitive solicitation process as described herein or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the school district as determined by the district school board.

(d) Except as otherwise required by statute, a district school board, when purchasing insurance, entering risk management programs, or contracting with third party administrators, may make any such acquisitions through the competitive solicitation process as described herein or by direct negotiations and contract.

Additionally, when bids have been requested and the Board has determined that no valid or acceptable firm bid has been received in the prescribed time period, the Board may authorize the Superintendent to enter into Direct Negotiations with suppliers to establish a contract.

## **Order Placement and Follow-up**

The procurement function is a cycle that culminates in the delivery of the goods or services ordered. Delivery must be made in a reasonable time or appropriate action must be taken to meet the needs of the originator. It is the responsibility of the originator to notify the Purchasing Department if goods/services are not received in a timely manner so the Purchasing Agent may follow up with the vendor when deemed necessary. The Purchasing Agent may trace an undelivered order by phone, letter, e-mail correspondence and if appropriate may cancel the order if efforts to obtain delivery are unsuccessful.

## **Product Evaluations**

### **Product Samples/Evaluation Period Before Purchase**

With the prior approval of the Purchasing Department a vendor may submit samples or supply products for evaluation purposes to determine if the products meet the requirements of the buyer. Such samples/products shall be submitted at the vendor's risk and expense. No liability or obligation to purchase shall be incurred by the board as a result of accepting such

samples/products. In addition, the Purchasing Director may require samples of products be submitted in conjunction with a bid packet to ascertain product quality.

### **Product Evaluation after Purchase**

In the event that a product which has been procured proves unsatisfactory, the originator shall notify the Purchasing Department immediately and give the reasons the product is deemed inferior/unsatisfactory.

The Purchasing Department will in turn notify the vendor in writing of the dissatisfaction and offer the vendor an opportunity to take corrective action where possible. When necessary, and as a last resort, the Purchasing Director may recommend to the Superintendent that the vendor be barred from conducting future business with the District.

The following elements, separately or in combination, shall be the basis for the Purchasing Director to investigate and verify the quality of products or services procured by the District.

1. Written or verbal complaints to the Warehouse Manager or Purchasing Director regarding quality from 10% of the users of the product if the product is used district wide or is stocked in the warehouse. If the product is a sole procurement, the Purchasing Director may investigate upon written complaint received from the originator.
2. Consistent return of the merchandise to the warehouse or to the vendor for replacement because of quality concerns.
3. Evidence that the product has less than 80% of the life use or utility which could normally be expected for the merchandise.
4. Deterioration of goods or merchandise prior to normal shelf-life expectancy either in the warehouse or at an originating site.
5. Consistent failure of the vendor to provide timely delivery of product/services ordered or failure to deliver the product/services ordered entirely.
6. Contamination of goods or merchandise which can be ascribed to the vendor.
7. Discovery of quality problems during random sampling of merchandise made by the Warehouse Manager or Purchasing Director in the warehouse or at sites in the District.

The Purchasing Director shall be responsible for completing investigations and documenting files on those investigations for substandard or unsatisfactory goods or services. Upon completion of an investigation where a determination has been made that the goods or services procured are substandard, the vendor will be notified and afforded the opportunity to take corrective action. Failing to do so will result in the vendor's debarment from doing business with the District for a determined or indeterminate length of time.

## **DAY LABOR PROJECTS**

**Definition:** For any one (1) construction project estimated to cost three hundred thousand dollars (\$300,000.00) or less, the Board may arrange for the work to be accomplished on a day labor basis using employees authorized by a Board which are defined as follows: a person who receives compensation from, and is under the supervision of, a Board which regularly deducts F.I.C.A. and withholding tax, and provides worker's compensation, all as prescribed by law. The Board may use subcontractors for portions of day labor projects.

**Project Requirements:** Day labor projects shall include contract documents (plans and specifications) and are subject to the same laws, rules and codes as for new construction as outlined in State requirements.

1. Construction documents exceeding construction values (\$50,000.00) stipulated in Chapters 471, 481 and 235 F.S., shall be prepared, signed and sealed by a registered architect or engineer.
2. Day labor projects shall be reviewed and approved for compliance with the UBC and a copy shall be retained as a permanent record in the Board's office. **A summary of the work to include all plans and estimated project costs shall be presented to the board for approval prior to project inception date.**
3. Day labor projects shall comply with the inspection criteria outlined in the State Requirements for Educational Facilities (SREF).

**Project Costs:** Estimated construction project costs shall include the total expenditures by the Board for supervision, labor, materials and supplies necessary to make a complete and usable facility or improvement.

1. Materials purchased shall be bid when their totals are estimated to be in excess of limits stipulated in Section 287.017 F.S. (\$25,000.00), as required by Section 230.23(10)(j) F.S., and a Board's authorized purchasing limit (\$8,000.00).
2. Exception: Project costs do NOT include architectural and engineering planning fees, administrative fees, furnishings and equipment.

**Licensing:** Subcontractors shall be state licensed as required by Chapter 489 F.S., or locally registered and shall carry required insurance including worker's compensation. A licensed subcontractor or Board employed supervisor may only supervise unlicensed employees in accordance with Section 489.113 F.S.

**Exception:** For renovation and remodeling projects estimated to cost over three hundred thousand dollars (\$300,000.00), when no bids are received after advertising the project in the manner prescribed by law, the work may then be performed on a day labor basis provided all of the other requirements for projects costing over two hundred thousand dollars (\$300,000.00) have been met.

**CHECKLIST FOR DAY LABOR PROJECTS**

The following checklist is to be used in submitting Day Labor Projects for submittal to the Leon County School Board. This checklist will ensure that all applicable information and backup material is available to the Board (Insert Yes or No, if No-explain). \_\_\_\_\_

**PRESUBMITTAL**

1. Has a set of plans and specifications been prepared, signed and sealed by a licensed architect or engineer if over \$50,000.00 and attached? \_\_\_\_\_
2. Has a cost analysis been prepared and attached? \_\_\_\_\_
3. Are supervision, labor, materials and supplies costs included in the analysis?  
\_\_\_\_\_
4. Will identified materials costing more than \$8,000.00 be bid in accordance with Florida Statutes and School Board Rules? \_\_\_\_\_
5. If the projected cost is greater than \$300,000.00, has the project been formally bid according to School Board Rules and no replies received? \_\_\_\_\_
6. Has the Project Coordinator and the Director of Facilities, Planning and Construction approved the project? \_\_\_\_\_
7. What is the planned Minority participation on this project? Please explain.  
(This item must be completed).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POSTSUBMITTAL**

8. Has a Bid number been assigned by the Director of Purchasing? \_\_\_\_\_
9. Has the School Board approved the proposal as a Day Labor Project? \_\_\_\_\_
10. Has Construction notified Purchasing that the project is complete? \_\_\_\_\_

Presubmittal portion of checklist to be completed at attached to Day Labor request.  
Postsubmittal portion to be completed by Purchasing and filed by Bid reference number.

## **Requesting and Use of District Owned Cellular Phones**

### **Use of Cellular Phones Policy 6.12**

#### **6.12 Use of Cellular Phones**

##### **1. Overview**

- a. This policy is to ensure a cost effective and efficient means of communication for and with school district employees in the course and scope of their duties and responsibilities. The School Board authorizes school district funds for the payment of cellular telephones for approved employees in accordance with this policy.
- b. Leon County Schools will purchase, contract and provide cellular telephones for employees to use for business-related purposes.
- c. The district shall provide a cell phone for business-related communication to those employees approved by the Superintendent or designee.
- d. Any personal calls must be identified on each monthly billing statement and reimbursement to the District must be made in accordance with this policy and related procedure.

##### **2. Eligibility**

- a. Employees are eligible for a cell phone based upon one or more of the following criteria:
  - i. More than 60% of the employee's work is conducted in the field.
  - ii. Employee is required to be on-call.
  - iii. Employee is a critical decision-maker.
  - iv. Employee's job duties otherwise require a cell phone.
- b. Employees are eligible for a smart phone if they are a critical decision-maker and are required to have email access while attending meetings, or after hours.
- c. Employees must sign acknowledgement that they have read Policy 6.12 and Procedure E-10.
- d. All requests for approval of a district employee cell phone shall be approved by the employee's supervisor and appropriate Assistant/Associate Superintendent.
- e. Cell phone eligibility must be determined annually.
- f. Leon County Schools reserves the right to terminate the cell phone under any of the following conditions:
  - i. Use of the cell phone in any manner contrary to local, state or federal laws constitutes misuse.
  - ii. The employee's job title, duties, or responsibilities change and they are no longer eligible for a cell phone in accordance with the provisions of this policy.
  - iii. Employee misconduct or misuse of the phone.
  - iv. If there is insufficient budget in the designated fund to meet the cost of providing cell phones.
  - v. If a Leon County Schools decision results in the need to end or change the cell phone contract, the district will pay the costs of any associated fees. If a personal decision by the employee or employee misconduct or misuse of the phone results in the need to end or change the cell phone contract, the employee will pay the costs of any associated fees.

##### **3. Responsibilities of the Employee**

- a. The employee commits that he/she will be available to receive district cell phone calls during work hours and at other times as requested by the Site Administrator or Superintendent.
  - b. The employee may use the phone for both business and personal purposes.
  - c. At the end of each monthly billing cycle the employee is responsible for identifying all personal calls and remitting appropriate payment in accordance with District policy and procedure.
4. The superintendent or designee is responsible for developing administrative procedures and guidelines to implement this policy.

## **Use of Cellular Telephone or Air Card Procedure E-10**

### **Purpose:**

To provide guidelines for the issuance and use of district cellular phones and air cards by district personnel.

### **Procedures:**

#### **1. Request for Participation**

- a. An employee is eligible for a cell phone if the supervisor requires the employee to be available by phone beyond normal business hours, and:
  - i. More than 60% of the employee's work is conducted in the field;
  - ii. The employee is required to be on call;
  - iii. The employee is a critical decision-maker; or
  - iv. The employee's job duties otherwise require a cell phone.
  
- b. Employees are eligible for a smart phone if they are a critical decision-maker and are required to have email access while attending meetings, or after hours.
  
- c. Employees are eligible for an air card if responsibilities of the job require them to have Internet access when they are not on LCS property.
  
- d. If an employee is eligible for a district cell phone or air card and before a request is submitted, they must review Policy 6.12, and Procedure E-10.
  
- e. The employee's supervisor must make a request for an air card or cell phone to the appropriate Assistant or Associate Superintendent. In an effort to reduce paperwork the request can be made via email on the District's Cell Phone Request Form. Requests may be made any time during the year. The request must include:
  - i. Employee's name;
  - ii. School or Department;
  - iii. Date of Request;
  - iv. Justification for participation;
  - v. Supervisor's name and signature approving the request;
  - vi. Proper budget coding ; and
  - vii. Employee's acknowledgement and signature of receipt and review of Policy 6.12, and Administrative Procedure E-10 (a statement of confirmation in the email).
  
- f. The Assistant/Associate Superintendent is responsible for:
  - i. Approving or denying the request for a district cell phone or air card based on the requirements in Policy 6.12;
  - ii. Keeping the signed Cell Phone Request Form on file;
  - iii. Notifying the Purchasing department that the employee has been

- approved for participation and provide a copy of the approved request;  
and
- iv. Annually evaluating all cell phones and air cards in their departments and determining if each employee is still eligible and still requires a phone or air card to fulfill their responsibilities.
- g. District cell phones and air cards that are approved shall be processed through the Purchasing Department so that they are on the district plan and with the authorized school board carrier. Schools and departments may not contract independently or with other carriers for phones to be paid from general funds.

## **2. Reimbursement for Personal Calls on Business Cell Phone**

- a. A detailed billing statement shall be sent to the director/administrator of each cost center for review directly from the vendor via email. Each director/administrator is responsible for:
  - i. Reviewing each cell phone statement to ensure that the number of minutes used is consistent with the employee's responsibilities;
  - ii. Distributing the cell phone statement via email to the employee responsible for the phone; along with the required reimbursement information.
  - iii. Collecting the cell phone statement; signed by the employee, and any related payment for personal calls. The Director/Administrator is responsible for receiving and tracking the cell phone billing of each employee in their department to ensure that either no personal calls were made or that payment for such calls has been submitted; and
  - iv. Submitting the cell phone billing statement, with payment when necessary, to the finance department for final processing and payment.
  
- b. Each employee who has a district authorized cell phone is responsible for:
  - i. Strictly adhering to the requirements in Policy 6.12 and Administrative Procedure E-10;
  - ii. Verifying authorized calls;
  - iii. Noting the purpose of any long distance calls;
  - iv. Identifying personal calls and providing payment for such personal calls at a rate of \$.05/minute. Personal calls are the responsibility of the user; and
  - v. Payment must be made to the employee's supervisor within 14 days of receipt of the detailed billing statement.

## **3. Reimbursement for Business Calls on Personal Cell Phone**

- a. Reimbursement for business calls made on a privately owned cell phone shall be at the actual cost of itemized minutes used. If the minutes and costs associated are not itemized on the phone bill, reimbursement for business calls shall be at 5 cents per minute, not to exceed the total cost of the cell phone bill.
- b. The employee must make a written or electronic request for reimbursement to their Director which must include:
  - i. Employee's name;

- ii. School or Department;
  - iii. Supervisor's name;
  - iv. Justification for phone calls; and
  - v. A copy of the bill(s) indentifying the number called/received, and total minutes.
- c. The Director is responsible for approving or denying the request for reimbursement and forwarding on to the appropriate Assistant or Associate Superintendent.
- d. The Assistant or Associate Superintendent is responsible for:
  - i. Approving or denying the request for reimbursement based on the requirements in Policy 6.12;
  - ii. Keeping the approval email on file;
  - iii. Notifying the Finance department that the employee has been approved by forwarding the approved email request; and

#### **4. Cell Phone Safety**

- a. Safe use of cell phones is of the utmost importance. Under no circumstances are employees allowed to place themselves or others at risk. Employees who are charged with traffic violations resulting from the use of a cell phone while operating a motor vehicle will be solely responsible for all liabilities that result from such action.
- b. Cell phones may not be used to defame, harass, intimidate or threaten any other person. Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner.

#### **5. Failure to adhere to guidelines**

- a. Failure to adhere to the district's cellular telephone guidelines as provided in Policy 6.12, and this procedure, may result in disciplinary action including but not limited to:
  - i. Reimbursement to the district of cellular telephone funds expended on the employee's behalf; and
  - ii. Revocation of an employee's issued cell phone.

## TERMS Financial System Overview of the procedure for entering a Purchase Order Requisition

The following will provide you with an overview of the procedure involved in entering a Purchase Order Requisition into the TERMS financial system. Included in the process is checking the Vendor's status and the availability of funds.

This should not serve as a substitute for receiving the required training in these TERMS screens through both T.&I.S. and the Purchasing Department. The aforementioned training can be scheduled by e-mailing Judy Knerr at [knerrj@leon.k12.fl.us](mailto:knerrj@leon.k12.fl.us) in the T.&I.S. department and Martharine Jones at [jonesm@leon.k12.fl.us](mailto:jonesm@leon.k12.fl.us) in the Purchasing Department.

### Requisitioning for a Purchase Order:

#### SCREEN 13 REQUEST FOR PURCHASE ORDER AND SCREEN 13A REQUEST FOR PURCHASE ORDER ITEMS

To initiate a request for purchase order (requisition) from the main TERMS screen as shown below select screen #13 by typing **13** and press the enter key.

```

TN3270 Plus - Session 1: Mainframe
Host Edit View Setup Internet Help
[Navigation icons] F F F F 1 2 3 4 5 6 7 8 9
DIST: 37 FY: 08 TERMS - FINANCIAL INFORMATION SERIES 09/06/2007 13:01:00

TYPE THE NUMBER OF THE FACILITY YOU WISH TO USE AND PRESS ENTER: 13

=====BUDGETING=====
01. PLAN RECORD INQ/UPDT
02. PLAN ACCOUNT UPDATE
03. BUDGET PLAN SCAN

=====VENDOR ACTIVITY=====
04. VENDOR MASTER SCAN
4A. VENDOR TIN SCAN
05. VENDOR INQUIRY/UPDAT
06. VENDOR INVOICE SCAN
07. INVOICE INQUIRY/UPDT
08. UTILITY INVOICE I/U
09. INVOICE BATCH TOTALS

=====CENTER ENC/EXP=====
10. BUDGET STATUS SUMMARY
11. BUDGET AMENDMENT
12. REQUEST/PURCH ORD SCN
13. REQUEST FOR PURCH ORD
14. PURCHASE ORDER INQ/UP

=====AUDIT TRAIL=====
15. JOURNAL SCAN - ACCT
16. JOURNAL SCAN - MISC

=====REVENUE=====
17. REVENUE LEDGER SCAN
18. REVENUE/RECEIPT I/U

=====GENERAL LEDGER=====
19. GENERAL LEDGER SCAN
20. JOURNAL ENTRY INQ/UP

=====MISCELLANEOUS=====
21. RECEIVING REPORT
22. WAREHOUSE REQ INQ/UP
23. BANK ACTIVITY INQ/UP
24. ACCOUNTING PERIODS

TRANSACTION DEFAULT DATE (MMDDCCYY): 09 06 20 07

-----ENCUMBRANCES-----
DB: 1520 ENCUMBRANCES
CR: 2720 RESERVE FOR ENCUMBR

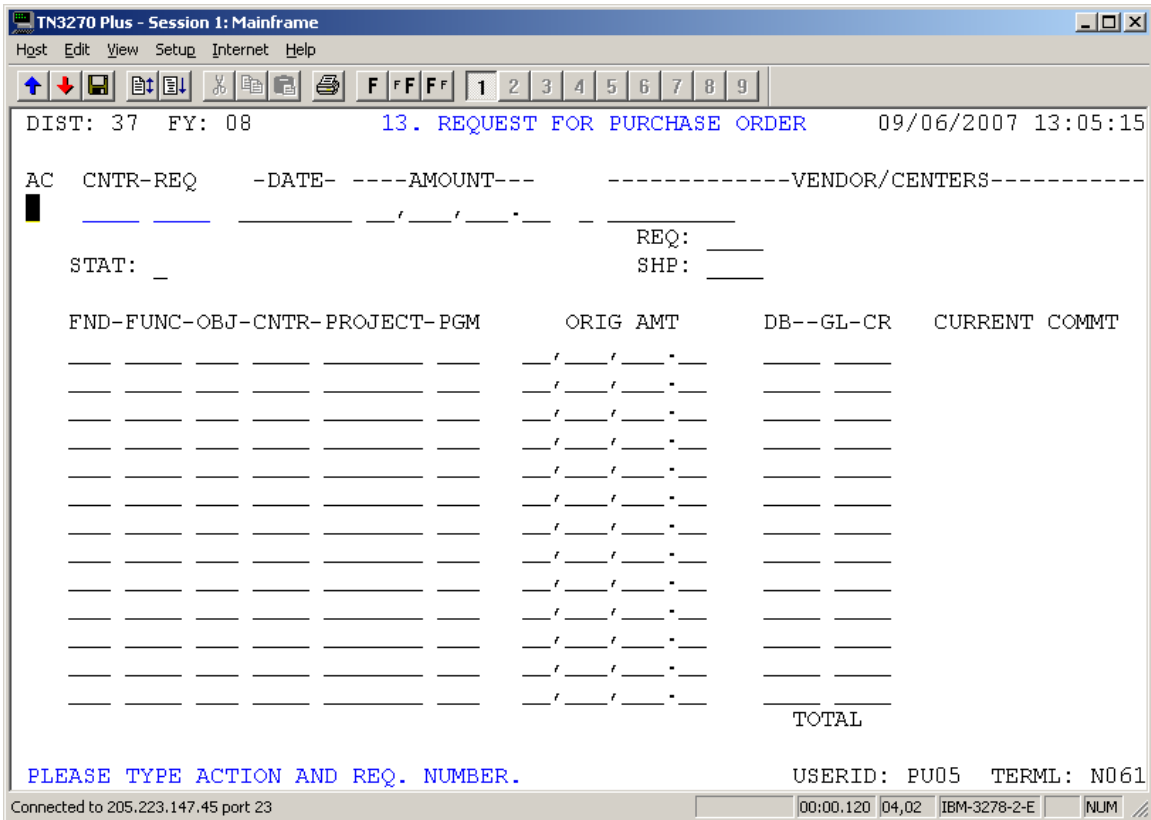
-----EXPENDITURES-----
1530 EXPENDITURES
1118 CASH REVOLVING ACCO

-----INVENTORY-----
1530 EXPENDITURES
1150 INVENTORY MAINTEN

TO RETURN TO TERMS MENU, PRESS CLEAR. USERID: PU05 TERML: N061
Connected to 205.223.147.45 port 23 00:00.100 03,72 IBM-3278-2-E NUM

```

You will then see Screen 13 as shown on the next page:



Your cursor should be located in the field “AC”. Follow the steps as outlined below:

- Type “a” for add – The cursor will automatically advance to the CNTR field
- Type in your Cost Center number – The cursor will automatically advance to the REQ field.
- Type in your Requisition number (This number is internally generated by individual site)

Hit “Enter”. The cursor will then be located in the DATE field. Follow the steps as outlined below:

- Type in today’s date using the format MMDDYYYY – The cursor will automatically advance to the AMOUNT field.
- Type in the amount of the purchase requisition using the format 0,000.00 – The cursor will automatically advance to the VENDOR field.
- Type in the vendor number. (If you’re unsure of this number you can look up the vendor number using screen #4 in TERMS. This process is detailed later). – The cursor will automatically advance to the STAT field.
- Hit the TAB key. The cursor will automatically advance to the REQ field.
- Type in your Cost Center number. The cursor will automatically advance to the SHP field.
- Type in the Cost Center number of the center that the product is to be shipped to. – The cursor will automatically advance to the FND field.
- At this point you may type in the entire coding strip in the order as listed in the fields: FND – FUNC – OBJ – CNTR – PROJECT – PGM – The cursor will automatically advance you through the fields as listed above and into the ORIG AMT field.
- Type in the amount of the purchase requisition using the format 0,000.00 and then hit ENTER.



- multiple items you would enter "1" in this field to delineate the first item and then hit Tab to advance to the DESCRIPTION field.
- In the DESCRIPTION field you will enter a description of the product/service to be purchased. If you need more than one line you can advance by using the Tab key however you should enter the quantity and price after the first line of the description.
  - In the QTY field enter the number that corresponds with the amount of items that you are purchasing. The TERMS system will automatically calculate the price based on the quantity that is entered. Hit the Tab key to advance to the PRICE field.
  - In the PRICE field enter the dollar amount that corresponds with the individual price of the item to be purchased.
  - Proceed with the above outlined process until all items have been entered.
  - NOTE: At the bottom of screen 13A TERMS prompts you to enter a shipping cost. If there is shipping involved the price should be entered. If there is no shipping cost then the verbiage and quantity should be removed completely from the requisition. This is accomplished by placing your cursor at the beginning of the line and using the SPACE BAR to remove the words and numbers.
  - Once the requisition description has been entered in it's entirety and checked for accuracy hit the ENTER key to post the description in screen 13A.
  -

**Vendor Status Verification:**

**SCREEN 04. VENDOR MASTER SCAN**

The Vendor Master Scan is a screen used to inquire on vendor names. The vendor names are listed alphabetically by the name in the TERMS files. Using this screen, you can inquire on the vendor name and receive the vendor number that was assigned to that vendor. The vendor number is used when identifying a vendor for requests, purchase orders or vendor information. To inquire on a vendor name, follow these instructions.

These instructions will start with the TERMS Financial Information Series screen shown on the next page.

```

TN3270 Plus - Session 1: Mainframe
Host Edit View Setup Internet Help
F F F F 1 2 3 4 5 6 7 8 9
DIST: 37 FY: 08 TERMS - FINANCIAL INFORMATION SERIES 09/06/2007 13:05:47

TYPE THE NUMBER OF THE FACILITY YOU WISH TO USE AND PRESS ENTER: █

=====BUDGETING=====
01. PLAN RECORD INQ/UPDT
02. PLAN ACCOUNT UPDATE
03. BUDGET PLAN SCAN

=====VENDOR ACTIVITY=====
04. VENDOR MASTER SCAN
4A. VENDOR TIN SCAN
05. VENDOR INQUIRY/UPDAT
06. VENDOR INVOICE SCAN
07. INVOICE INQUIRY/UPDT
08. UTILITY INVOICE I/U
09. INVOICE BATCH TOTALS

=====CENTER ENC/EXP=====
10. BUDGET STATUS SUMMARY
11. BUDGET AMENDMENT
12. REQUEST/PURCH ORD SCN
13. REQUEST FOR PURCH ORD
14. PURCHASE ORDER INQ/UP

=====AUDIT TRAIL=====
15. JOURNAL SCAN - ACCT
16. JOURNAL SCAN - MISC

=====REVENUE=====
17. REVENUE LEDGER SCAN
18. REVENUE/RECEIPT I/U

=====GENERAL LEDGER=====
19. GENERAL LEDGER SCAN
20. JOURNAL ENTRY INQ/UP

=====MISCELLANEOUS=====
21. RECEIVING REPORT
22. WAREHOUSE REQ INQ/UP
23. BANK ACTIVITY INQ/UP
24. ACCOUNTING PERIODS

TRANSACTION DEFAULT DATE (MMDDCCYY) : 09 06 20 07

-----ENCUMBRANCES-----
DB: 1520 ENCUMBRANCES
CR: 2720 RESERVE FOR ENCUMBR

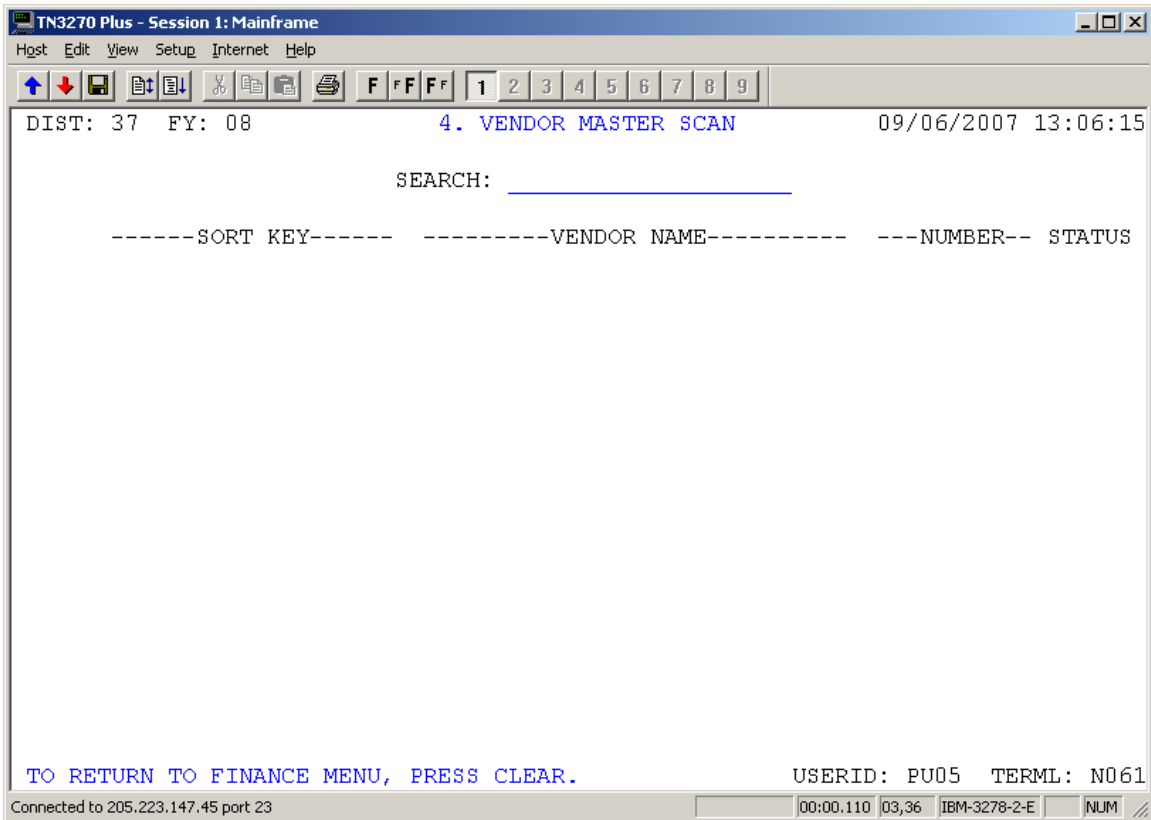
-----EXPENDITURES-----
1530 EXPENDITURES
1118 CASH REVOLVING ACCO

-----INVENTORY-----
1530 EXPENDITURES
1150 INVENTORY MAINTEN

TO RETURN TO TERMS MENU, PRESS CLEAR. USERID: PU05 TERML: N061
Connected to 205.223.147.45 port 23 00:00.070 03,72 IBM-3278-2-E NUM

```

**Step 1:** Select screen #4 by typing **04** and press the **ENTER** key. The vendor master scan screen should appear as shown on the next page.



When the screen appears, your cursor should be located in the field 'search'. Like all of the scan facilities, the user has the option to designate the selection criteria.

For example, the user may specify where in the Vendor Index, the scan should start. You may type in the entire name of the vendor name or the first few characters of the name.

In this example, we are looking for Apex Office Products.

**Step 2:** Type in **APEX** in the search field and press the **ENTER** key. A screen similar to the screen on the next page will appear.

```

TN3270 Plus - Session 1: Mainframe
Host Edit View Setup Internet Help
F F F F 1 2 3 4 5 6 7 8 9
DIST: 37 FY: 08 4. VENDOR MASTER SCAN 09/06/2007 13:06:40
SEARCH: APEX_____

-----SORT KEY-----      -----VENDOR NAME-----      ---NUMBER--- STATUS
APEX IMAGING LLC             APEX IMAGING LLC               V-000033373  INAC
APEX LEARNING, INC.         APEX LEARNING, INC.           V-000033145
APEX OFFICE PRODUCTS        APEX OFFICE PRODUCTS INC      V-000026849
APEX PEST MANAGEMENT        APEX PEST MANAGEMENT INC      V-000039104
APO HEALTH INC/UNIVE        APO HEALTH INC/UNIVERSAL MEDIC V-000033558
APOLLO SUPPLY & PLAS        APOLLO SUPPLY & PLASTICS      V-000000412  INAC
APPELBAUM TRAINING I        APPELBAUM TRAINING INSTITUTE   V-000030029
APPERSON PRINT MGMT         APPERSON PRINT MGMT SVCS.      V-000030890
APPLAUSE LEARNING RE        APPLAUSE LEARNING RESOURCES   V-000024359
APPLE COMPUTER, INC.        APPLE COMPUTER, INC.           V-000000413
APPLE COMPUTERS, INC        APPLE COMPUTERS, INC.          V-000016895  INAC
APPLE ED FINANCE/GCC        APPLE ED FINANCE/GCCPAC        V-000031159  INAC
APPLEJAM                    APPLEJAM                        V-000031640  INAC
APPLEWHITE, CYNTHIA        APPLEWHITE, CYNTHIA           P-000018586  INAC
APPLIED INDUSTRIAL T        APPLIED INDUSTRIAL TECHNOLOGIE V-100006562
APPLIED MECHANICAL E        APPLIED MECHANICAL EQUIPMENT   V-000026409
APPLIED PRACTICE, LT        APPLIED PRACTICE, LTD          V-000009635

PAGE FULL. ENTER TO CONTINUE                                USERID: PU05  TERML: N061
Connected to 205.223.147.45 port 23                          00:00.090 03,36 IBM-3278-2-E NUM

```

**Step 3:** If you wish to go to the Vendor Inquiry screen, you can **move the cursor down to the vendor you wish to view and press the ENTER key.**

The vendor inquiry screen should appear. See the example on the next page.

TN3270 Plus - Session 1: Mainframe

Host Edit View Setup Internet Help

↑ ↓ ↻ ↵ ⌂ F F F F 1 2 3 4 5 6 7 8 9

DIST: 37 FY: 08 5. VENDOR INQUIRY/UPDATE 09/06/2007 13:07:14

VENDOR - TYPE/NUMBER: V 000026849 TIN (SSN OR EIN): 59-2077388  
NAME: APEX OFFICE PRODUCTS INC  
SORT KEY: APEX OFFICE PRODUCTS

CONTACT - PERSON: AURELIO LLORENTE JR  
PHONE: 813 871 2010

CORRESPONDENCE - ADDRESS 1: 4778-A WOODLANE CIRCLE  
ADDRESS 2:  
CITY/ST/ZIP: TALLAHASSEE FL 323040000

PAYMENT - NAME (ALT):  
ADDRESS 1: 5209 N. HOWARD AVENUE  
ADDRESS 2:  
CITY/ST/ZIP: TAMPA FL 336031419

TERMS - DAYS 1: \_\_\_ PCT: \_\_\_ . \_\_\_ DAYS 2: \_\_\_ PCT: \_\_\_ . \_\_\_  
MBE: I STATUS: A  
MERCHANT CATG CODES: \_\_\_ \_\_\_ HOLD CHECK: \_\_\_ LAST: 07/26/2005

VENDOR RECORD DISPLAYED. PF4 TO RESUME USERID: PU05 TERML: N061

Connected to 205.223.147.45 port 23 00:00.040 03,31 IBM-3278-2-E NUM

**Step 4:** Once you are finished viewing this vendor record, you may inquire on another by typing in another vendor number and pressing enter.

OR

Resume the previous vendor scan screen by press the PF4 key.

OR

Exit the vendor inquiry by pressing the clear key, which returns you to the TERMS Financial Information Series menu.

OR

Press the PF12 key to return to the vendor scan screen to search for another vendor.

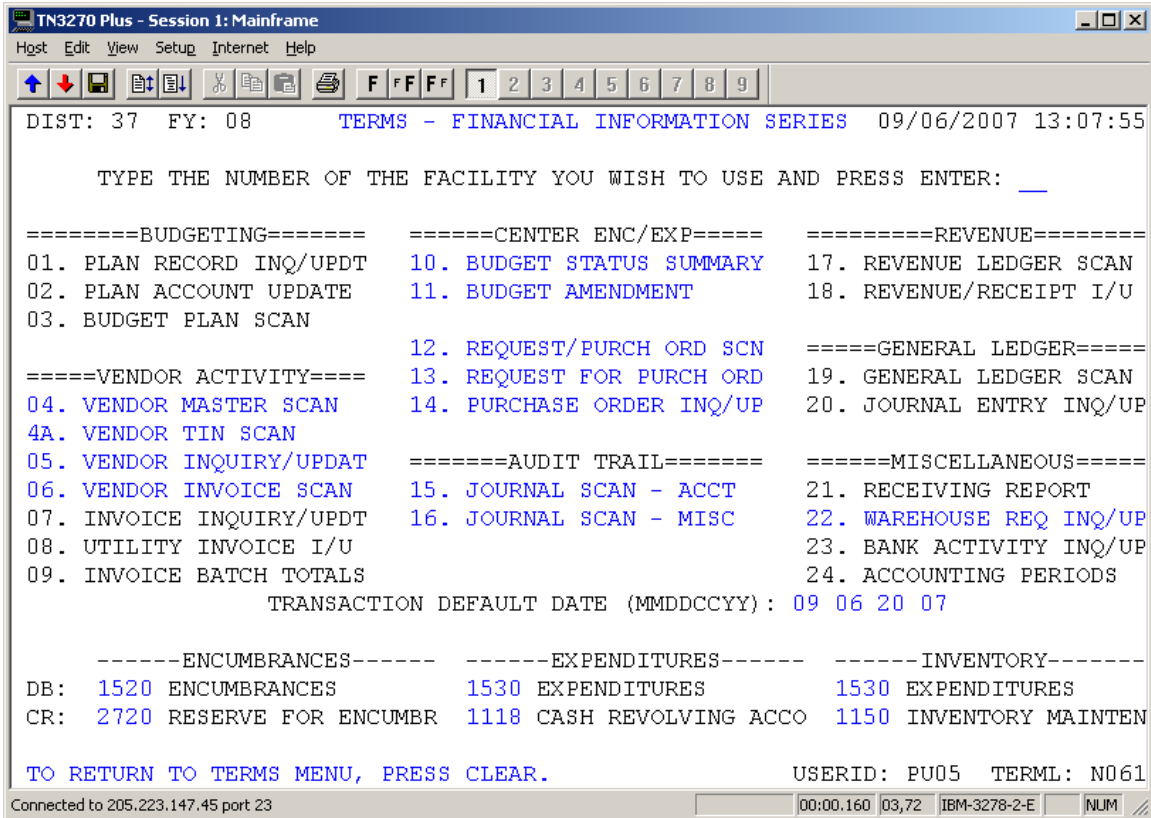
## Funds Availability Verification

### SCREEN 10. BUDGET STATUS SUMMARY

The Budget Status Summary screen is most frequently used when a summarized overview of the cost center's Budget and Expenditures is required.

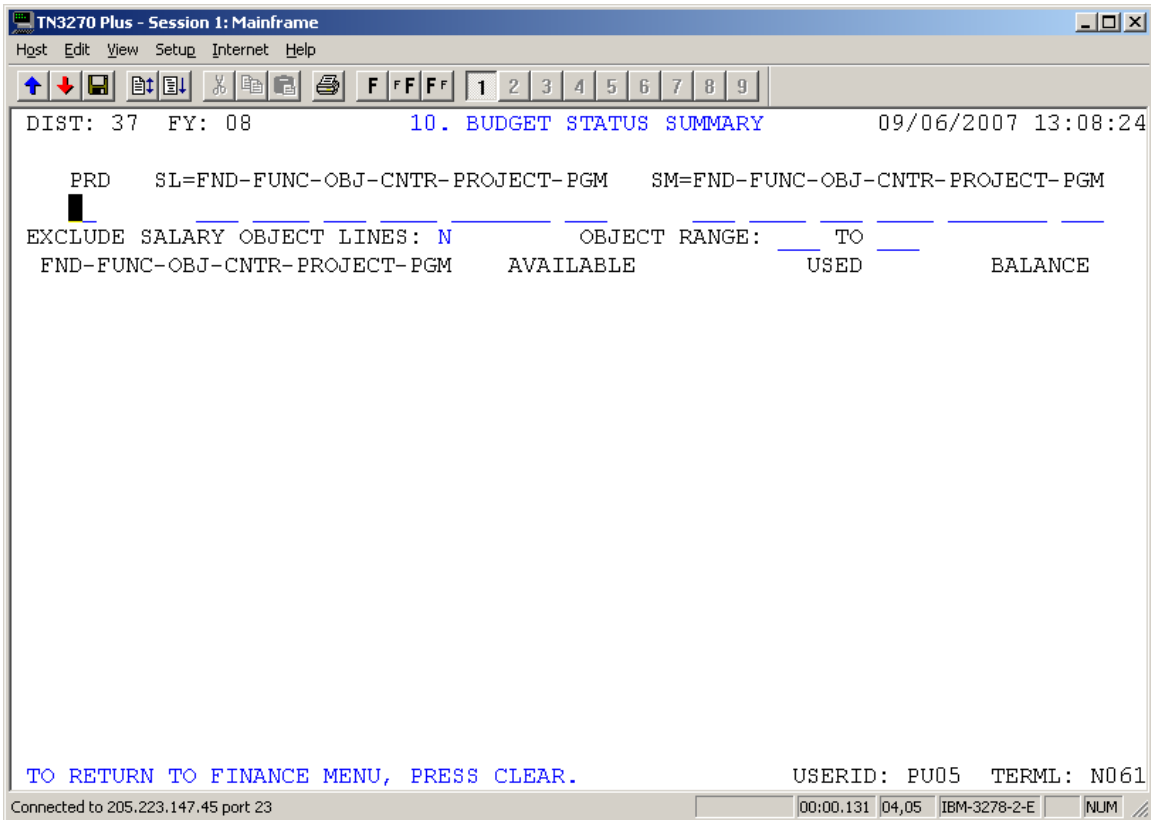
It lists expenditure accounts in account strip order, and for each account presents a summary of budget, commitments, encumbrances, expenditures and balance.

To inquire on the budget status summary screen, follow these instructions.  
 These instructions will start with the TERMS Financial Information Series screen shown below.



**Step 1:** From the *Terms Financial Information Series* menu, Select option #10 by typing **10** and pressing the **ENTER** key. The Budget Status Summary screen should appear.

See an example of this screen on the next page.



**Step 2:** Your cursor will be located in the field 'PRD'.

As in other scan facilities, in the budget status summary, the selection may be as general or specific as needed.

**SL = Selection: all fields require numeric characters.**

**SM = Summarize: all fields require only the letter 'X' and/or spaces.**

In this example, we are going to look for the following:

**In the field 'PRD', type 11.**

PRD = monthly period (EX: July is period 01) All of the remaining fields are explained in your manual labeled the *'Redbook'* that you receive from the Finance Department.

**In the field 'FND', type 110.**

**In the field 'FUNC', type a 7 in the first digit.**

This selection should give us balances of all accounts up through period eleven in fund 110 whose first digit of the function starts with a '7'. After typing in all of the requested data, press the **ENTER** key. A screen similar to the screen on the next page should appear.

DIST: 37 FY: 08 10. BUDGET STATUS SUMMARY 09/06/2007 13:09:44

PRD 03 SL=FND-FUNC-OBJ-CNTR-PROJECT-PGM 110 SM=FND-FUNC-OBJ-CNTR-PROJECT-PGM 9863

EXCLUDE SALARY OBJECT LINES: N OBJECT RANGE: 000 TO 999

FND-FUNC-OBJ-CNTR-PROJECT-PGM	AVAILABLE	USED	BALANCE
110-7900-370-9863-00000 -000	1,302.29	293.45	1,008.84
110-7900-642-9863-00000 -000	77.22	77.22	.00
110-7900-692-9863-00000 -000	5,481.95	.00	5,481.95
110-8200-100-9863-00000 -000	169,665.60	.00	169,665.60
110-8200-160-9863-00000 -000	.00	16,749.19	16,749.19-
110-8200-200-9863-00000 -000	41,541.48	.00	41,541.48
110-8200-210-9863-00000 -000	.00	1,649.79	1,649.79-
110-8200-220-9863-00000 -000	.00	1,038.44	1,038.44-
110-8200-221-9863-00000 -000	.00	242.87	242.87-
110-8200-232-9863-00000 -000	.00	.00	.00
110-8200-330-9863-00000 -000	554.56	.00	554.56
110-8200-331-9863-00000 -000	115.44	115.44	.00
110-8200-360-9863-00000 -000	.00	.00	.00
110-8200-390-9863-00000 -000	2,000.00	.00	2,000.00
* SUB	220,738.54	20,166.40	200,572.14

PAGE FULL. ENTER TO CONTINUE USERID: PU05 TERML: N061

Connected to 205.223.147.45 port 23 00:00.040 04,05 IBM-3278-2-E NUM

Depending on the size and type of your cost center, you may or may not be able to see all of the requested account strips.

If you receive the message 'ALL RECORDS DISPLAYED. NEXT?' this means that all of the selected accounts are displayed.

If you receive the message 'PAGE FULL. ENTER TO CONTINUE' this means that there are more accounts than would fit on the one page.

**Step 3:** In the example above, we do not see the TOTAL amounts for our selection. Press the **ENTER** key to continue.

A screen similar to the one shown on the next page should appear.

DIST: 37 FY: 08 10. BUDGET STATUS SUMMARY 09/06/2007 13:10:15

PRD SL=FND-FUNC-OBJ-CNTR-PROJECT-PGM SM=FND-FUNC-OBJ-CNTR-PROJECT-PGM  
 03 110 9863

EXCLUDE SALARY OBJECT LINES: N OBJECT RANGE: 000 TO 999

FND-FUNC-OBJ-CNTR-PROJECT-PGM	AVAILABLE	USED	BALANCE
110-8200-510-9863-00000 -000	6,700.00	4,435.45	2,264.55
110-8200-622-9863-00000 -000	50,000.00	.00	50,000.00
110-8200-641-9863-00000 -000	.00	.00	.00
110-8200-643-9863-00000 -000	2,481.95	.00	2,481.95
110-8200-730-9863-00000 -000	100.00	.00	100.00
TOTAL	280,020.49	24,601.85	255,418.64

ALL RECORDS DISPLAYED. NEXT? USERID: PU05 TERML: N061

Connected to 205.223.147.45 port 23 00:00.040 04,05 IBM-3278-2-E NUM

Now you should see the total line for our selection. In this example, we pressed the enter key twice to get to the total line. Depending on the selected fields, and your cost center budget, you may have to press the enter key numerous times to receive the total line.

If you wish to go straight to the total line, you may want to use the Summary Account Strip. See the next instructions on this feature.

### Summarizing

The budget status summary screen allows the user to summarize accounts in any fashion they desire.

**Step 4:** In this example, we are selecting the same accounts used in the previous example, but, would like to have a total for all of the 7000 functions in our cost center without having to page through the entries.

**Enter the following information in the SL (selection) account strip area on the screen:**

In the field 'PRD' type 11

In the field 'FND' type 110

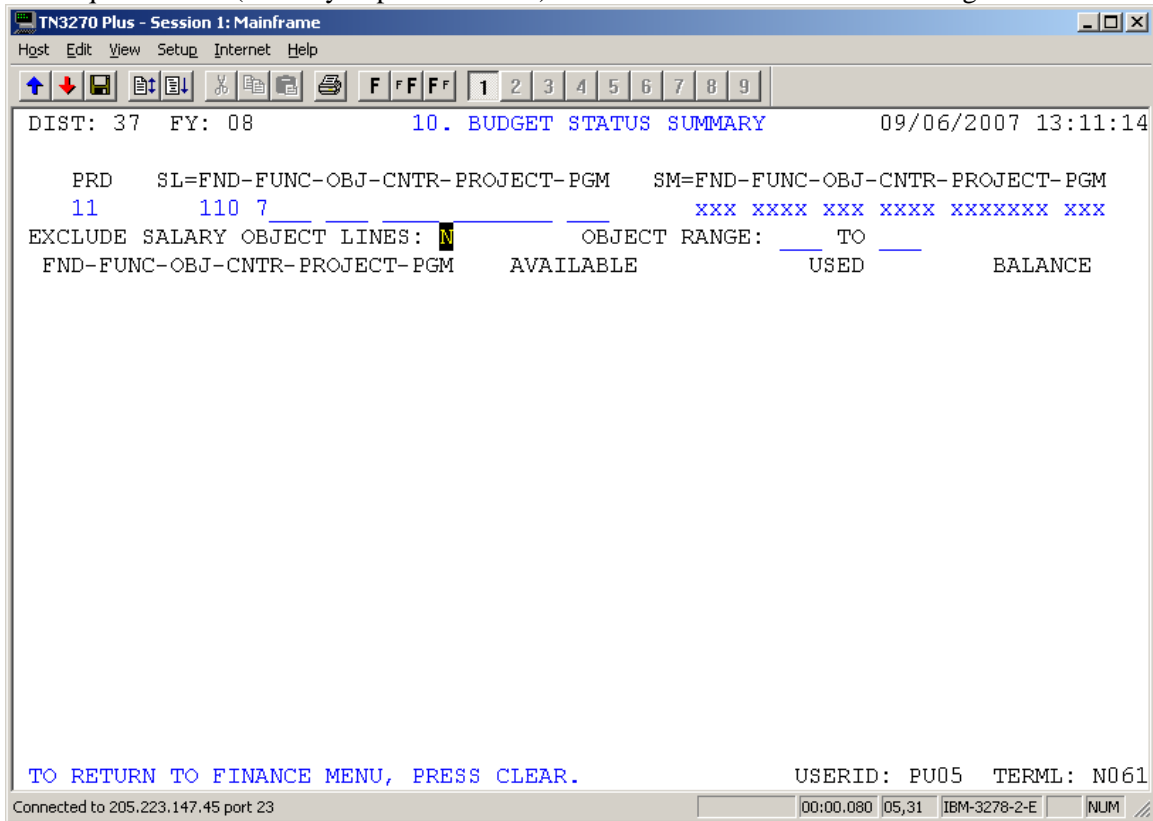
In the field 'FUNC' type in a 7 in the first digit.

**Enter the following information in the SM (summary) account strip area on the screen:**

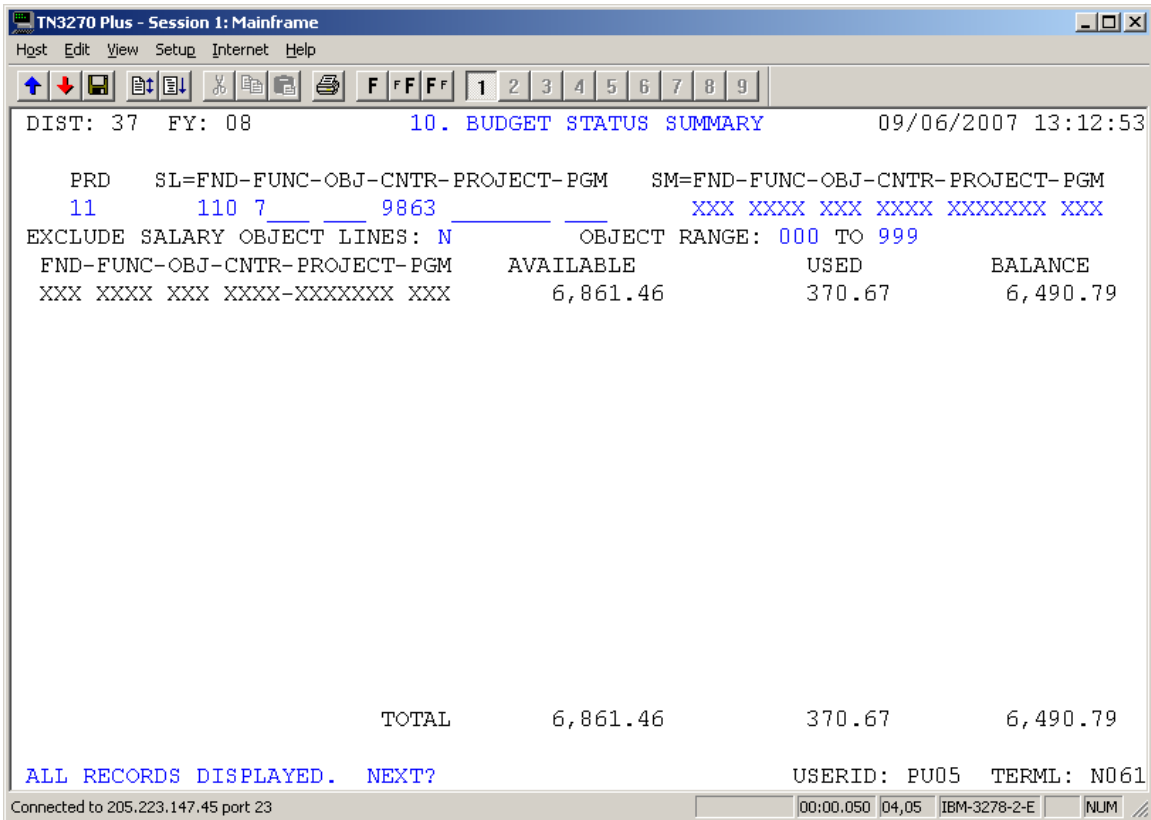
In the field 'FND' type the letter X in all spaces  
 In the field 'FUNC' place a space (hit the spacebar) in the first position and the letter X in the remaining positions  
 In the field 'OBJ' type the letter X in all spaces  
 In the field 'CNTR' type the letter X in all spaces  
 In the field 'PROJECT' type the letter X in all spaces  
 In the field 'PGM' type the letter X in all spaces

This selection should give us the summary of all accounts up through period 11 in fund 110 whose first digit of the function starts with a '7'.

The request screen (before you press ENTER) should look similar to the following:



**Step 5:** Press the **ENTER** key. A screen similar to the one on the following page should appear:



To Exit the Summary screen, press the **CLEAR** key.

### Displaying a requisition that has already been entered into TERMS

#### SCREEN 13. REQUEST FOR PURCHASE ORDERS

The following instructions are used for displaying a requisition that has already been entered.

To inquire on a requisition, follow these instructions. These instructions will start with the TERMS Financial Information Series screen shown on the next page.

```

TN3270 Plus - Session 1: Mainframe
Host Edit View Setup Internet Help
F F F F 1 2 3 4 5 6 7 8 9
DIST: 37 FY: 08 TERMS - FINANCIAL INFORMATION SERIES 09/06/2007 13:14:31

TYPE THE NUMBER OF THE FACILITY YOU WISH TO USE AND PRESS ENTER: █

=====BUDGETING=====
01. PLAN RECORD INQ/UPDT
02. PLAN ACCOUNT UPDATE
03. BUDGET PLAN SCAN

=====VENDOR ACTIVITY=====
04. VENDOR MASTER SCAN
4A. VENDOR TIN SCAN
05. VENDOR INQUIRY/UPDAT
06. VENDOR INVOICE SCAN
07. INVOICE INQUIRY/UPDT
08. UTILITY INVOICE I/U
09. INVOICE BATCH TOTALS

=====CENTER ENC/EXP=====
10. BUDGET STATUS SUMMARY
11. BUDGET AMENDMENT
12. REQUEST/PURCH ORD SCN
13. REQUEST FOR PURCH ORD
14. PURCHASE ORDER INQ/UP

=====AUDIT TRAIL=====
15. JOURNAL SCAN - ACCT
16. JOURNAL SCAN - MISC

=====REVENUE=====
17. REVENUE LEDGER SCAN
18. REVENUE/RECEIPT I/U

=====GENERAL LEDGER=====
19. GENERAL LEDGER SCAN
20. JOURNAL ENTRY INQ/UP

=====MISCELLANEOUS=====
21. RECEIVING REPORT
22. WAREHOUSE REQ INQ/UP
23. BANK ACTIVITY INQ/UP
24. ACCOUNTING PERIODS

TRANSACTION DEFAULT DATE (MMDDCCYY) : 09 06 20 07

-----ENCUMBRANCES-----
DB: 1520 ENCUMBRANCES
CR: 2720 RESERVE FOR ENCUMBR

-----EXPENDITURES-----
1530 EXPENDITURES
1118 CASH REVOLVING ACCO

-----INVENTORY-----
1530 EXPENDITURES
1150 INVENTORY MAINTEN

TO RETURN TO TERMS MENU, PRESS CLEAR. USERID: PU05 TERML: N061
Connected to 205.223.147.45 port 23 00:00.080 03,72 IBM-3278-2-E NUM

```

**Step 1:** From the *Terms Financial Information Series* menu, Select option #13 by typing **13** and pressing the **ENTER** key. The Request for Purchase Order screen should appear.

See an example of this screen on the next page.





## ALPHABETICAL GLOSSARY OF TERMS

**Annual Bid:** An annual bid is sought when an ongoing need for a specific product or service is established. Generally these contracts are entered into for a specified initial timeframe with an option to renew for additional terms if both parties agree to the renewal.

**Bid:** An offer by a vendor to provide an item at a specific price within an identified timeframe.

**Bid Specifications:** A detailed listing of the specific requirements to be met by the vendor responding to an ITB or RFP for materials, goods or services.

**Blanket Purchase Order:** An open ended contract which designates one supplier for items frequently needed by a particular school or department. The blanket purchase order must define the length (term), conditions, delivery instructions and total dollar value for purchases from a vendor. Blanket purchase orders may not exceed \$30,000.00 for any fiscal year and/or \$2,500.00 in monthly purchases.

**Competitive Bid:** Two or more valid responses to an Invitation to Bid or Request for Proposal.

**Emergency Purchase:** An emergency purchase is one brought about by a sudden unexpected event such as a civil disturbance, fires, floods, accidents, acts of God, severe heat/cold, power failure, equipment failure, etc., or circumstances or caused that are beyond the control of the Board. Failure to use reasonable diligence or foresight in anticipating requirements/deadlines is not a valid reason for using emergency purchases.

**Encumbrance:** The designation/withholding of funds in a budget coding strip to guarantee that sufficient funds are available to pay for the items/services.

**Informal Quote:** An informal quote is either a written or verbal quotation from a vendor. It does not require a public opening at a specific time or date. Informal oral quotes are required on all items anticipated to cost between \$8,000.00 and \$15,000.00. Three informal quotes should be sought and a written documentation of such quotes should be made. This documentation should include, but not be limited to, the vendor name, contact number, delivery information and the amount of the requested quote (either in unit prices or as a total dollar amount, whichever is most appropriate).

**Invitation to Bid (ITB):** An ITB is a formal bid process that is utilized for products/services known to be in excess of \$25,000.00 and where price is the key factor in the purchasing decision. The process involves identification of a need for products or services and the development of specifications detailing that need.

**Local Small Business Enterprise:** The LCSB has determined that funds generated in the community should, to the greatest extent possible, be placed back into the local economy. Therefore, the LCSB has determined that it is in the best interest of LCSB and the community to give a preference to Local Small Business Enterprises (LSBE) in making such purchases whenever the application of such a preference is reasonable in light of the dollar-value or other documented benefits of the proposals received in relation to such expenditures

**Originator:** The individual/department who determines a need for particular goods or services and who initiates the purchasing process by requisitioning for a purchase order.

**Purchase:** A purchase is an acquisition by any manner, whether by rent, lease, lease-purchase or outright payment from an identified source of required products or services. Within this definition, the following are NOT considered a purchase of goods or services:

- Transfer, sale or exchange of property within the school district
- Utilities services
- Public communications (telephone, telegraph, FAX, etc.)
- Transportation of persons or things.

**Purchase Order:** A document which is generated after submitting purchase information into the TERMS requisition screen 13. A purchase order is an official contract of agreement between the District and a supplier.

**Quotation:** A quotation is an informal process of gathering pricing information.

**Request for Proposal (RFP):** An RFP is a formal bid process that it is typically utilized for provision of products and services known to be in excess of \$25,000.00 involving detailed processes where factors other than price will be used to make the final purchasing decision. The RFP specifications would provide general and specific instructions, applicable laws and rules, a statement and/or narrative of the anticipated services of the contract, a work detail analysis and an evaluation criterion.

**Sealed Quote:** A sealed quote is a written quote obtained from a vendor and sent directly to the Purchasing Agent of record. A sealed quote is required on all items anticipated to cost between \$15,000.00 and \$25,000.00. A sealed quote need not be formally advertised.

**Sole Source:** A commodity or service for which an individual, group or group of individuals has the sole and exclusive right to manufacture and/or sell or provide a commodity or service that has been identified to be compatible or desirable for utilization with existing district equipment or operations.

**Split Purchase Order:** Submitting multiple purchase order requisitions to the same vendor or different vendors for the same category of items/purpose at approximately the same time and for the same project, with the purpose of avoiding the purchasing threshold limits.

**Term Bid:** An indefinite quantity contract in which a vendor is to furnish a specific item(s) during a prescribed period of time. The “term” could be for 3,6, 9 or 12 months or through a specified date. The contract is considered complete on the termination date.

**Tie Bid:** Two or more bids which are equal with respect to price, quality and service options. When a tie bid exists and all factors are equal, priority will be given to a local vendor when applicable.

**Valid/Responsive Bid:** A responsible offer which is in full or substantial compliance with the bid specifications.