

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

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

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

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

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

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

**INVOICING AND PAYMENT FROM PURCHASE ORDERS:**

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

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



**PROCUREMENT SERVICES DEPARTMENT MISSION**

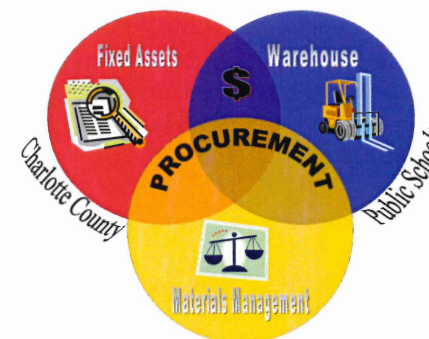
Procure quality equipment, supplies and services in a cost-effective, professional and ethical manner to support student success.

**PROCUREMENT SERVICES DEPARTMENT**

Phone: (941) 575-5400 x1411  
Fax: (941) 575-5466  
Website: [yourcharlotteschools.net](http://yourcharlotteschools.net)

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

# CHARLOTTE COUNTY PUBLIC SCHOOLS



## VENDOR INFORMATION

## VENDOR INFORMATION

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

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

## PROCUREMENT POLICIES

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

Dollar Limit	Procurement Method Used
\$2,500.00 - \$7,499.99	Originator obtains 3 written quotes
\$7,500.00 - \$49,999.99	Originator must obtain three written quotes and notify Procurement Services
\$50,000.00 and up	Procurement Services issues and manages a formal competitive solicitation
Purchases from <a href="#">CCPS Catalog</a> <a href="#">Discount Bid</a>	On this web site. May purchase up to \$7,500 total purchase. For higher amounts, contact Procurement Services

## THE JESSICA LUNSFORD ACT

The State of Florida Statutes 1012.465 and 102.467 known as The Jessica Lunsford Act was enacted in

September 2005. The law requires any vendor, individual, or entity under contract with a school or the school board, who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control school funds must meet level 2 fingerprinting/screening.

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

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

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

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

## VENDOR APPLICATIONS

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

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

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

## SURPLUS STORE AND ONLINE SALES

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

## RECORDS ACCESS

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

## DISTRICT MISSION

To promote character and competence in a positive learning culture that ensures success and inspires purpose for ALL.

## DISTRICT VISION: STUDENT SUCCESS