

Doing Business with the District



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Thank you for your interest in doing business with the Southwest Florida Water Management District (District). This flier contains general information on how we procure goods and services.

The Mission of the District and its Procurement Services Office

The District’s mission is to protect water resources, minimize flood risks, and ensure the public’s water needs are met. We do this through the management and protection of water resources in all or part of 16 counties.

In helping the District achieve its mission, the Procurement Services Office strives to procure goods and services in a fair and ethical way that encourages competition, is consistent with applicable laws, policies and procedures, and ensures taxpayers receive the most value for tax dollars spent.

Procurement Thresholds

Unless exempt under District policy, the following thresholds apply. Exemptions under policy include cooperative contracts, sole or single sources, and emergencies. (There are also exemptions authorized per statute.)

Threshold	Solicitation Requirement
\$10,000 or less	One or more quotes
Above \$10,000 up to \$100,000	\$10,000+ to \$25,000 – two or more competitive written quotes \$25,000+ to \$100,000 – three or more competitive written quotes
Greater than \$100,000	Formal competitive procurement requiring public advertisement and a sealed response

Some of the Goods and Services We Procure

- Auctioneering Services
- Auditing Services
- Auto Parts
- Banking Services
- Computer Software, Hardware Maintenance and Consulting Services
- Construction Services
- Debris Removal
- Drilling Services
- Engineering Services
- Environmental Assessments
- Fleet Vehicles
- Generator Maintenance
- Heavy Duty Equipment
- HVAC Maintenance and Repairs
- Insurance (Property/Casualty/Health/Life)
- Investment Services
- IT Consulting
- Janitorial Services
- Laboratory Supplies
- Legal Services
- Multi-Function Devices
- Restoration Services
- Security/Access Controls



Where to Find Solicitation Information

Visit WaterMatters.org/Procurement or DemandStar.com to view our solicitations. All formal solicitations are also advertised in the Tampa Bay Times, La Gaceta and the Florida Sentinel.

Solicitation Types

Request for Quotes (RFQ):

- Informal solicitation
- Clearly defined smaller purchases of goods or services up to \$100,000
- Response may be submitted via email

Request for Bid (RFB):

- Formal solicitation, also known as an “invitation to bid”
- Call to contractors to submit a bid on a project for a specific good or service
- Generally awarded to the lowest bidder

Solicitation Types (continued)

Request for Proposal (RFP):

- Formal solicitation that is evaluated based on multiple criteria by a committee
- May provide for negotiation of terms before award
- Price is not the primary evaluation factor

Request for Qualifications (RFQu):

- Formal solicitation for architectural, engineering, landscape architectural, surveying, mapping and construction management services in accordance with FL Statute 287.055

Note: Price is not a factor in selection of the most qualified firm.



Invitation to Negotiate (ITN):

- Formal solicitation that is a hybrid of the RFP and RFQu
- Allows for refining of general scope through negotiation process
- Factors other than price are considered

Payment and Invoice Information

Vendors must receive payment and authorization before starting work.

Authorization may be in the form of a purchase order, service contract, or purchasing card. The District issues payments through Manual Checks or Electronic Funds Transfer. To bill for goods or services rendered, email invoice with purchase order or contract number to Invoices@WaterMatters.org.



Steps to Begin Doing Business with the District

1. Request a Vendor Registration Form by emailing VendorRegistration@WaterMatters.org or by calling (352) 796-7211, ext. 4121.
2. Choose the correct Commodity Code for your specific product or service at WaterMatters.org/Business/Commodity_Codes.
3. Submit questions related to a solicitation in writing before the deadline for questions. Email is acceptable.
4. Check the website for addenda and other valuable information developed during solicitation process. DemandStar Plan holders will receive prompt notification of changes via email.
5. Prepare submittal and include all requested documentation and required official signatures. Also, include relevant references to proposed work. Recheck all unit prices and response requirements before submission.
6. Submit solicitation response on time to the Brooksville Office in a sealed envelope or package with external label stating bid number and service or goods being offered.

Note: Late bids will not be accepted. No exceptions.

E-Verify

Prior to receiving of a purchase order or contract from the District, your firm must be registered with the U.S. Department of Homeland Security's E-verify system as required by Florida Statute 488.095. To register, log on to www.dhs.gov/E-Verify.

Insurance

The District may require a certificate of insurance with the District listed as additional insured based on the nature of goods and/or services provided.

Tax Exempt Status

The District is exempt from Florida sales and use tax, pursuant to Section 212.08, Florida Statutes (F.S.), and from federal excise tax. Certificate of Exemption No. 85-8013700387C-6.

Freight and Payment Terms

Payment will be made in accordance with the Local Government Prompt Payment Act, Part VII of Chapter 218, F.S. All prices must include Freight on Board (F.O.B.) Destination unless otherwise agreed in writing by the District.

Contact Us

If you would like to do business with the District, contact the Procurement Services Office via email or phone.

Procurement@WaterMatters.org

(352) 796-7211, ext. 4154

For more information, visit

WaterMatters.org/Procurement.

Additional Resources

- View training events on the Meetings & Events Calendar at: *WaterMatters.org/Calendar*



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The Southwest Florida Water Management District (District) does not discriminate on the basis of disability. This nondiscrimination policy involves every aspect of the District's functions, including access to and participation in the District's programs, services and activities. Anyone requiring reasonable accommodation, or who would like information as to the existence and location of accessible services, activities, and facilities, as provided for in the Americans with Disabilities Act, should contact the Human Resources Office Chief, at 2379 Broad St., Brooksville, FL 34604-6899; telephone (352) 796-7211 or 1-800-423-1476 (FL only), ext. 4747; or email *ADACoordinator@WaterMatters.org*. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1-800-955-8771 (TDD) or 1-800-955-8770 (Voice). If requested, appropriate auxiliary aids and services will be provided at any public meeting, forum, or event of the District. In the event of a complaint, please follow the grievance procedure located at *WaterMatters.org/ADA*.