

The CF Purchasing Department Website

can be found at:

[www.cf.edu/departments/admin/
purchasing](http://www.cf.edu/departments/admin/purchasing)



Vendor Guide

Purchasing Staff

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Vendor Guide

College purchases are tax exempt:

Florida Sales Tax Exemption: No. 85-8012739697C. Effective
Dates: (April 30, 2010 - April 30, 2015)

Federal Excise Tax: 59-1213999

**Copies of Certificate of Exemption or Credit Information are
available online or upon request.**

Vendor Guide



-an equal opportunity college-

PURCHASING DEPARTMENT

The College of Central Florida invites vendors interested in conducting business with CF to register with the college.

PURCHASING DEPARTMENT MISSION STATEMENT

The primary responsibility of purchasing is to make the most economic and advantageous acquisitions of the best-quality goods and service in an ethical and efficient manner, to support the college in meeting its stated vision, mission and community-based goals and objectives.

**College of Central Florida
Purchasing Department
3001 S.W. College Road
Founders Hall, Room 101**

**352-854-2322, Ext. 1527
Fax: 352-291-4423
E-mail: halseyp@cf.edu**

Doing Business With The College of Central Florida

The College of Central Florida is a fully accredited, public, 2 plus 2, degree-granting institution serving Marion, Citrus and Levy counties. The Appleton Museum of Art is also a part of the college community. This guide has been created to give you a snapshot of how the college procures its goods and services.

Vendor Registration

The College of Central Florida Purchasing Department currently maintains an automated vendor mailing list. It categorizes each vendor by specific commodity codes designed to meet the college's needs and identifies commodities and services offered by the vendor. To have your firm included on the Purchasing Vendor Mailing List you can visit the purchasing Website and click on the form "Vendor Application." You can complete the form online with your firm's information and return by e-mail to the Purchasing Department for processing. Your completed application will remain active, for a period of three years. Applications may also be obtained by e-mailing purchasing at halseyp@cf.edu or contacting us at 352-854-2322, ext. 1527.

Where and How

All purchasing actions are handled through the CF Purchasing Department, 3001 S.W. College Road, Founders Hall, Room 101, Ocala, FL 34474-4415. Business hours are *8 a.m. to 4:30 p.m., Monday through Friday. Your visit is welcome; it gives us a chance to learn first-hand about your products or services. However, we encourage you to

schedule a meeting with the director or who can advise you of current or upcoming requirements.

*The college is closed Fridays during the summer.

Purchasing Procedures Manual

Purchasing is currently revising and updating its purchasing policies, procedures and forms.

CF Procurement Thresholds/Methods

Although competitive sealed bidding is the preferred method of procurement for government agencies, it has been determined that requirements of lesser values can be acquired effectively and efficiently utilizing small purchase procedures. The college's purchasing guidelines provide that procurement actions valued at less than \$20,000 may be made on the open market without formal bidding or negotiated procedures, and further provides for use of informal written or oral quotations.

Small Purchase Thresholds

Purchases from Zero to \$20,000.00 require one informal (oral) quote.

Purchases no smaller than \$20,000.01 to \$35,000.00 require two formal (written) quotes.

Visa Purchasing Card

The college has implemented the use of VISA purchasing cards to improve efficiency in high-volume areas and expedite payment for purchases for vendors who accept VISA credit cards.

Each purchasing cardholders name is embossed on the front of the card. Payments are processed immediately after using the card.

Formal Request for Quotation

Competitive, sealed, formal requests for quotations are issued by the Purchasing Department for requirements valued above \$35,000 but less than \$65,000. Three formal, written quotes are required and the award must be approved by the college president or authorized designee.

Formal Competitive Solicitations

Requirements valued greater than \$65,000.00 are obtained utilizing competitive, sealed Invitations to Bids, Requests for Proposal or Invitation to Negotiate. The award must be approved by the CF president, District Board of Trustees or an authorized designee. Current competitive solicitations, tabulations, and proposed awards are available online or can be obtained by contacting purchasing.

Exemptions from Competitive Bidding Procedures:

In accordance with CF and Board of Education Rule 6A-14, the following items are exempt from the competitive bidding procedures: (a) Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio visual materials, graphic and computer-based instructional software (b) Library books, reference books, periodicals and other library materials and supplies (c) Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives (d) Food (e) Services or commodities available only from a single or sole source (f) Professional services including, but not limited to, artistic, instructional, and health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants (g) Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan (h) Single source procurements for the purposes of economy or efficiency in standardization of materials or equipment (i) Items for resale.