

# **How to Do Business with the**



# **Orlando-Orange County Expressway Authority**

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## **How to Do Business with the Orlando-Orange County Expressway Authority**

Thank you for your interest in doing business with the Orlando-Orange County Expressway Authority (Authority). The Procurement Department provides centralized support for the entire Authority, which works to connect all Central Florida communities together with the help of a first-class transportation system.

The Authority processes nearly \$413 million (\$66 million in goods and services and \$347 million in construction projects) in orders and contracts annually. The Authority operates under a centralized purchasing division established by our Board through policy, and is staffed with professional Procurement personnel. To do business with the Authority, these are a few things you need to know.

### **WHAT WE BUY**

The Procurement Department is responsible for the acquisition of all equipment, materials, supplies and services required to fulfill the mission of the Orlando-Orange County Expressway Authority. Items procured range from office supplies to equipment, computers and vehicles. Services that we utilize, but not limited to, include janitorial services, landscape maintenance, printing, temporary staff services, and courier services. Construction projects vary from street repairs to construction of buildings.

### **HOW WE BUY**

Our objective is to purchase the required goods and services in a timely manner to meet Authority needs at a fair and reasonable price utilizing an open competitive bidding process.

### **POLICIES & PROCEDURES**

The Authority makes its purchases under the authority granted in the Authority's Procurement Policy. Competitive bidding is the primary method for obtaining solicitations. Competitive bids are not subject to negotiations. Awards are made to the lowest responsive and responsible bidders meeting Authority specifications. Remember, only the Procurement Department is authorized to commit the Authority for the purchase of goods and services. No payment will be made for any goods delivered or services provided without a purchase order number or contract.

### **METHODS OF PROCUREMENT**

Purchases are made utilizing techniques such as telephone quotations for items of small value (under \$10,000), or where time limitations, sole source or emergency conditions prevail. Written informal quotations are used for items of greater value (\$10,000 or more), but not exceeding \$25,000 where a competitive market exists. Written formal quotations are used for items of greater value (\$25,000 or more), but not exceeding \$50,000 where a competitive market exists. Formal bid procedures are used when the procurement is estimated to exceed \$50,000 for goods and services and \$50,000 for construction projects. Bids submitted to the Authority are public information;

therefore, you may access the Authority's website for bid results. This will allow you to see how you compared against your competitors.

The Authority has implemented a procurement card program to streamline our procurement process. In order to expedite payments to our suppliers, we are using the Bank of America Visa Purchasing Card. By making purchases under \$1,000 with the procurement card, we will be able to more effectively control our purchasing activities and achieve a significant cost savings over the current purchasing/payment system.

The Micro Contracts Program is an alternative procurement program the Authority often uses when it needs to obtain construction, maintenance, professional services, or other services that are expected to cost less than \$200,000.00 or electrical services expected to cost less than \$50,000.00.

To find out more about the Micro Contracts Program and to see if you qualify to participate click here <http://www.ocea.com/Corporate/administration/assets/MicroFAQ.pdf>

When procuring professional architectural, engineering, landscape architectural, or surveying and mapping services the Authority selects the consultant utilizing F.S. 287.055 also known as the "Consultants' Competitive Negotiation Act."

#### **SELECTING SOURCES OF SUPPLY**

Other than our Micro Contracts Program, the Authority establishes no preferential list of sources. We buy from both large and small suppliers. The orders are awarded on the basis of the best price meeting Authority requirements.

#### **VENDOR / CONTRACTOR / CONSULTANT TRAINING**

Training is held at various times throughout the year to assist interested parties with obtaining knowledge in participating in procurement activities with the Expressway Authority. A notice will be posted on our webpage and an email will be issued to all subscribers to our eProcurement email notification system.

#### **OOCEA PROCUREMENT HOME PAGE**

Our Procurement Home Page is dynamic and always being updated. Here you will find links to the following:

- Registration to the eProcurement Notification Email System
- Advertisements to Bids, RFP's and LOI's
- Bid Registration and Download
- Planholder List
- Bid Results
- Public Meeting Notices
- Staff Contact Information
- M/WBE and DBE Database links

- Auction Opportunities / Schedule
- Purchase Order General Terms
- W-9 Form
- Tax Exempt Form
- Public Records Request Procedures
- The Authority's Ethics Policy

To find out more about the Authority's Procurement Department click here

<http://www.expresswayauthority.com/Corporate/administration/Contracting/Default.aspx>

### **EPROCUREMENT NOTIFICATION EMAIL SYSTEM**

The Authority's eProcurement Notification E-mail System has been created as a courtesy to parties interested in being notified of Authority Procurement solicitations. The Authority will continue to utilize and abide by the Florida statutory solicitation notification requirements mandated therein through both print and digital solicitation advertisements. As an ancillary notification method utilized by the Authority, this e-Procurement Notification E-mail System is not intended to replace the statutory requirements utilized by the Authority but, to compliment and enhance the solicitation notification process. Parties interested in participating in Authority procurement solicitations are not required to utilize this e-Procurement Notification E-mail System.

### **ADVERTISEMENTS TO BIDS, RFP'S AND LOI'S**

In addition to advertising in local print media we also place our full advertisements on our webpage. To assist interested parties with finding out what bid items are contained on the large construction jobs without having to register and download the extensive bid package we also post a PDF of the original quantities. This PDF is not updated through the process and only shows the original quantities as the name implies.

### **BID REGISTRATION AND DOWNLOAD**

Interested parties may download solicitations directly from our website. We have set-up the registration to only allow you to register once you read the solicitation advertisement. This is to insure you only register and download what you truly want. If you have previously signed up for our e-Procurement Notification E-mail System, you may utilize your username and password to register for the bid once you read the solicitation advertisement.

### **PLANHOLDER LIST**

Our Planholder lists for current solicitations are dynamic and are automatically updated once an interested party registers. Additionally, to help assist interested parties who may be looking to partner with others, planholders have the opportunity to identify themselves as a prime, sub, or other and if applicable MBE, WBE or DBE. The list may also be downloaded in excel format

### **BID RESULTS**

Bid results get posted both in our main lobby and on our website. On our Bid Results webpage you will find the original advertisement, the bid tabulation or responses received, Notice of Intent to Award and the Notice of Award. After completion of the Procurement process the Bid results move from current bid results to archived bid results.

### **PUBLIC MEETING NOTICES**

Solicitations that involve evaluation committees have meetings in a public forum to discuss the solicitation and responses received. In addition to posting these meetings in our main lobby they are also posted on our website.

### **M/WBE AND DBE DATABASE LINKS**

To assist potential Bidders and Proposers in identifying M/WBE and DBE candidates that they may partner with we have created direct links to the applicable entities databases.

### **AUCTION OPPORTUNITIES / SCHEDULE**

From time to time the Authority identifies items as surplus. One of the ways the Authority disposes of its surplus property is through Auction. We encourage you to check our website and participate!