

## Bidding Process

The formal sealed bid or proposal process is used to purchase commodities and services with a value of \$65,000 or more. Solicitations are prepared that include terms, conditions, specifications, and instructions for bidding. All documents, whether attached or incorporated by reference, are part of the solicitation package. Vendors are encouraged to read all instructions carefully. Failure to properly complete all bid forms and comply with all instructions may result in disqualification of the bid. Bids that are not signed, late or missing required documentation will be automatically deemed non-responsive.

All questions and correspondence regarding active bids must be in writing and directed to [purchasing@palmbeachstate.edu](mailto:purchasing@palmbeachstate.edu). Phone calls or faxed questions cannot be accepted.

The College reserves the right to reject all bids or parts of bids when such rejection is in the best interest of the College. The right is reserved to award all bids on an item-by-item basis or aggregate basis, whichever is deemed in the best interest of the College. The College further reserves the right to reject all solicitations and not make an award, and may choose to cancel a solicitation or conduct a rebid. The College will not make an award to a person or firm that is currently debarred. These rights and restrictions apply to all purchases regardless of dollar value.

Current bid opportunities can be found online at [www.palmbeachstate.edu/purchasing](http://www.palmbeachstate.edu/purchasing).

## PROCUREMENT DEPARTMENT

A branch of Administration and Business Services, Procurement is comprised of four departments including Purchasing, Auxiliary Services, Central Receiving and Property Records. We are committed to serve the College community with the ethical and efficient procurement of goods and services at the best possible value through vendor relations, contract relations, requests for proposals and competitive bids, and product sourcing. Under the Procurement umbrella, additional responsibilities include the PCard program, processing of mail and freight, inventory of capital items, management and disposal of surplus property, dining, vending and hospitality services, the PantherCard program and the bookstore.



**PALM BEACH STATE**  
COLLEGE

Purchasing Department MS# 27  
4200 S Congress Avenue  
Lake Worth, FL 33461

Telephone: 561-868-3459  
Fax: 561-868-3460

[Purchasing@palmbeachstate.edu](mailto:Purchasing@palmbeachstate.edu)  
[www.palmbeachstate.edu/procurement](http://www.palmbeachstate.edu/procurement)



**Procurement**  
Department



**Doing business**  
with the College



The mission of Purchasing, in keeping with the mission of Palm Beach State College, is to act professionally and expeditiously in procuring goods and services in accordance with established rules, regulations and good business practice while exemplifying impeccable ethics.

Palm Beach State College has centralized purchasing at the Lake Worth campus which serves all four campuses including Belle Glade, Boca Raton, and Palm Beach Gardens plus a satellite location in the Count and Countess de Hoernle Historic Building in West Palm Beach. A fifth campus will be located in Loxahatchee.

## Staff

For a current list of all contacts within the department, visit the Procurement Department webpage at [www.palmbeachstate.edu/procurement](http://www.palmbeachstate.edu/procurement).

## Vendors

Any vendor desiring to conduct business with the College must submit a completed vendor application and W-9 packet available online at [www.palmbeachstate.edu/purchasing/](http://www.palmbeachstate.edu/purchasing/). M/WBE or Small Business vendors should include a copy of their certification.

Vendors are required to inform the Purchasing Department in writing with any changes in mailing address, remit address or other contact details. Mergers, acquisitions or consolidation of entities will require a new vendor application to be submitted.

## Minority Vendors & Contractors

The College encourages and supports supplier diversity for qualified minority or women-owned Business Enterprises (W/MBE) in the procurement of goods, services, and construction-related activities but does not certify W/MBEs. Please complete the vendor application form indicating W/MBE status.

## Sales Calls

Vendors are welcome to make sales calls but are advised to make an appointment with the Purchasing office prior to arrival. Direct contact with individual departments is not permitted unless prior arrangements have been made with the Purchasing office. Normal office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Summer office hours are Monday through Friday from 8:00 a.m. to 12:00 p.m.

## Financial Obligations

Only duly authorized employees are permitted to financially obligate the College. A valid Purchase Order or P-Card is required prior to receiving any goods or services.

## Gifts

College employees are prohibited from accepting vendor gifts or product samples.

## Forms

All vendor forms can be downloaded from [www.palmbeachstate.edu/purchasing/](http://www.palmbeachstate.edu/purchasing/). Forms include:

PURCHASE ORDER FOR COMMODITIES AND SERVICES TERMS AND CONDITIONS

TAX EXEMPTION CERTIFICATE FOR PALM BEACH STATE COLLEGE

W-9 FORM FOR PALM BEACH STATE COLLEGE

VENDOR APPLICATION PACKET

ACH PAYMENT AUTHORIZATION

## Invoicing

After items have been delivered or services have been performed, invoicing shall be made according to the Purchase Order for Commodities and Services Terms and Conditions and sent to:

Palm Beach State College  
Accounts Payable MS# 59  
4200 Congress Avenue  
Lake Worth, FL 33461

Fax: 561-868-3093  
Telephone: 561-868-3092

For prompt payment:

- Always include the purchase order number on all invoices.
- Provide clear description of goods or services (mirror the purchase order description)
- Include Federal Employer Identification Number (aka Tax I.D. number)
- Do not include Florida sales tax: PBSC's tax exemption number is 85-8016364267C-6