

Vendor Applications

In order to do business with the Citrus County School Board you are required to register and upload a W9 form and submit insurance (as needed) at: <https://www.myvendorlink.com/common/register.aspx>

Completion of this registration will allow you to receive notifications for bids, quotes, requests for information, etc. for the NIGP codes that you select.

*If you will be on any School Board Property you will be asked to submit insurance coverage.

[Insurance Requirements](#)
(Citrus County School Board shall be named as additional insured under [this coverage](#)):

Worker's Compensation Insurance (Coverage shall be in compliance with Chapter 440, Florida Statutes)

Comprehensive Auto Liability (Min. \$1,000,000 per occurrence. Combined Single Limit for bodily Injury Liability and Property Damage Liability)

Contingent Liability (if needed)

Environmental/Pollution

Vendor Applications (continued)

[Insurance Requirements \(continued\)](#)

Comprehensive General Liability (Bodily injury, personal injury, and property damage at \$1,000,000 per occurrence & \$2,000,000 general aggregate. Blanket Contractual to include comprehensive general liability, products and completed operations)

*Contractor and Subcontractors will be responsible for insurance on their tools and equipment.

If you need assistance during your registration process you may contact:

Teresa Gerlach, Buyer,
352-726-1931 x 2466

gerlacht@citrus.k12.fl.us

Method of Ordering (TAX EXEMPT)

Orders will be processed by valid PO or Purchasing Card.

Payments for Invoices: Vendor must submit detailed invoices with PO# to:

1007 West Main Street Inverness, FL. 34450

Payment will be made by CCSB after the items have been received, inspected, free of damage or defect and properly invoiced.

THANK YOU FOR YOUR INTEREST IN DOING
BUSINESS WITH THE CITRUS COUNTY SCHOOL BOARD

Citrus County School
Board



Sandra "Sam" Himmel

Superintendent of Schools

Vendor Information Brochure

1007 West Main Street
Inverness, FL. 34450
352-726-1931

www.citrus.k12.fl.us

Purchasing Department
352-726-1931 x 2466 or 2417
Fax 352-249-2124

[http://www.citrus.k12.fl.us/
departments/purchasing/
default.htm](http://www.citrus.k12.fl.us/departments/purchasing/default.htm)

Vendor Information

The purpose of this brochure is to explain the purchasing process by which the Citrus County School Board acquires the necessary products and services needed to efficiently operate the School District. It is the intent of the School Board to procure products and services at the lowest possible cost, 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.

Purchasing Guidelines

The purchase of products and services by the Citrus County School Board shall be authorized by and in accordance with Florida Statutes, State Board of Education Rules.

Dollar Limit	Purchasing Method Used
\$3,500.00 - \$9,999.99	Originator secures three verbal quotes.
\$10,000.00 - \$24,999.99	Purchasing will secure three written quotes.
\$25,000.00 - \$49,999.99	Requires a formal competitive RFQ process. Purchasing or Facilities Construction Departments handle all solicitations.
\$50,000.00 & Above	Requires a formal competitive ITB, ITN, or RFP. Purchasing or Facilities Construction Departments handle all solicitations.

Facilities & Construction projects are handled by Facilities & Construction at 352-726-1931 x 2478

Jessica Lunsford Act

<http://www.flsenate.gov> (PDF description)

You should first determine whether you or any of your employees or agents will:

1. Be at a school when students are present.
2. Have direct contact with students.
3. Have access to or control of school funds.

If you have no personnel who meet any of the three criteria, the law does not apply to you and you do not need to take action. However, if you or other personnel from your business meet any of the three criteria above, you will need to ensure that those personnel complete a Level 2 background screening. The required Level 2 fingerprinting will be conducted through the Warehouse at the Citrus County School Board located at 1007 West Main Street Bldg. 200, Inverness, Florida. Please contact (352) 726-1931 x 2483 for more information or to establish an appointment. There will be a cost of \$74.00 for each employee processed. Payment is handled on-line @ https://cogentid.3m.com/flperlpub/registration_fdoe.pl with a credit card. All costs related to the screenings are the responsibility of the supplier and failure to comply with the screening requirements of this law will result in a denial of access to school campuses and facilities.

Revised 2-1-18

Jessica Lunsford Act cont.

To address any questions concerning the requirements of the Jessica Lunsford Act, we have placed the Florida Department of Education guidelines, along with our School Board Attorney's interpretation (in question and answer format) on our district website.

<http://www.citrus.k12.fl.us>

Convictions may result in disqualification after being reviewed by our School Board staff. If access to school sites is denied after review, the individual who is denied may appeal to the Citrus County School District Purchasing Manager at (352) 726-1931 x 2417. Once fingerprinted, screened, and cleared you will be notified by phone that your photo ID is available for pick up or by mail. 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 us by phone as soon as possible and then follow up in writing. The written notification may be faxed to the Purchasing Department at (352) 249-2124.

Bullying Policy <http://www.citrus.k12.fl.us/policy/chapters/chapter5/Policy%205321.pdf>