

Doing Business with the
Escambia County
School District



“Making a Positive Difference”

The Escambia County School Board, through the Purchasing Department, welcomes all vendors who desire to do business with the school system. It is our policy to treat all sales persons and companies fairly. This is done through open competition, ensuring that contracts go to vendors who comply with specifications, terms and conditions and who also have the capacity to deliver the product or service at the best price.

The Escambia County School Board places orders through purchase orders and by the use of procurement cards (Regions Bank-VISA).

Ethical Practices

The Purchasing Department subscribes to the following ethical standards:

1. To consider first the interest of the Board and District in all transactions and to carry out and believe in its established policies.
2. To obey the letter and spirit of the laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.
3. To represent the Board and District in an exemplary manner, by diligently following the lawful instructions of the Board, using reasonable care and only the authority granted. Avoid the intent and appearance of unethical or compromising practices in relationships, actions and communications.
4. To buy without prejudice, seeking to obtain the maximum ultimate value for each dollar of expenditure. Minority and/or service disabled veteran small business enterprises will be encouraged to participate.
5. To handle information that may be considered confidential or proprietary to the Board, District and/or its suppliers, with due care and proper consideration of ethical and legal ramifications and government regulations.
6. To refrain from soliciting or accepting gifts and gratuities from present or potential suppliers, which might influence, or appear to influence purchasing decisions. Subscribe to and work for honesty and truth in buying and selling, and to denounce all forms and manifestations of commercial bribery.
7. To cooperate with all organizations and individuals engaged in activities designed to enhance the development and standing of purchasing.
8. To refrain from any private business or professional activity that may present a conflict of interest in carrying out the purchasing duties assigned by the Board and District.
9. To avoid the direct or indirect purchase or recommendation to purchase goods or services from any business organization which they or their immediate family have a material interest.

Bids & Requests for Proposals

Florida Administrative Code requires that any combination of materials, equipment, supplies and/or services valued in excess of \$50,000 be purchased via a formal written Invitation to Bid (ITB), Request for Proposal (RFP), Invitation to Negotiate (ITN), or an existing Competitively Bid Contract.

ITB's, ITNs and RFP's are distributed via our website and various Bid Distribution Services, and also are posted in the Purchasing Department's offices at 75 N. Pace Blvd., Pensacola, Florida. Bid Tabulations are available via our website and are also posted in our offices. Purchase orders, contracts, ITB's, ITNs and RFP's (once awarded) are a matter of public record.

Quotes

The process of quoting for products or services is established by policy and internal procedures.

1. All purchases less than \$10,000 are subject to the Purchasing Agent's discretion.
2. School Board policies require that any combination of materials, equipment, supplies, and/or services valued in excess of \$10,000 be quoted (in writing) by at least three or more sources when available.

No purchases expending budgeted funds are to be provided without the benefit of a purchase order, issued and signed by the Purchasing Department or the use of a District Purchasing Card. Verbal orders should not be accepted unless a purchase order number or Purchasing Card number is referenced. Once a purchase order is issued, changes can be made by the issuance of a purchase order change notice. All supplier invoices must reference the ECSD purchase order number.

Payments

Payments are made through the Accounts Payable Department located at 75 North Pace Blvd., Pensacola, FL 32505. Invoices should be sent with purchase order numbers noted. Checks are printed and payments made on a weekly basis.

Escambia County School Board is tax exempt from all federal excise and state sales tax.

Tax Exemption # 85-8013416509C-6

Federal Employer Identification # 59-6000597

Fingerprinting/Background Check

District vendors must comply with all requirements of Section 1012.465, Florida Statutes (also known as the Jessica Lunsford Act), by certifying that employees who will be on the school grounds when students are present, may have direct contact with students or have access to or control school funds have completed the background screening required by the referenced statutes and meet the standards established by the statutes. This certification will be provided by the District's Human Resources Office in advance of the vendor providing any services while students are present.

The vendor will bear the cost of acquiring the background screening required and any fee imposed by the Florida Dept. of Law Enforcement to maintain the fingerprints provided with respect to vendor and its employees.

Construction

Construction projects are handled through the District's Facilities Department located at the J.E. Hall Center, 30 East Texar Drive, Pensacola, FL 32503. For information about construction bids, contact the Facilities Department by calling (850) 469-5660.

CONTACT INFORMATION

Escambia County School District

Purchasing Department

75 North Pace Boulevard

Pensacola, FL 32505-7965

(850) 469-6202

http://ecsd-fl.schoolloop.com/purchasing_home

Office Hours: 7:30 AM to 5:00 PM CST Monday through Friday

Purchasing Personnel

John Dombroskie, CPPB, FCCM, MS

Purchasing Director

jdombroskie@ecsdfl.us

(850) 469-6202

Auditing Services; Consultants; Contracted Custodial Services; Financial Advisors; Health Clinic; Insurance; P-Card Program; Real Estate Services; and Student Health Agreements

Allison Watson, CPPO, CPPB, Senior Purchasing Agent

awatson@ecsdfl.us

(850) 469-6210

Diplomas; Facilities/Construction; Food Services; and Printing/Mailing Services

Travis Thrash, MBA, CPPB, Senior Purchasing Agent

tthrash@ecsdfl.us

(850) 469-6207

Fingerprinting; Fraud Hotline Contract; Skyward Support for Purchasing Functions; Software Renewals/Purchases; IT Contracts; and Virtual School; P-card Program

Stacey Marshall, Purchasing Agent

smarshall@ecsdfl.us

(850) 469-6208

Art Equipment, Band Instruments & Uniforms; Charter Bus Services; Classroom Supplies; Clothing; Furniture for Cafeteria, Classroom & Office; Fuel; Music and Music Room Equipment; Paper & Supplies; Science Classroom Equipment/Supplies; Stage Equipment; Transportation/ Vehicles (all types); Books, Publications & Subscriptions

David Romero, Purchasing Agent

dromero@ecsdfl.us

(850) 469-6203

E-rate; Auctions; Audio Visual Equipment/Supplies; Beverage Vending (non-Food Service); Charter Schools; Computer Equipment; Data Supplies; P-Card Program; Security Personnel & Systems, Teen Parent Day Cares; Temporary Employees; and Telecommunications

Lisa Yeung, Purchasing Agent

lyeung@ecsdfl.us

(850) 469-6204

Advertising; Agricultural Equipment; Aviation Instructional Services & Equipment; Firing Range Equipment; Gym Furniture; Building & Grounds Maintenance; Custodial Services & Supplies; Drug Testing; Fire Alarm Systems/Equipment; First Aid Supplies/Equipment; Home Economics Equipment; HVAC Equipment & Supplies; Lumber & Hardware; Office/Postal Machines/Equipment; Plumbing & Fixtures/Supplies; Sports Furniture, Equipment & Supplies; and Waste Disposal/Recycling Services

Barbara Maresca, Administrative Aide

bmaresca@ecsdfl.us

(850) 469-6259

P-Card Program

Cold sales calls made by vendors are discouraged. Please make an appointment with the appropriate Purchasing Agent.