

Doing Business with  
the School District of  
Escambia County



*“Making a Positive Difference”*

The Escambia County School Board, through the Procurement 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. To that end, the Procurement Department encourages open competition, thereby 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 Procurement 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 procurement function and remain alert to the legal ramifications of procurement 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 procurement 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 Procurement.
8. To refrain from any private business or professional activity that may present a conflict of interest in carrying out the procurement duties assigned by the Board and District.
9. To avoid the direct or indirect purchase or recommendation to procure 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 \$50,000.00 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, ITN's, and RFP's are distributed via our website and various Bid Distribution Services. Physical copies of active solicitations are also posted in the Procurement Department's offices at 75 North Pace Blvd., Pensacola, Florida 32505. Bid Tabulations are available via our website and are also posted in our offices. Purchase orders, contracts, ITB's, ITN's, and RFP's (once awarded) are a matter of public record.

### **Quotes**

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

1. All purchases less than \$10,000.00 are subject to the Procurement Specialist's discretion.
2. School Board policies require that any combination of materials, equipment, supplies, and/or services valued in excess of \$10,000.00 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 Procurement Department, or the use of a District Procurement Card. Verbal orders should not be accepted unless a purchase order number or Procurement 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 District property when students may be 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 on District property.

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  
Procurement Department  
75 North Pace Boulevard  
Pensacola, FL 32505-7965  
(850) 469-6202

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

## **PROCUREMENT WEBSITE:**

<https://www.escambiaschools.org/Page/1048>

Last Modified on January 31, 2025.