

# WHAT WE DO

## *Mission*

Procurement is committed to maintaining the public trust by achieving the highest level of professionalism, ethics, integrity and customer service, and procuring the highest quality commodities / services at the lowest cost in a manner that is fair, efficient and provides equal opportunities to our diverse vendor community in accordance with established regulations.

## *Vision*

To seek best value in procuring commodities and services for our customers.

## *NPI Achievement of Excellence in Procurement® Award, 2011, 2010, 2008, 2007, 2006*

Annual award given by the National Purchasing Institute to organizations who demonstrate excellence in professionalism, innovation, productivity, e-procurement and leadership attributes.

## *NIGP Outstanding Agency Accreditation Achievement Award, 2010, 2007, 2004*

The accreditation presented by the National Institute of Governmental Purchasing recognizes agencies that lead the public procurement profession. Accreditation certification is valid for three years at which time the agency will be required to re-accredit.

## *NIGP Pareto Award 2009*

An international award presented by the National Institute of Governmental Purchasing. This is the highest form of recognition bestowed upon a public procurement agency to recognize those that symbolize efficiency and resourcefulness through streamlined procurement operations and outstanding achievements in public procurement.



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Business & Support Services—Procurement  
601 E. Kennedy Blvd., 18th Floor  
Tampa, FL 33602  
(813) 272-5790  
(813) 272-6290 Fax  
[www.hillsboroughcounty.org/procurementservices](http://www.hillsboroughcounty.org/procurementservices)



BUSINESS & SUPPORT  
SERVICES—PROCUREMENT

NIGP Pareto Award Recipient 2009

# Business Opportunities



# HOW IT'S DONE

HILLSBOROUGH COUNTY  
DEPARTMENT OF PROCUREMENT SERVICES  
REQUESTS FOR BIDS AND/OR PROPOSALS  
Hillsborough County will receive sealed bids and/or proposals for the following, until the stated date and time when they will be publicly opened.  
DECEMBER 22, 2009 – 2:00 P.M.  
RFP-C-0048-0-2010/DV EAST COUNTY (PLANT CITY) COURTHOUSE CM AT-RISK  
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Information on these and other Requests for Bids, along with Bid/Proposal results may be accessed at [www.hillsboroughcounty.org/procurementservices](http://www.hillsboroughcounty.org/procurementservices).  
Minority and women owned firms will be afforded a full opportunity to participate in these matters and will not be subject to discrimination on the basis of race, sex, color or national origin.  
Questions regarding the above projects may be directed to Department of Procurement Services, 601 E. Kennedy Blvd., 18th FL., County Center, Tampa Florida, 33602, (813) 272-5790, during regular business hours.  
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## NOTIFICATION OF BID OPPORTUNITIES

To receive notifications of Hillsborough County Board of County Commissioners' bidding opportunities, you MUST register with [Onvia DemandStar](#).

Register with [Onvia DemandStar](#) at [www.demandstar.com/register.rsp](http://www.demandstar.com/register.rsp) or by calling 1-800-711-1712. There is no cost for this bid notification service if you register solely for Hillsborough County BOCC.

## FORMAL PROCUREMENTS

### NOTICE OF BIDS

The Notice of Bids provides a current list of procurements. This list includes commodities, services and construction projects. To view the Notice of Bids, visit our Web site at: [www.hillsboroughcounty.org/procurementservices/nob](http://www.hillsboroughcounty.org/procurementservices/nob)

## PRE-BID/PROPOSAL CONFERENCES

A Pre-Bid/Proposal Conference may be held with interested vendors to discuss requirements of the bid or proposal. Interested bidders are encouraged to attend.

## BID OPENING

The deadline for submitting formal bids or proposals is normally 2 p.m. Shortly thereafter on the same day, all bids will be opened and read aloud. Anyone is welcome to attend the bid opening.

## INFORMAL PROCUREMENTS

**Departmental Purchase Orders: Not to exceed \$10,000:** The Departmental Purchase Order (DPO) is established to provide Hillsborough County department/agency directors and other designated individuals with the authority and responsibility to make small purchases necessary for the day-to-day operation of their organizations.

**Quotations: Not to exceed \$25,000:** An Invitation to Quote (ITQ) is a solicitation for a commodity or service where multiple competitive quotations are obtained. ITQ's can be found on our Notice of Bids and are normally due by 5 p.m. on the closing date.

## PURCHASING CARD PROGRAM

**Purchasing Card Program: Not to exceed \$10,000 per transaction:** The Hillsborough County Purchasing Card Program is designed to improve efficiency in processing low dollar purchases from any vendor that accepts a VISA credit card.

