

**PROCUREMENT SERVICES
STAFF**

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Marion County Purchasing
2511SE 3rd Street
Ocala, FL 34471

Vendors Guide

How to do Business
with Marion County



Carney



Marion County
Courthouse



Veteran's



Anthony Fire

About Marion County

Marion County is the 5th largest county in the State of Florida encompassing 1,652 square miles or 1.03 million acres with a current population of 315,074. Although mostly rural, there are five incorporated cities within the County; Belleview, Dunnellon, McIntosh, Reddick, and Ocala which is the largest. Recognized as an All-America City/Community and ranked by Money Magazine as the fifth best place to live in 1996, Marion County is best known for its crystal clear springs, unspoiled natural beauty, mild climate and horses. Employment is primarily industrial, medical and service related. It is centrally located with easy access to I-75, US 27, US 441, SR 40 and SR 200.

THE BOARD OF COUNTY COMMISSIONERS

The Commission meets on the first and third Tuesday of each month at 9:00 a.m. in the Commission Auditorium, 601 SE 25th Avenue, Ocala. During these public meetings, Commissioners hear and vote on a variety of issues. Whether enacting Ordinances and Resolutions or approving budgets and expenditures, this Board has the responsibility to provide for the safety and welfare of all Marion County residents.

Marion County's population has increased 40% within the last 10 years. This unprecedented growth has challenged us to find innovative and resourceful funding options for the increasing demand on services. Building public/private partnerships is one option which has proven to be our most successful.



PROCUREMENT SERVICES MISSION STATEMENT

The mission of the Marion County Procurement Services Department is to provide cost savings to our County citizens while ensuring integrity, quality and efficiency as we facilitate a pro-active, competitive procurement process. Our teamwork is based on friendly cooperation with our departments and effective creative solutions with service oriented goals.



DOING BUSINESS WITH MARION COUNTY

Marion County welcomes the opportunity to do business with interested merchants in the community. The County's Procurement Services Department is interested in fostering participation by all qualified business persons offering commodities and services that may be used by the County. The Procurement Services Department has the responsibility to make the most economical acquisition of quality materials and services that will assure efficient operation of County Government.

To that end, it is essential that interested business persons become familiar with the [County's purchasing policies and procedures](#). Specific questions and concerns not addressed here should be directed to the Procurement Services Director.

The Marion County Procurement Services Department has contracted with DemandStar, Inc. for the maintenance of an automated vendor list. This list categorizes each vendor by commodity codes for the specific goods or services offered by the vendor. Businesses who have subscribed to the vendor list are notified by fax or e-mail whenever a formal sealed bid has been issued for the commodity or service offered by the vendor. To have your firm placed on the vendor list, contact www.demandstar.com or 1-800-711-1712 for details on the subscription. The application asks for general information about your firm and lists the commodities and services the firm wishes to sell to the County

Marion County encourages vendors to stop by or call and make an appointment to discuss any questions you may have as to how to do business with the County.

PURCHASING PROCEDURES

Although competitive sealed bidding is the procedure universally preferred in governmental procurement, consideration of the time and cost involved dictates that a less formal procedure be used for small purchases. The Procurement Code provides that procurements not exceeding \$25,000.00 may be made in the open market without formal bid, and further provides that these procurements, when practicable, shall utilize competitive oral or written requests for quotes.

COMPETITIVE SEALED BIDS

The Marion County Procurement Code provides that no procurement of goods or services in excess of \$25,000.00 shall be made without competitive sealed bids, except as stated in Marion County's Ordinance No. 03-21.

PROCUREMENT CARD

The Marion County procurement card program is designed to improve efficiency in processing low dollar purchases from any vendor that accepts a credit card. This program will allow the cardholder to purchase approved commodities and services directly from vendors. Each procurement card is issued to a named individual and Marion County is clearly shown on the card as the governmental buyer of goods and services.



Marion County Purchasing