

A GUIDE TO DOING BUSINESS WITH THE  
STATE OF FLORIDA, DEPARTMENT OF HEALTH



Mission: Promote, protect and improve the health  
of all people in Florida.

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John Armstrong M.D. FACS, FCCP  
State Surgeon General

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# Doing Business with the Department of Health

The Department of Health has created this guide to doing business with the Department. We sincerely hope that you will find it informative and beneficial to the success of doing business with the State of Florida. Thank you for your interest in the Department of Health's contracting opportunities.

## Section I: Where to begin?

As an established business, it is important to identify those program areas which may be in need of the services and/or products that you provide. The Department of Health's programs and initiatives are located on [www.doh.state.fl.us](http://www.doh.state.fl.us)

Other state agencies may be accessed by going to [www.myflorida.com](http://www.myflorida.com). Once there, surfers can click on the "Find an Agency" tab at the top of the screen to obtain a menu of agencies accessible from this website. Information regarding agency programs, office locations and contacts are readily available by selecting an agency for review.

The [Department of Management Services](#) issues and manages state term contracts for commodities & services, of different types. Use of [State Term Contracts](#) is mandatory for state agencies, in accordance with s. [287.056](#) Florida Statutes. Exceptions to mandatory usage are set forth in Rule 60A-1.044, [Florida Administrative Code](#). Other eligible users of State Term Contracts include those local government entities identified in Rule 60A-1.005, FAC.

## Section II: Registrations and Certifications

There are several required or recommended registrations that a company must comply with to do business with the State of Florida. They include, but are not limited to:

[MyFloridaMarketPlace](#): The State of Florida implemented this on-line procurement system called "MyFloridaMarketPlace". State agencies are required to purchase commodities and services from **only** those vendors registered in this system. With this in mind, the first step is registering with the [MyFloridaMarketPlace Vendor Registration System](#)

Before attempting to register with MyFloridaMarketPlace on-line, take a few moments to pursue the commodity code catalog to locate at least one DMS Class and Group number on the SPURSVIEW system (See Section IV for instructions). In order to establish your organization in the registration system, at least one DMS Class and Group number will be required. **Note: You are encouraged to register for more than one class and group that may pertain to the services/products you can provide.**

Make sure you have the following information at hand to assist you in your registration efforts.

- **If you were previously registered** with the State of Florida as a vendor (in the State Purchasing System called SPURS), you will need to know your state-issued sequence number and PIN to complete the registration process. If you do not have your sequence number and PIN, or if you do not remember your Username and Password, please send an e-mail to [VendorHelp@myfloridamarketplace.com](mailto:VendorHelp@myfloridamarketplace.com) or call **866-FLA-EPRO (866-352-3776)** to request this information.
- Company name and e-mail address
- Business Designation – Corporation, Limited Liability Company, Sole Proprietorship, Professional Association, etc.
- Tax ID type and number – Federal Employer Identification Number (FEID) or Social Security Number (SSN)
- Tax filing information – Including the business name on your 1099 tax form (if applicable). Note: Vendors are also required to file a W-9 with the Department of Financial Services. See this link: <http://www.myfloridacfo.com/aadir/SubstituteFormW9.htm>
- Location information:
  - ❖ A business name for each company location (if different from company name)
  - ❖ A complete address for each location (including details for sending purchase orders, payments, and bills to each location)
  - ❖ A contact person for each of your locations
- DMS Class and Group Numbers that describe the products and/or services your company provides. Lists of commodity and contractual service categories can be found at the following web site: [http://www.myflorida.com/apps/spurs/SPURS.commodity\\_search.criteria](http://www.myflorida.com/apps/spurs/SPURS.commodity_search.criteria). Failure to provide at least one DMS Class and Group Number **will result in your company not receiving request for online bids or quotes.**
- Your Certified Minority Business Enterprises (CMBE) information, if applicable.

If you need assistance with the registration process, please contact the Vendor Help Desk at **1-866-352-3776** or by e-mailing [VendorHelp@myfloridamarketplace.com](mailto:VendorHelp@myfloridamarketplace.com).

**PLEASE READ THE INFORMATION CAREFULLY.** Part of the Vendor Registration activity includes a section on terms and conditions in which a vendor accepts an agreement to pay a 1% transaction fee on all agency purchases. This fee **does not apply** to contracts exempted by Rule 60A-1.032 (See <http://www.flrules.org/>). During registration vendors will be asked if they want to participate in E-Quote or Sourcing. Selecting one or both of these options will automatically “register” the vendor to receive email notifications for potential quote or bid opportunities. Vendors will receive emails advising of an E-Quote event within MyFlorida Marketplace or a Competitive Solicitation has been advertised on the Vendor Bid System. Vendors may also monitor the Vendor Bid System with the following link: [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu)

Department of Financial Services: (not a required registration)

Direct Deposit is a method of receiving payments. There can be only one financial institution's account information on file for one federal tax identification number (SSN or FEIN). Payments cannot be sent to two or more financial institutions. To find out more about Direct Deposits, go to the [Department of Financial Services](http://www.dfs.state.fl.us) website.

The State of Florida's Purchasing Card Program allows vendors to accept payments via the Purchasing Card. If merchants currently accept VISA credit cards, they are equipped to accept the purchasing card. Some benefits of accepting the purchasing card include, but are not limited to:

- Expediting the payment process;
- Reduction of paperwork;
- Lowering the risk of non-payment

For more information about the Purchasing Card Program, go to the [Department of Financial Services](#).

#### Department of State:

Organizations are required to register with the Florida Department of State. Examples include:

- Corporations (For Profit and Non-Profit) Note: Out-of-state corporations transacting business in the State of Florida must also register with the Secretary of State.]
- Limited Liability Companies
- Limited Partnerships
- Organizations operating under a fictitious name [Exception: Companies which contain the name of the individual (sole proprietor) in the fictitious name.]

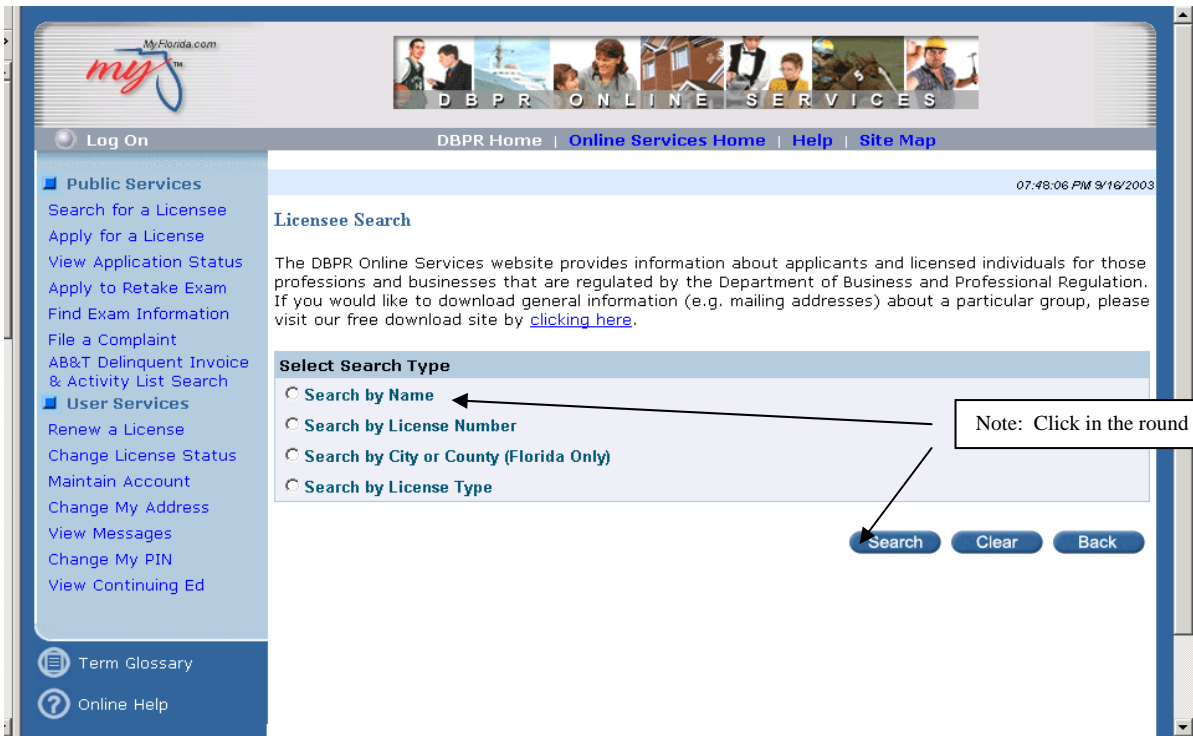
To verify registration information with the Department of State, go to [www.sunbiz.org](http://www.sunbiz.org) and select the "Search Our Records" link. A search can be initiated based on the organization type to verify that an active registration exists or company name, company FEID, owner name, fictitious name, etc. If a search does not reveal any data for your organization, try to use other search options available to rule out system failures.

Other valuable information for starting a business can also be obtained at the [www.sunbiz.org](http://www.sunbiz.org) address.

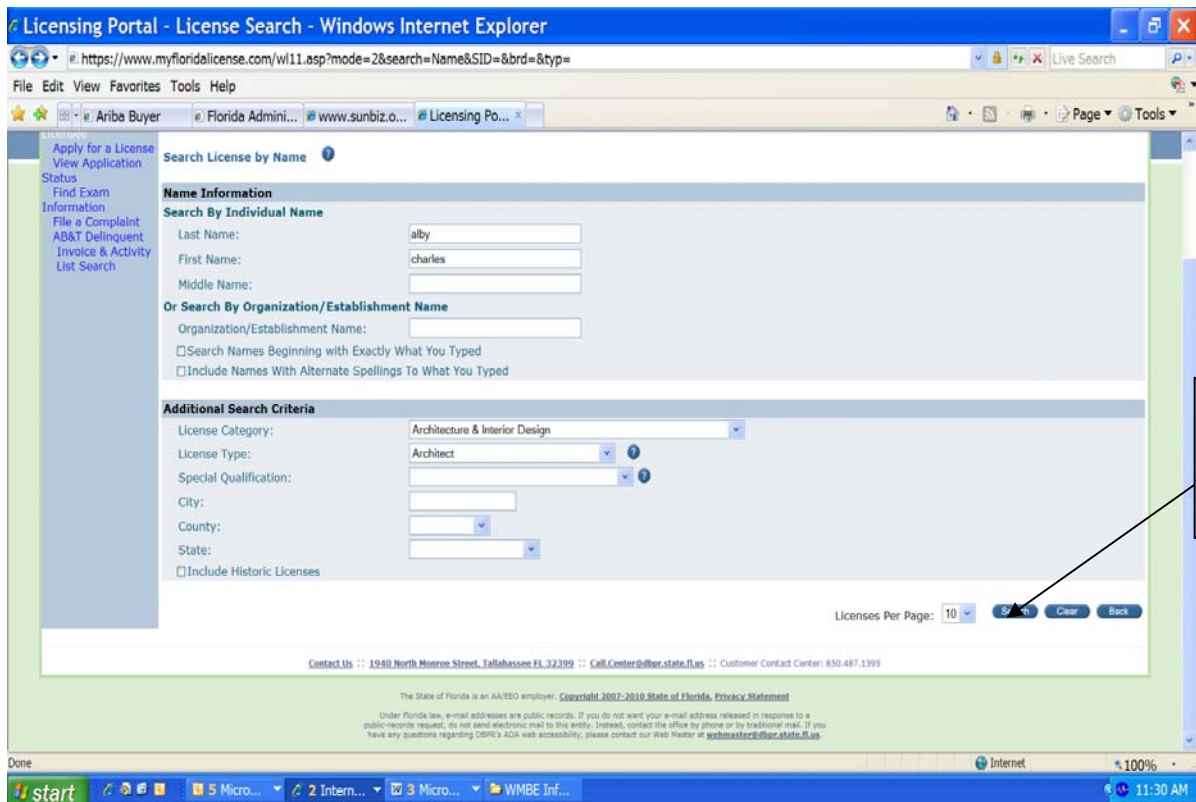
#### Department of Business & Professional Regulation:

If you are interested in utilizing the services of an individual or organization that must be licensed by the [Florida Department of Business and Professional Regulation](#), confirmation of the current license status may be important. To obtain access to this information, the following steps should be followed:

- Go the Department of Business & Professional Regulations website (<http://www.myflorida.com/dbpr/>)
- Click on "Verify A License"



Note: Other search options can be utilized.



Based on completion of some of the “Name Information” and “Additional Search Criteria” above, a search was initiated. This search returned the following information:

The screenshot shows the Florida Department of Business Professional Regulation (DBPR) Online Services website. The page title is "Licensing Portal - License Search - Windows Internet Explorer". The URL is "https://www.myfloridalicense.com/wl11.asp?mode=2&search=Name&SID=&brd=&typ=".

The page content includes a navigation menu on the left with options like "Log On", "Search for a License", "Apply for a License", "View Application Status", "Find Exam Information", "File a Complaint", "AB&T Delinquent Invoice & Activity", and "List Search".

The main content area displays search results for a license search. The data is current as of 04/19/2011 11:27 AM. The search results table is as follows:

License Type	Name	Name Type	License Number/Rank	Status/Expires
Architect	ALBY, CHARLES L	Primary	AR0009737 Architect	Current, Active 02/28/2013

Below the table, there is a "Main Address" field: "2052 TED HINES DRIVE TALLAHASSEE, FL 32308".

At the bottom of the page, there is a "Contact Us" section with the address "1940 North Monroe Street, Tallahassee FL 32399" and the phone number "850.487.1395".

A callout box on the right side of the page points to the "New Search" button with the text: "Click here to initiate a new search."

## Office of Supplier Diversity

All vendors participating in State of Florida procurement opportunities will find useful information available from the Office of Supplier Diversity. Information provided can be used to identify business development resources.

## Small & Minority Business State Certification

This certification is not required to do business with the State of Florida. But, if your organization meets the definition for a small and minority business as described in [Section 288.703, Florida Statutes](#), application for certification by the Office of Supplier Diversity may be desired. To obtain information regarding the certification process, go to:

[http://dms.myflorida.com/other\\_programs/office\\_of\\_supplier\\_diversity\\_osd/mbe\\_certification](http://dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/mbe_certification)

Note: Vendors registering in the MyFloridaMarketPlace (MFMP) System may initiate the certification process at the time of registering. Documentation required to complete the application process must be submitted to the Office of Supplier Diversity within the timelines established in MFMP for the application process to be completed.

A frequently asked question regarding certification:

***If my organization meets the definition of a minority business enterprise, but does not meet the employee limitations, financial limitations, or the in-state requirements of Section 288.703, Florida Statutes, is there any way to obtain a minority business designation by the State of Florida?***

Yes, when registering as a vendor with the Department of Management Services, an organization may identify its business category. An organization should select the designation which best represents its makeup. If a vendor registers as a minority vendor, the vendor code designating its business type will provide State agencies with the information needed to identify the company as a minority business enterprise. [Note: Organizations receiving \$100,000 or more in business from State agencies over the course of a State Fiscal Year (July 1 – June 30) are subject to audit by the Office of Supplier Diversity to verify that the registration information provided adequately represented the organization.] Vendors that obtain certification from the Office of Supplier Diversity will have their business designation appearing in the Vendor Registration System changed by the Office of Supplier Diversity to reflect the certification.

### **SECTION III: Insurance**

The Department of Health may require insurance of different types, as follows. Specific coverage amounts are established on a project-by-project basis.

- General Liability (per occurrence/annual aggregate)
- Comprehensive Automobile Insurance (combined single limit basis)
- Workers' Compensation Insurance (statutory limits must be met)

In addition to the insurance identified above, the Department may require the submission of bonds for the following:

- Performance Bonds
- Payment Bonds

### **SECTION IV: Resources**

#### 90 Day Spending Plans

Projected expenditures that may not exceed \$35,000, are identified by the quarterly [90 Day Spending Plans](#) located on the Office of Supplier Diversity Website. Below is a screen shot of the web page that will appear, this is a list of all agency 90 Day Spending Plans.



State Agency 90-day Spending Plans / Office of Supplier Diversity Resources / Vendor Resources

http://www.dms.myflorida.com/other\_programs/office\_of\_supplier\_diversity\_osd/vendor\_resources2/office\_of\_supplier\_div...

File Edit View Favorites Tools Help

State Agency 90-day Spend...

04/20/2011 DMS Home Contact DMS Site Map Notification Settings Notify me

### Office of Supplier Diversity (OSD)

- 2010 MatchMaker Conference
- Regional MatchMaker Workshops
- Certification
- Certified Vendor Directory
- Advocacy and Outreach - Matchmaker Activities
- Programs and Initiatives
- Vendor Resources**
  - Office of Supplier Diversity Resources
    - FY 2009-2010 Minority Utilization Plans
    - FY 2010-2011 Minority Utilization Plans
    - State Agency 90-day Spending Plans**
  - Purchasing Officials by Agency
  - Educational
  - Commodity/Contractual Services Code Catalog
  - Economic Development Resources

### State Agency 90-day Spending Plans

Below are the State Agency 90-day Spending Plans for the current quarter.

Agency	Document
Agency for Health Care Administration	
Agency for Persons with Disabilities	
Agency for Workforce Innovation	AWI Q2 - FY10-11 (vnd.ms-excel 81.20 kB)
Department of Business and Professional Regulation	
Department of Children and Families	
Department of Community Affairs	
Department of Corrections	DOC Q3 - FY10-11 (vnd.ms-excel 54.71 kB)
Department of Education	DOE Q4 - FY10-11 (vnd.ms-excel 152.00 kB)
Department of Elder Affairs	DOEA Q3-FY10-11 (vnd.ms-excel 183.00 kB)
Department of Environmental Protection	DEP Q4 - FY10-11 (vnd.ms-excel 506.50 kB)
Department of Health	DOH Q4 - FY10-11 (vnd.ms-excel 155.00 kB)
Department of Juvenile Justice	DJJ Q4 - FY10-11 (vnd.ms-excel 329.00 kB)
Department of Lottery	
Department of Management Services	DMS Q2 - FY10-11 (vnd.ms-excel 312.00 kB)
Department of Military Affairs	

Select one of the agency documents listed to view.

Done, but with errors on page.

The screen shot below is the Department of Health's 90 Day Spending Plan information for the 4th quarter of fiscal year 2010/2011. The information provided is what the agency anticipates to spend in the upcoming quarter.

Microsoft Excel - DOH - 4th\_QTR\_90\_Day\_Spending\_Plan\_4-1[1]

File Edit View Insert Format Tools Data Window Help Adobe PDF

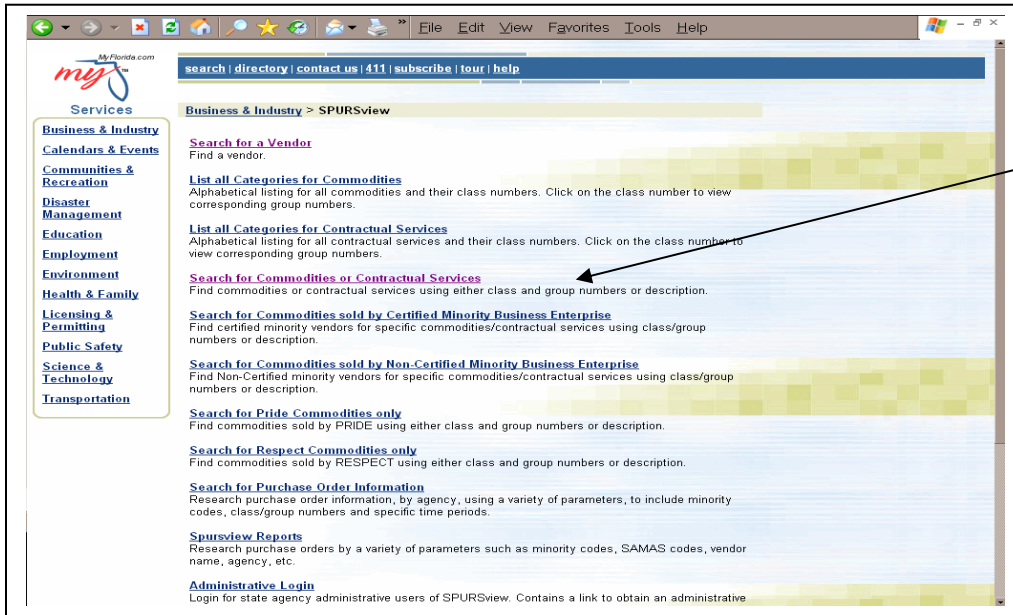
Type a question for help

Commodity or Service Description

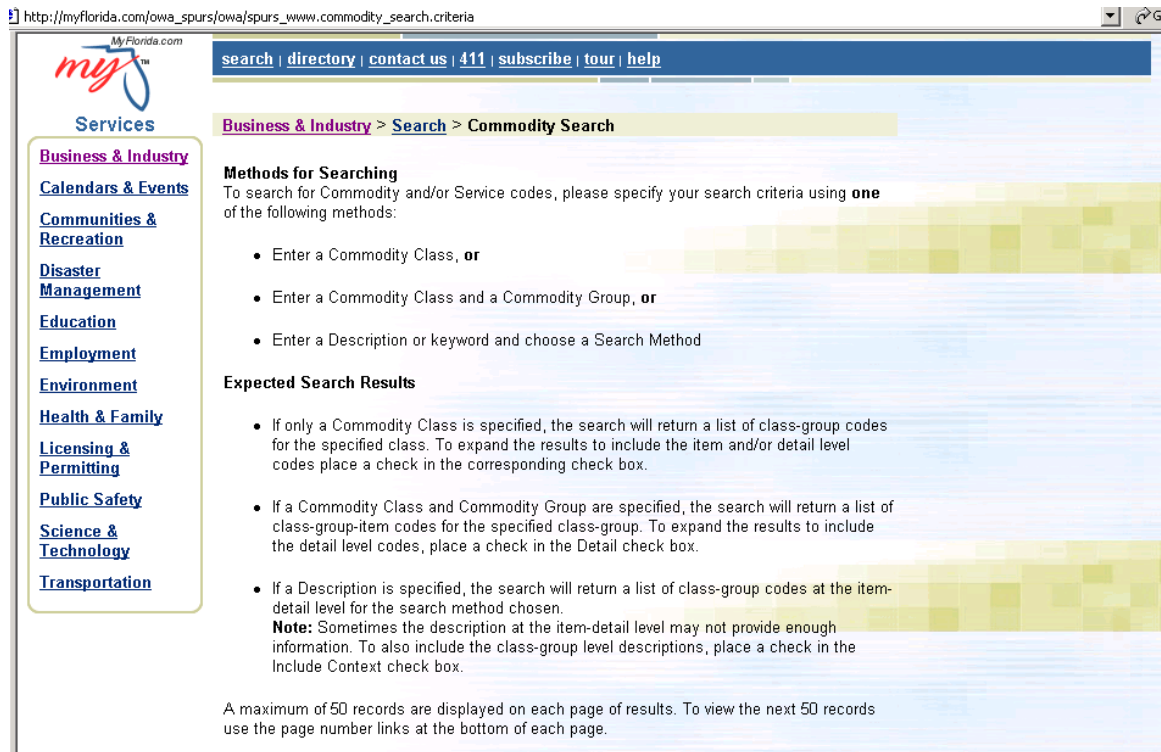
Commodity or Service Description	Anticipated Execution Date	Approximate Amount	Method of Procurement	Method of Payment	Purchasing Location	Key Contact	Telephone	Fax	Email
1 Agency Name: General Services									
2 Agency Primary Contact: Janice Brown									
3 Telephone: 245-4198									
4 Email Address: Janice_Brown@doh.state.fl.us									
5									
6 Commodity or Service Description	Anticipated Execution Date	Approximate Amount	Method of Procurement	Method of Payment	Purchasing Location	Key Contact	Telephone	Fax	Email
7 A/C maintenance service	7/1/2010	\$ 625.00	Informal Quote	Direct Order	Trenton	Marguerite Gates	352-498-1390		marquerite_gates@doh.state.fl.us
8 A/C Services/Maintenance	7/1/2010	\$ 1,500.00	Informal Quote	Peard	Cross City	Marguerite Gates	352-498-1390		marquerite_gates@doh.state.fl.us
9 Alarm System	APR-JUN	465.00	Discretionary Purchase	P-Card	ULA Statewide	Chachy Castillo	954-893-5175	954-893-5184	Chachy_Castillo-Altamiranda@doh.state.fl.us
10 Alarm system	monthly	\$38.00	Informal Quote	p-card	Perry/Taylor	June Dice	850-584-5087 x 105	850-584-4724	june_dice@doh.state.fl.us
11 Alarm System	April-June	86	Informal Quote	P-Card	West Palm Beach	Michelle Miller	(561) 882-1813	561-882-1816	Michelle_Miller@doh.state.fl.us
12 Alarm System	Apr-June	400	Discretionary Purchase	P-Card	Tallahassee	Rachel Beam	850-413-0023	850-413-9718	Rachel_Beam@doh.state.fl.us
13 AMIA Conference	05/23-27/2011	\$ 948.00	Discretionary Purchase	P-Card	Epidemiology	Erin Mahler	x2422	922-9299	erin_mahler@doh.state.fl.us
14 Analytical Laboratory Service	Apr 1 - June 31, 2011	\$2,500.00	Sole Source	Direct Order	Gainesville ACHD	Ruth Adams	352-334-7906	352-334-8897	ruth_adams@doh.state.fl.us
15 Answering Service	monthly	\$180.00	Informal Quote	Direct Order	Perry/Taylor	June Dice	850-584-5087 x 105	850-584-4724	june_dice@doh.state.fl.us
16 Answering Service	5/1/2011	\$750.00	Informal Quote	P-Card	Bronson	Lynn Baney	352-486-5300	352-486-5306	lynn_baney@doh.state.fl.us
17 Answering service	7/1/2010	\$ 700.00	informal quote	Peard	Cross City	Marguerite Gates	352-498-1390		marquerite_gates@doh.state.fl.us
18 Answering service	7/1/2010	\$ 500.00	informal quote	Peard	Trenton	Marguerite Gates	352-498-1390		marquerite_gates@doh.state.fl.us
19 Archive Management	6/30/2011	\$ 1,800.00	Informal Quote	Direct Order	Stuart/Martin	Robert King	772-221-4000	772-221-4995	robert_king@doh.state.fl.us
20 Audio/Visual/Books	04/01/11	\$1,000.00	Informal Quote	Peard	Marianna/Jackson	Debbie Carnley	850-526-2412 ext 210	850-718-0552	debbie_carnley@doh.state.fl.us
21 Bio Hazardous Waste Disposal	5/1/2011	\$500.00	Discretionary Purchase	P-Card	Bronson	Lynn Baney	352-486-5300	352-486-5306	lynn_baney@doh.state.fl.us
22 Biohazardous Waste Disposal	04/01/11-06/30/11	\$5,000.00	Informal Quote	Direct Order	St. Petersburg/Clearwater	Rick Wallace	727-820-4223	727-820-4296	richard_wallace@doh.state.fl.us
23 Biomedical Waste	7/1/2010	\$ 350.00	informal quote	Peard	Cross City	Marguerite Gates	352-498-1390		marquerite_gates@doh.state.fl.us
24 Biomedical Waste	7/1/2010	\$ 350.00	informal quote	Direct Order	Trenton	Marguerite Gates	352-498-1390		marquerite_gates@doh.state.fl.us
25 Biomedical Waste	6/30/2011	\$ 800.00	Informal Quote	Direct Order	Stuart/Martin	Robert King	772-221-4000	772-221-4995	robert_king@doh.state.fl.us
26 BioWaste Disposal Services	04/01/2011-06/30/2011	\$2,000.00	Informal Quote	D.O./P-Card	Fort Myers	Angela McClary	239-433-6699	239-433-6592	Angela_McClary@doh.state.fl.us

The [SPURSVIEW](#) (Statewide Purchasing Subsystem View) system enables vendors to view Class & Group codes (aka commodity codes), competitors and other searches that may be beneficial in doing business with the State of Florida.

To search for a Commodity Code in SPURSVIEW, go to the main page of the [SPURSVIEW](#) website.



On the next page, Insert key words (ex: “pest control”) into the appropriate block and click on the button entitled “Execute Search”:



Commodity Class:	<input type="text"/>	OR	Search Method:	Contains (slowest) ▾
Commodity Group:	<input type="text"/>		Description:	pest control


- Item
- Detail
- Include Context
- Pride Commodities Only ([Pride Website](#))
- Respect Commodities Only ([Respect Website](#))
- Sort by Description

Execute Search   Reset   Download

[Email Help Desk](#)  
M - F 9:00 am - 5:00 pm Eastern Time.  
(850) 921-0997.

The next screen shows the commodity code and description of your search for “pest control”. By clicking on the Class-Group the system will provide you with a further breakdown of commodity codes available. A Commodity number can also be obtained by contacting the Department of Management Services at (850) 488-8440.

http://myflorida.com/owa\_spurs/owa/spurs\_www.commodity\_search.results

MyFlorida.com  
  
[search](#) | [directory](#) | [contact us](#) | [411](#) | [subscribe](#) | [tour](#) | [help](#)

Business & Industry > Search > Commodity Search > Commodity Search Results

**Commodities**

Commodity				
Class-Group	Item	Detail	Description	State Contract
991-300	000	0000	<a href="#">Exterminating, Fumigating, Pest Control</a>	

SPURSView found 1 Commodity(s) matching your query.

[Email Help Desk](#)  
M - F 9:00 am - 5:00 pm Eastern Time.  
(850) 921-0997.

**Services**

- [Business & Industry](#)
- [Calendars & Events](#)
- [Communities & Recreation](#)
- [Disaster Management](#)
- [Education](#)
- [Employment](#)
- [Environment](#)
- [Health & Family](#)
- [Licensing & Permitting](#)
- [Public Safety](#)
- [Science & Technology](#)
- [Transportation](#)

How to locate your competitor(s):

Knowing your competition is critical in today’s business environment. By clicking on the Description in the page above, you’ll access a vendor list of all vendors that can provide the commodities/services based on the Class-Group. (i.e. Pest control).

The information (vendor list) retrieved will appear in alphabetical order by the vendor name, regardless of the city the business is located in. Also notice that the far right column of data, labeled "Source", will indicate whether the vendor has registered in MyFloridaMarketPlace (MFMP).

http://www.myflorida.com/apps/spurs/spurs\_vendor\_mgt.vist:vcu\_su=991500

File Edit View Favorites Tools Help

SPURView - Vendor Search...

my Florida.com Agency Login

Navigation

SPURView Home

Vendor Search

Commodity Search

PO Search

Presenting a maximum of 25 vendors per page.

Matching Vendors							
Vendor	City	County	Address	ST	OSD	Status	Source
<a href="#">A-1 PEST CONTROL, INC.</a>	TRENTON	GILCHRIST	PO BOX 238	FL	A	DMS REGISTERED	MFMP
<a href="#">AA ENVIROSAFE TERMITE &amp; PEST CO</a>	LEHIGH ACRES	LEE	1407 KIMDALE ST EAST	FL	A	DMS REGISTERED	MFMP
<a href="#">AARON LEBEAU</a>	ORLANDO	ORANGE	5368 BROCHE ROAD	FL	A	DMS REGISTERED	MFMP
<a href="#">ACME TERMITE &amp; PEST CONTROL</a>	BRADENTON	MANATEE	4111 26TH STREET WEST	FL	A	DMS REGISTERED	MFMP
<a href="#">ACTION PEST CONTROL OF N.W. FLA</a>	TALLAHASSEE	LEON	1241 W. THARPE ST. SUITE 13	FL	Q	DMS REGISTERED	MFMP
<a href="#">ADVANCED AIR CLEANING TECHNOLOG</a>	JUPITER	PALM BEACH	3184 W COMMUNITY DR	FL	A	DMS REGISTERED	MFMP
<a href="#">ADVANCED LAWN CONTROL</a>	FORT WALTON BEAC	OKALOOSA	3 JACKSON STREET N.E	FL	A	DMS REGISTERED	MFMP
<a href="#">AERO PEST CONTROL, INC.</a>	CRYSTAL RIVER	CITRUS	P. O. BOX 454	FL	A	DMS REGISTERED	MFMP
<a href="#">AIM TERMITE &amp; PEST CONTROL SPEC</a>	WESLEY CHAPEL	PASCO	3414 FOXWOOD BLVD	FL	O	DMS REGISTERED	MFMP
<a href="#">AL-FLEX EXTERMINATORS, INC.</a>	MIAMI	DADE	4035 SW 98TH AVENUE	FL	O	DMS REGISTERED	MFMP
<a href="#">ALACHUA PEST</a>			P.O. BOX			DMS	

Done

start 3 Micro... 3 Intern... 3 Micro...

By clicking on the vendor name, you can easily obtain additional information for that particular vendor such as the company's address and contact person's name/telephone number.

SPURView - Vendor Detail - Windows Internet Explorer

http://www.myflorida.com/apps/spurs/spurs.VENDOR\_MGT.vendor?display\_str=QV205910FX622V58613

File Edit View Favorites Tools Help

SPURView - Vendor Detail

myFlorida.com **Agency Login.**

**Navigation**

- [SPURView Home](#)
- [Vendor Search](#)
- [Commodity Search](#)
- [PO Search](#)

**A-1 PEST CONTROL, INC.**

<b>Address:</b>	PO BOX 238 9049 S US HWY 129 TRENTON FL 32693
<b>County:</b>	21 GILCHRIST
<b>Registration Status:</b>	DMS REGISTERED
<b>OSD Classification:</b>	A NON-MINORITY
<b>Business Designation:</b>	1 CORPORATION, PROFESSIONAL ASSOCIATION AND PROFESSIONAL CORP
<b>Contact:</b>	WANDA JONES (352) 463-2469
<b>Electronic Address:</b>	<a href="mailto:PJJ@SVIC.NET">PJJ@SVIC.NET</a>
<b>Active Status:</b>	Active
<b>Bid Regions:</b>	STATEWIDE
<b>Source:</b>	MFMP and FLAIR

**Matching Commodities**

Class-Group	Item	Detail	Description	Contract
<a href="#">991-000</a>	000	0000	CONTRACTUAL SERVICES, TECHNICAL, & OTHERS	
<a href="#">991-020</a>	000	0000	APPLICATION OF HERBICIDES & INSECTICIDES	
<a href="#">991-022</a>	000	0000	APPLICATION SERVICE PROVIDER (ASP)	
<a href="#">991-300</a>	000	0000	EXTERMINATING, FUMIGATING, PEST CONTROL SERVICES	

Done

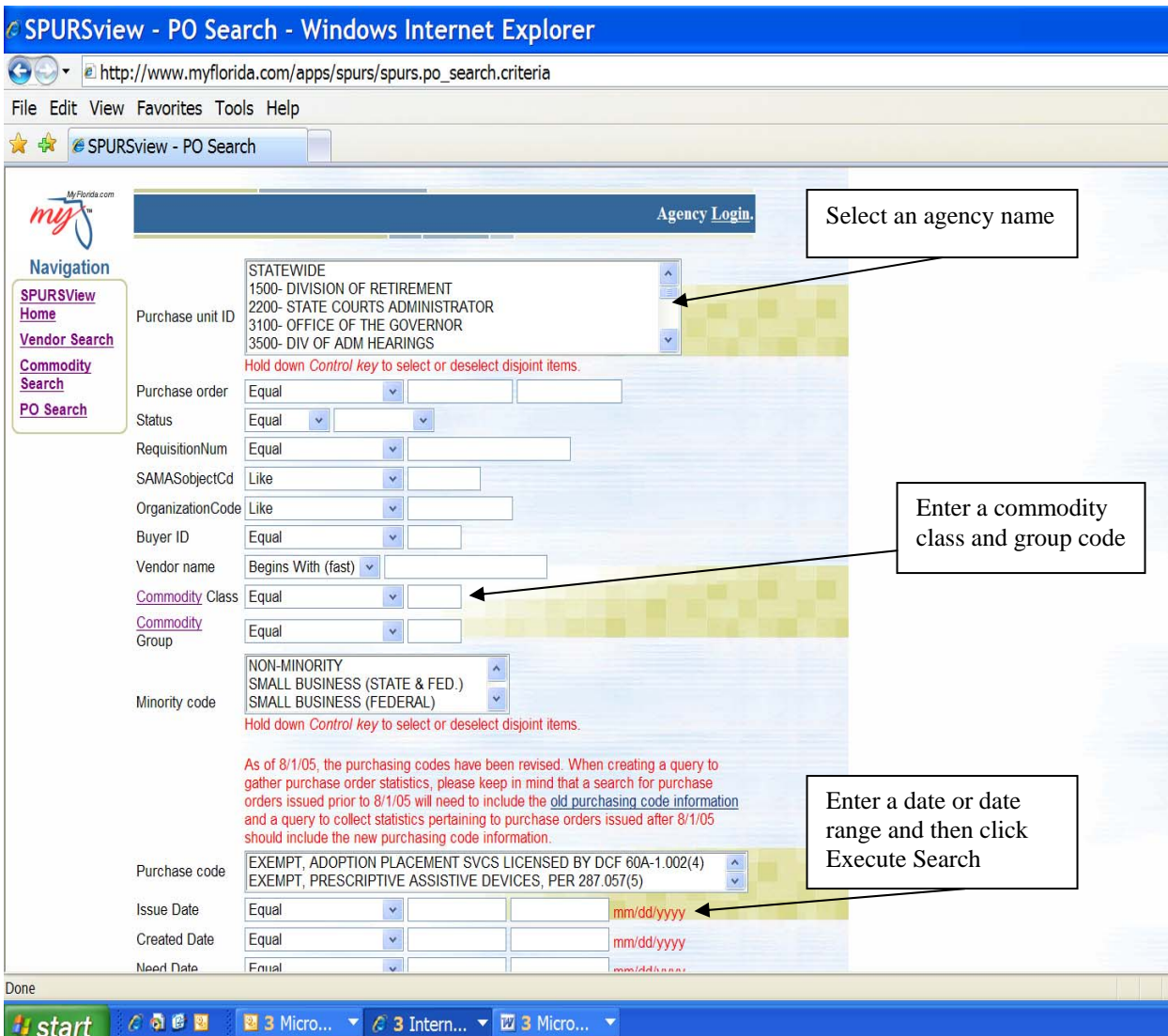
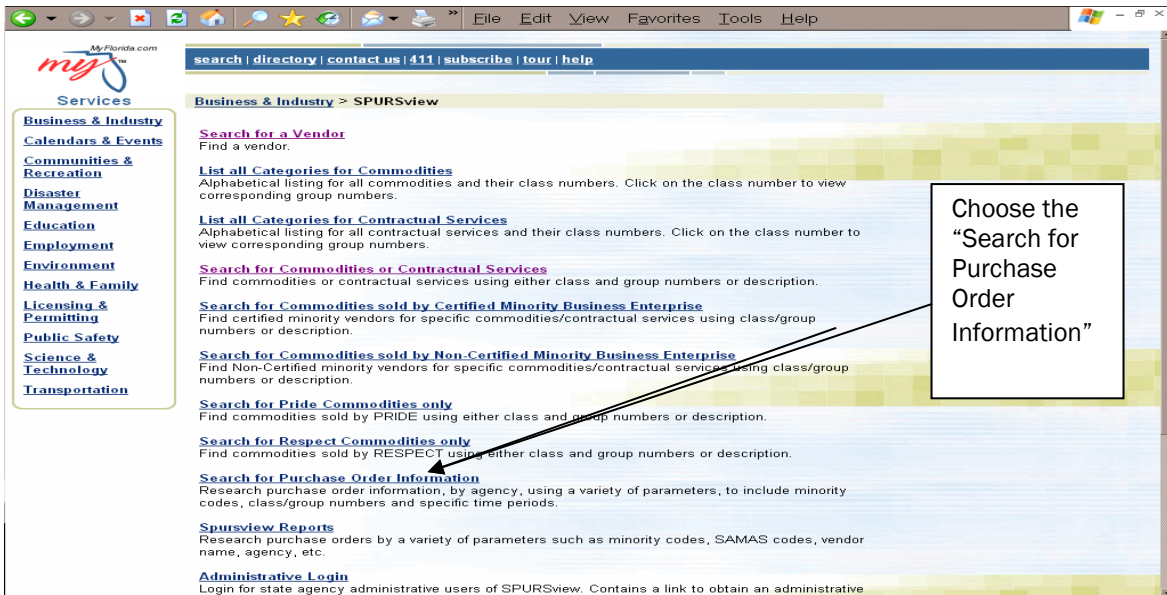
start | 3 Micro... | 3 Intern... | 3 Micro...

Also, included on the page above is all the other commodity codes that this company has registered for. This information may be helpful with providing you with an idea of what commodity codes you'd be interested in signing up for in MFMP.

Note: SPURVIEW also enables companies or organizations to locate potential business partners for joint venture arrangements or for subcontractor opportunities

Purchase Order History:

Purchase order history information can be obtained by agency using a variety of parameters with SPURVIEW.



A list of purchase orders issued will be generated. Click on the PO# to view the purchase order details.

SPURView - PO Search - Windows Internet Explorer

http://www.myflorida.com/apps/spurs/spurs.po\_search.results

File Edit View Favorites Tools Help

SPURView - PO Search

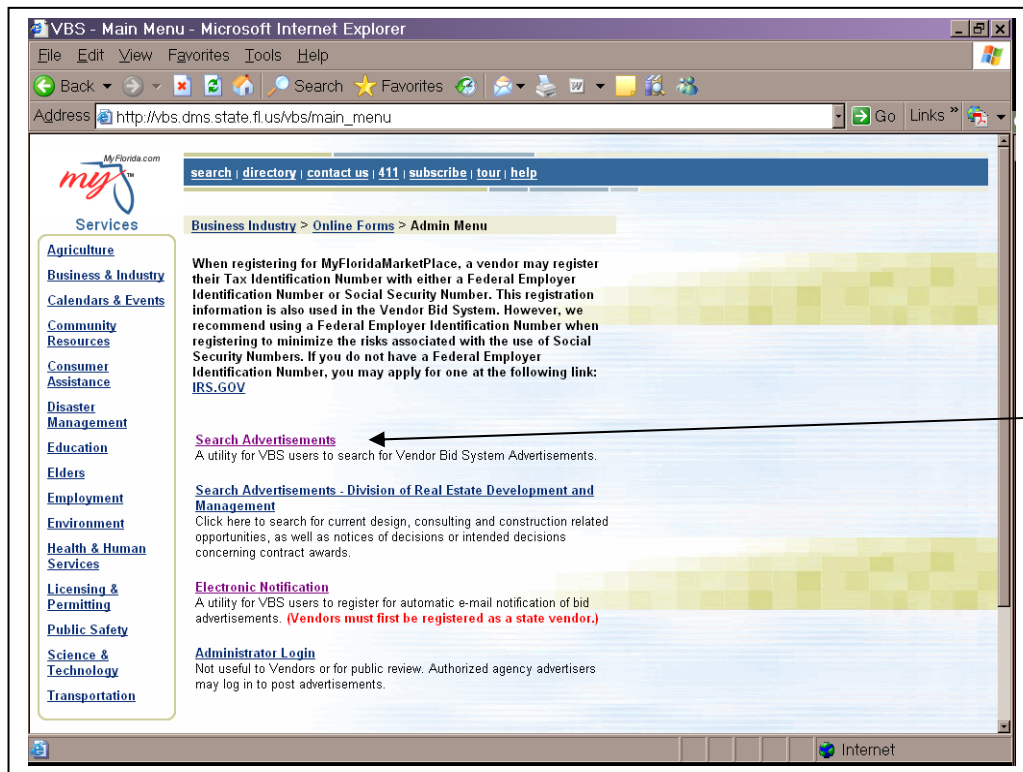
Agency Login

PUI	POs#	Vendor name	MBE	Issue Date	Status	Need Date	PO \$Amount	Buyer ID	Created Date
6400	A086DD	Hulett Envir	A	07/06/2010	Ordered	07/06/2010	\$300.00	6400000	07/06/2010
6400	A0B382	Hulett Envir	A	07/06/2010	Ordered	07/06/2010	\$1,020.00	6400000	07/06/2010
6400	A0B95D	Orkin Pest C	A	11/30/2010	Ordered	11/30/2010	\$2,750.00	6400000	11/30/2010
6400	A0E8C5	Terminix Nat	A	07/06/2010	Ordered	07/06/2010	\$2,244.00	6400000	07/06/2010
6400	A0E8C5	Terminix Nat	A	07/07/2010	Ordered	07/07/2010	\$2,244.00	6400000	07/07/2010
6400	A209E8	Terminix Nat	A	07/01/2010	Ordered	07/02/2010	\$612.00	6400000	07/01/2010
6400	A2300E	Tiger Pest C	H	07/01/2010	Ordered	07/02/2010	\$720.00	6400000	07/01/2010
6400	A2301E	Tiger Pest C	H	07/01/2010	Ordered	07/02/2010	\$1,500.00	6400000	07/01/2010
6400	A2303C	Tiger Pest C	H	07/01/2010	Ordered	07/02/2010	\$480.00	6400000	07/01/2010
6400	A23F40	Terminix Nat	A	07/01/2010	Ordered	07/02/2010	\$2,052.00	6400000	07/01/2010
6400	A2430C	Premier Exte	O	07/01/2010	Ordered	07/02/2010	\$24,912.00	6400000	07/01/2010
6400	A245DC	Terminix Nat	A	07/01/2010	Ordered	07/02/2010	\$312.00	6400000	07/01/2010
6400	A24688	Tampa Commun	A	08/19/2010	Ordered	08/19/2010	\$5,000.00	6400000	08/19/2010
6400	A25106	Hulett Envir	A	07/01/2010	Ordered	07/02/2010	\$540.00	6400000	07/01/2010
6400	A25183	Hulett Envir	A	07/01/2010	Ordered	07/02/2010	\$1,020.00	6400000	07/01/2010
6400	A25183	Hulett Envir	A	02/01/2011	Ordered	02/01/2011	\$1,020.00	6400000	02/01/2011
6400	A25183	Hulett Envir	A	02/25/2011	Ordered	02/27/2011	\$1,020.00	6400000	02/25/2011
6400	A252EC	Pest Solutio	I	07/01/2010	Ordered	07/02/2010	\$4,884.00	6400000	07/01/2010
6400	A252EC	Pest Solutio	I	11/17/2010	Ordered	11/17/2010	\$4,884.00	6400000	11/17/2010
6400	A252EC	Pest Solutio	I	12/22/2010	Ordered	12/22/2010	\$4,884.00	6400000	12/22/2010
6400	A252EC	Pest Solutio	I	01/11/2011	Ordered	01/11/2011	\$4,884.00	6400000	01/11/2011
6400	A252FF	Hulett Envir	A	07/01/2010	Ordered	07/02/2010	\$480.00	6400000	07/01/2010
6400	A25525	Howell Exter	A	07/01/2010	Ordered	07/02/2010	\$780.00	6400000	07/01/2010
6400	A25531	Howell Exter	A	07/01/2010	Ordered	07/02/2010	\$650.00	6400000	07/01/2010
6400	A2558B	Hulett Envir	A	07/01/2010	Ordered	07/02/2010	\$660.00	6400000	07/01/2010
6400	A255FE	Hulett Envir	A	07/01/2010	Ordered	07/02/2010	\$240.00	6400000	07/01/2010
6400	A256B0	Hulett Envir	A	07/01/2010	Ordered	07/02/2010	\$420.00	6400000	07/01/2010

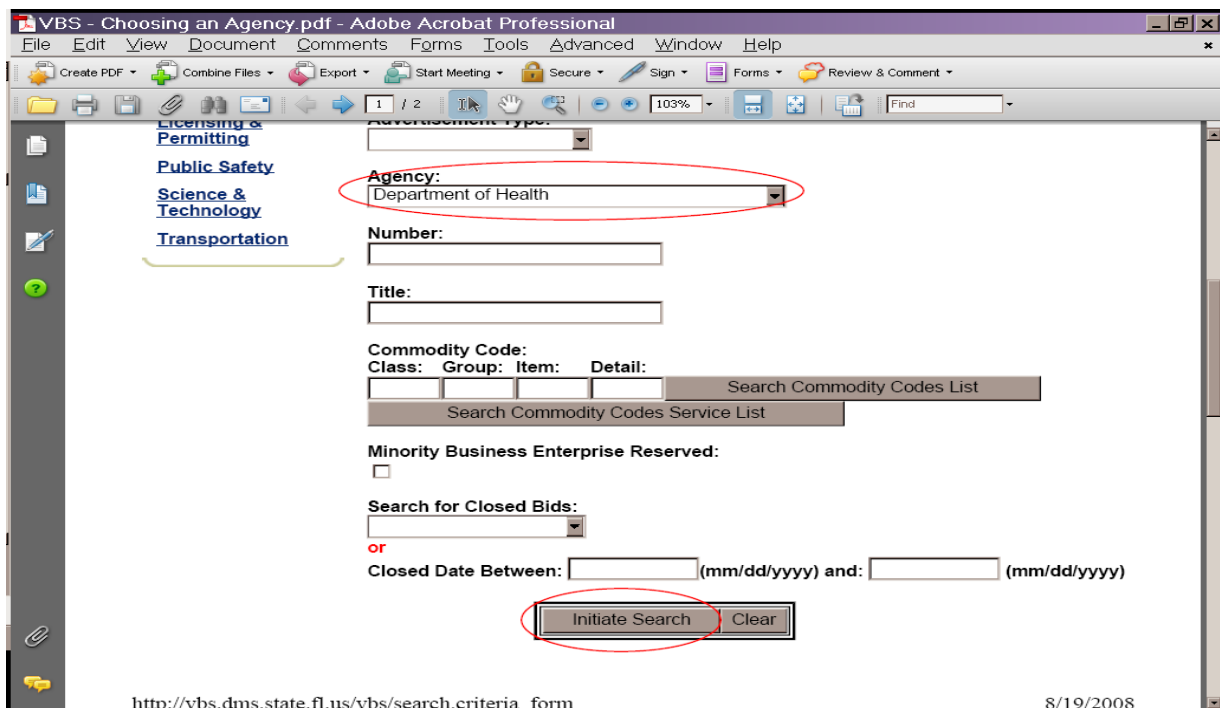
## SECTION V: Staying Informed

It is very important for vendors to stay informed of any potential projects. The State of Florida's [Vendor Bid System](#) is where all state agency competitive procurements and decisions in excess of \$35,000 are advertised or posted. As a vendor interested in providing commodities/services for large state purchases (valued in excess of \$35,000), periodic review of the information available on this site is recommended. To view advertisements:

- Go to the [Vendor Bid System](#) and click on Search Advertisements. See screen shot below. Note: Vendors that have selected "yes to sourcing" in MyFlorida Marketplace should receive electronic notification emails from the Vendor Bid System when a solicitation is advertised using matching commodity codes.

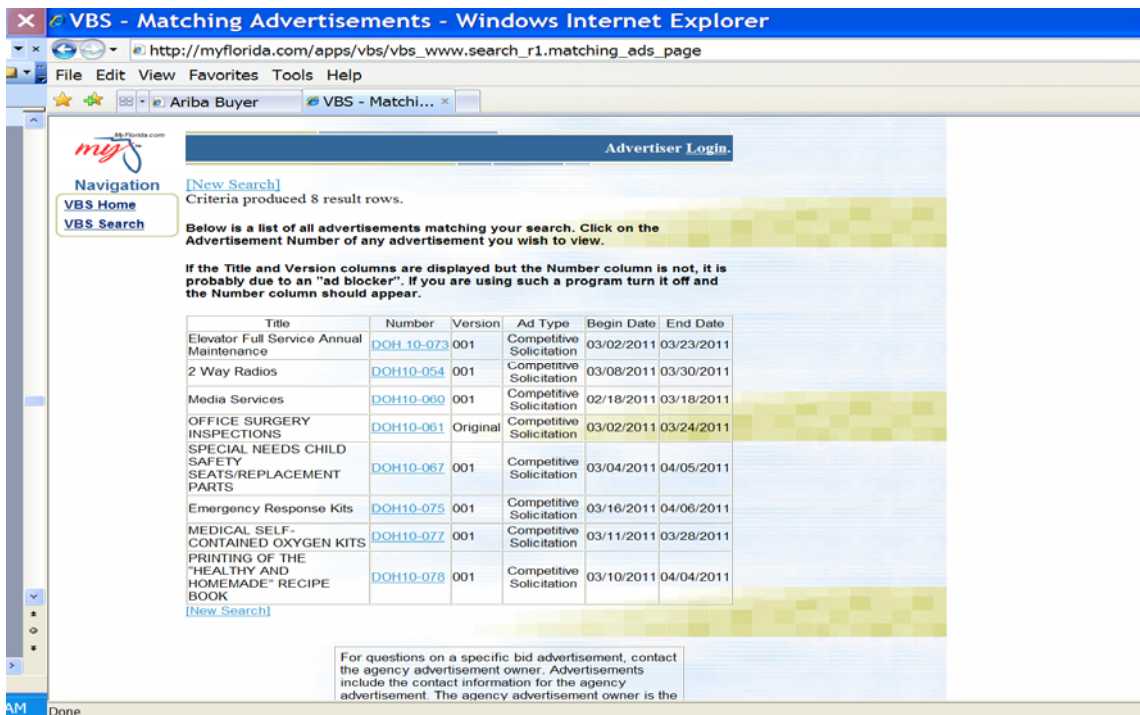


Click on the Agency drop-down box and choose an agency name for advertisements specific to that agency. However, a complete list of all advertisements will be generated if you leave the search parameters blank. Note: The search parameter fields are **very** case sensitive. If incorrect information is inserted into the fields, such as Number or Title, the search will yield no matching advertisements. Once you have entered the search parameters, click Initiate Search.



A list of matching advertisements will be displayed.





Once you click on the solicitation number, the page below will appear and provide a description of what is being purchased as well as the commodity or service sought by the department. This page also includes the department's contact person, phone number and address. ***Please keep in mind that during the period identified in the Timeline of a competitive solicitation, communications are restricted to those submitted in writing. It is inappropriate for the department to respond to inquiries outside these parameters.***

The screen below depicts a search request for the Department of Health's advertisements and the resulting system response.

VBS - Advertisement Detail - Windows Internet Explorer

http://myflorida.com/apps/vbs/vbs\_www.ad.view\_ad?advertisement\_key\_num=93346

File Edit View Favorites Tools Help

Ariba Buyer VBS - Advert...

VBS Home  
VBS Search

### Advertisement Detail

## Department of Health

### Invitation to Bid

#### Emergency Response Kits

Advertisement Number: DOH10-075  
Version Number: 001  
**Advertisement Begin Date/Time:** 03/16/2011 - 02:30 P.M.  
**Advertisement End Date/Time:** 04/06/2011 - 02:30 P.M.  
**Last Edit:** Thursday, March 31, 2011 at 04:08:12 P.M.

**Commodity:**  
680-260-000-0000

Please see the attached Questions and Answers. 3/31/11

The purpose of this Invitation to Bid is to acquire forty (40) emergency response kits with a digital scaler/ratemeter and two detectors; a pancake Geiger Müller frisker, and a 1" x 1" sodium iodide scintillator.

Invitation to Bid will be opened at the below address at 02:30 P.M., April 06, 2011.

**Please direct all questions to:**  
Tammy Davis  
Phone: (850) 000-0000 Ext. 0000  
FAX: (850) 000-0000

4052 Bald Cypress Way  
Bin B07  
Tallahassee FL, 32399-1749

Email: [tammy\\_davis@doh.state.fl.us](mailto:tammy_davis@doh.state.fl.us)

Done

start 3 Micro... VBS - Adv... 3 Micro...

VBS - Advertisement Detail - Windows Internet Explorer

http://myflorida.com/apps/vbs/vbs\_www.ad.view\_ad?advertisement\_key\_num=93346

File Edit View Favorites Tools Help

Ariba Buyer VBS - Advert...

4052 Bald Cypress Way  
Bin B07  
Tallahassee FL, 32399-1749

Email: [tammy\\_davis@doh.state.fl.us](mailto:tammy_davis@doh.state.fl.us)

Any person with a disability requiring special accommodations at the pre-solicitation conference and/or bid/proposal opening shall contact purchasing at the phone number above at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

The Department reserves the right to reject any and all bids or accept minor irregularities in the best interest of the State of Florida.

Minority Business Enterprises are encouraged to participate in the solicitation process.

Downloadable Files for Advertisement

Version	Description	Type	Uploaded	Required
Original	<a href="#">Bid Document</a> (Open/Save/View)	Complete Document	03-16-2011 04:21:59 P.M.	<input checked="" type="checkbox"/>
001	<a href="#">Questions and Answers</a> (Open/Save/View)	Complete Document	03-31-2011 04:08:12 P.M.	<input checked="" type="checkbox"/>

indicates a required (not withdrawn) file

For questions on a specific bid advertisement, contact the agency advertisement owner. Advertisements include the contact information for the agency advertisement. The agency advertisement owner is the point of contact for vendors with specific questions.

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[Privacy Statement](#)

Done

start 3 Micro... VBS - Adv... 3 Micro...

Bid documents may be opened, saved, or viewed on the web page.

To access the PDF of the solicitation document(s) go to the bottom of the advertisement and click on the file. Note: it is always a good idea to view the PDF and its size before printing. Vendors have the option to “open to a new window”, save the file or view in the web page.

Please note that the advertisements in the vendor bid system may change daily. If changes do occur, addenda will be issued. It is recommended that vendors view advertisements on a frequent basis during the process.

Some information that is key and included in solicitation documents are:

- Timeline, which includes the:
  - Event to occur and due dates
  - Date the event will occur
  - Location of the event (physical or internet site)
- Specifications/Statement of Work/Task List
- Objectives
- Evaluation Criteria
- Submitting Instructions

If you don't understand something in the solicitation, there is a designated time in the Timeline to submit written questions. Once all questions have been received and answered they will be posted on the Vendor Bid System, also indicated in the Timeline. Be sure and view the Q/A once it's posted.

It is also important to identify any "show stoppers". For example:

- Mandatory Pre-Bid or Pre-Proposal Conference
- Required Documentation
- Required Signatures, Acknowledgments
- Required Bonds
- Required Licenses or Certifications
- Required Background Checks
- Relevant Information (i.e., References)
- Trade Secrets

Some questions to ask yourself before responding to a solicitation, may include the following:

- How will you best manage the project?
- Are you capable of providing the products/services?
- What's it going to take to get the job done?
- Do you have the resources?
- Can you perform in the time specified?
- How's the project being managed now, and by whom?
- What makes me different from my competition?
- Have I identified my strengths and weaknesses?
- Have I made it easy for the evaluators to find what they need to know about my business, in the proposal?

Always plan your submittal. Here are some suggestions:

- Make a checklist of all required documentation, including all requested pricing or cost proposal;
- Ensure all required documents are signed/completed and included in your submittal;
- Double-Check your proposal for consistency;
- Ensure you have included the appropriate number of copies and/or electronic copies;
- Verify delivery instructions in the Timeline;
- Ensure you have identified the package by the solicitation number on the outside of the package;
- Before you mail or deliver your submittal, always verify VBS for any addenda that may have recently been advertised (i.e., revising the Timeline)

### Agency Decisions

The results for a solicitation are also posted on VBS. It is called an agency decision. The Timeline will indicate the anticipated posting date of the Intent to Award on VBS.

Follow the instructions above to log into VBS, click on Search Advertisements and follow the instructions on the page below.

**VBS - Search for a Bid - Microsoft Internet Explorer**

Address: [http://vbs.dms.state.fl.us/vbs/search.criteria\\_form](http://vbs.dms.state.fl.us/vbs/search.criteria_form)

**Advertisement Type:** Agency Decisions

**Agency:** Department of Health

**Number:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Commodity Code:**  
 Class: \_\_\_\_\_ Group: \_\_\_\_\_ Item: \_\_\_\_\_ Detail: \_\_\_\_\_

**Minority Business Enterprise Reserved:**

**Search for Closed Bids:** \_\_\_\_\_

**Closed Date Between:** \_\_\_\_\_ (mm/dd/yyyy) and: \_\_\_\_\_ (mm/dd/yyyy)

Use the Drop-Down Box to choose Agency Decisions. Then choose the appropriate agency (Department of Health) and initiate Search

The Agency Decisions will be posted as demonstrated on the page below.

**VBS - Matching Advertisements - Windows Internet Explorer**

Address: [http://myflorida.com/apps/vbs/vbs\\_www.search\\_r1.matching\\_ads\\_page](http://myflorida.com/apps/vbs/vbs_www.search_r1.matching_ads_page)

Criteria produced 13 results rows.

Below is a list of all advertisements matching your search. Click on the Advertisement Number of any advertisement you wish to view.

If the Title and Version columns are displayed but the Number column is not, it is probably due to an "ad blocker". If you are using such a program turn it off and the Number column should appear.

Title	Number	Version	Ad Type	Begin Date	End Date
Translation and Interpretation Services	<a href="#">DOH10-045 Agency Decision</a>	Original	Agency Decisions	04/12/2011	04/15/2011
Translation and Interpretation Services	<a href="#">DOH10-045 Notice of Delay</a>	Original	Agency Decisions	04/05/2011	04/11/2011
2 Way Radios	<a href="#">DOH10-054Intent</a>	Original	Agency Decisions	04/05/2011	04/08/2011
Media Services	<a href="#">DOH10-060Intent</a>	Original	Agency Decisions	03/29/2011	04/01/2011
Office Surgery Inspections	<a href="#">DOH10-061 Notice of Delay</a>	Original	Agency Decisions	03/28/2011	04/05/2011
Office Surgery Inspections	<a href="#">DOH10-061Notice of Delay</a>	Original	Agency Decisions	04/07/2011	04/19/2011
Special Needs Child Safety Seats/Replacement	<a href="#">DOH10-067Intent</a>	Original	Agency Decisions	04/11/2011	04/14/2011
Renewal Notification Generation, Printing and Mailing	<a href="#">DOH10-070Intent</a>	Original	Agency Decisions	04/13/2011	04/18/2011
Emergency Response Kits	<a href="#">DOH10-075Intent</a>	Original	Agency Decisions	04/11/2011	04/14/2011
Medical Self Contained Oxygen Kits	<a href="#">DOH10-077Intent</a>	Original	Agency Decisions	03/29/2011	04/01/2011
Printing of the "Healthy and Homemade" Recipe	<a href="#">DOH10-078Intent</a>	Original	Agency Decisions	04/05/2011	04/08/2011

Click on the Number you are interested in viewing.

The following Advertisement Detail will appear:

VBS - Advertisement Detail - Windows Internet Explorer

http://myflorida.com/apps/vbs/vbs\_www.ad.view\_ad?advertisement\_key\_num=93506

File Edit View Favorites Tools Help

Ariba Buyer VBS - Advert... Treasury - Re...

VBS Home  
VBS Search

**Advertisement Detail**

**Department of Health**  
**Agency Decisions**  
**Special Needs Child Safety Seats/Replacement**  
Advertisement Number: DOH10-067Intent  
Version Number: 000  
**Advertisement Begin Date/Time:** 04/11/2011 - 09:30 A.M.  
**Advertisement End Date/Time:** 04/14/2011 - 09:30 A.M.  
**Last Edit:** Monday, April 11, 2011 at 09:28:19 A.M.

**Commodity:**  
055-060-000-0000

Agency Decision

Posting Begins April 11, 2011 @ 9:30 am

Posting Ends April 14, 2011 @ 9:30 am

**Please direct all questions to:**  
Sabrina Smith  
Phone: (850) 000-0000 Ext. 0000  
FAX: (850) 412-1183

4052 Bald Cypress Way  
Bin B07  
Tallahassee FL, 32399-1749

Email: [sabrina\\_smith@doh.state.fl.us](mailto:sabrina_smith@doh.state.fl.us)

Any person with a disability requiring special accommodations at the pre-

Done

start 3 Micro... 2 Intern... 3 Micro...

VBS - Advertisement Detail - Windows Internet Explorer

http://myflorida.com/apps/vbs/vbs\_www.ad.view\_ad?advertisement\_key\_num=93506

File Edit View Favorites Tools Help

Ariba Buyer VBS - Advert... Treasury - Re...

Bin B07  
Tallahassee FL, 32399-1749  
Email: [sabrina\\_smith@doh.state.fl.us](mailto:sabrina_smith@doh.state.fl.us)

Any person with a disability requiring special accommodations at the pre-solicitation conference and/or bid/proposal opening shall contact purchasing at the phone number above at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

The Department reserves the right to reject any and all bids or accept minor irregularities in the best interest of the State of Florida.

Minority Business Enterprises are encouraged to participate in the solicitation process.

[Click here to view Original Advertisement.](#)

Downloadable Files for Advertisement

Version	Description	Type	Uploaded	Required
Original	<a href="#">Agency Decision</a> <small>(Open/Save/View)</small>	Complete Document	04-11-2011 09:28:19 A.M.	<input checked="" type="checkbox"/>

indicates a required (not withdrawn) file

For questions on a specific bid advertisement, contact the agency advertisement owner. Advertisements include the contact information for the agency advertisement. The agency advertisement owner is the point of contact for vendors with specific questions.

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[Privacy Statement](#)

Done

start 3 Micro... 2 Intern... 3 Micro...

Click here to view the agency decision

Vendors have the option to “open to a new window”, save the file or view in the web page.

The next screen to appear will contain the Bid Tabulation Sheet which shows the Intent to Award for that particular solicitation.

F23846\_10067bidtab [1].PDF - Adobe Reader

File Edit View Window Help

97.1%

\*Failure to provide protest within the time prescribed in Section 120.57 (3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

NOTE:

Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

'11APR 5 2:30PM

BID TITLE: SPECIAL NEEDS CHILD SAFETY SEATS/REPLACEMENT PARTS		OPEN BY: <i>Sonya German Jones</i>	
BID NUMBER: DOH10-067		TABULATED BY: <i>Sabrina Smith</i>	
OPENING DATE: 4/5/2011 @ 2:30pm			
VERIFIED BY:			
1. POSTING BEGINS: <i>4/11/11 @ 9:30am</i>	ENDS: <i>4/14/11 @ 9:30am</i>	PAGE OF	PAGES
2. EXTENDED:	ENDS:		
3. EXTENDED:	ENDS:		
PROPOSER NAME	Grand Total		
<i>Audley Humes</i>	<i>\$9,041.85.00</i>		
<i>Health And Company, Inc</i>	<i>\$1,220,1670.00</i>		
<i>Prevention Alternatives, Inc.</i>	<i>\$1,017,723.00</i>		

Circle indicates intended award

start 3 Micro... 2 Intern... 3 Micro... F23846\_1...

If you're searching for solicitations that have already been awarded – Click on “Search for Closed Bids” and choose the fiscal year (ex. FY 2008 (07/08-06/09) or specific date range and click on “Initiate Search”

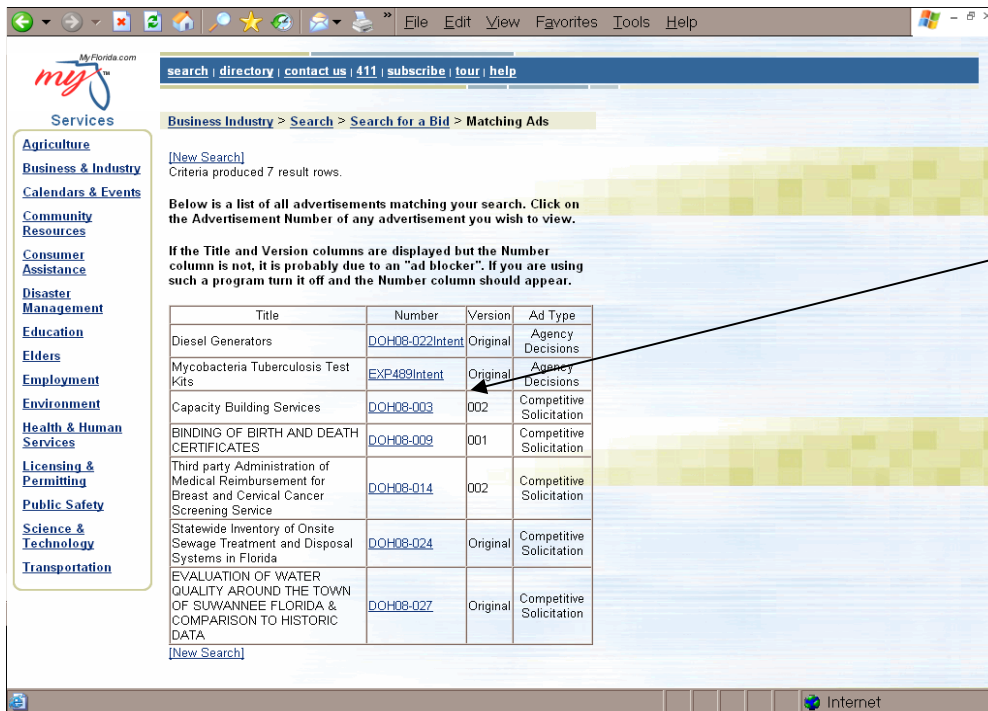
The screenshot shows the 'VBS Search' page in a Windows Internet Explorer browser. The page title is 'VBS - Search for a Bid - Windows Internet Explorer'. The address bar shows the URL 'http://myflorida.com/apps/vbs/vbs\_www.search.criteria\_form'. The page content includes a search form with the following fields and options:

- Advertisement Type:** A dropdown menu with 'Department of Health' selected.
- Agency:** A text input field containing 'Department of Health'.
- Number:** An empty text input field.
- Title:** An empty text input field.
- Commodity Code:** A section with 'Class', 'Group', 'Item', and 'Detail' labels, and two search buttons: 'Search Commodity Codes Product List' and 'Search Commodity Codes Service List'.
- Minority Business Enterprise Reserved:** A checkbox that is currently unchecked.
- Include Closed Bids in Search Results by:** A section with three options: 'Fiscal Year', 'Closed', and 'Between'. 'Fiscal Year' is selected, and a dropdown menu shows 'FY 2010 (07/10-06/11)'.
- Closed Between:** Two date input fields with '04/01/2011' and '05/01/2011' entered, separated by an 'and' label.
- Buttons:** 'Initiate Search' and 'Clear' buttons at the bottom of the form.

Three callout boxes with arrows point to the 'Agency' field, the 'Fiscal Year' dropdown, and the 'Initiate Search' button. The text in the callout boxes reads: 'Select the agency name, choose a fiscal year or enter specific date range and initiate search.'

To view information regarding each procurement opportunity, click on the solicitation number. The associated solicitation documents will be included with the advertisement.



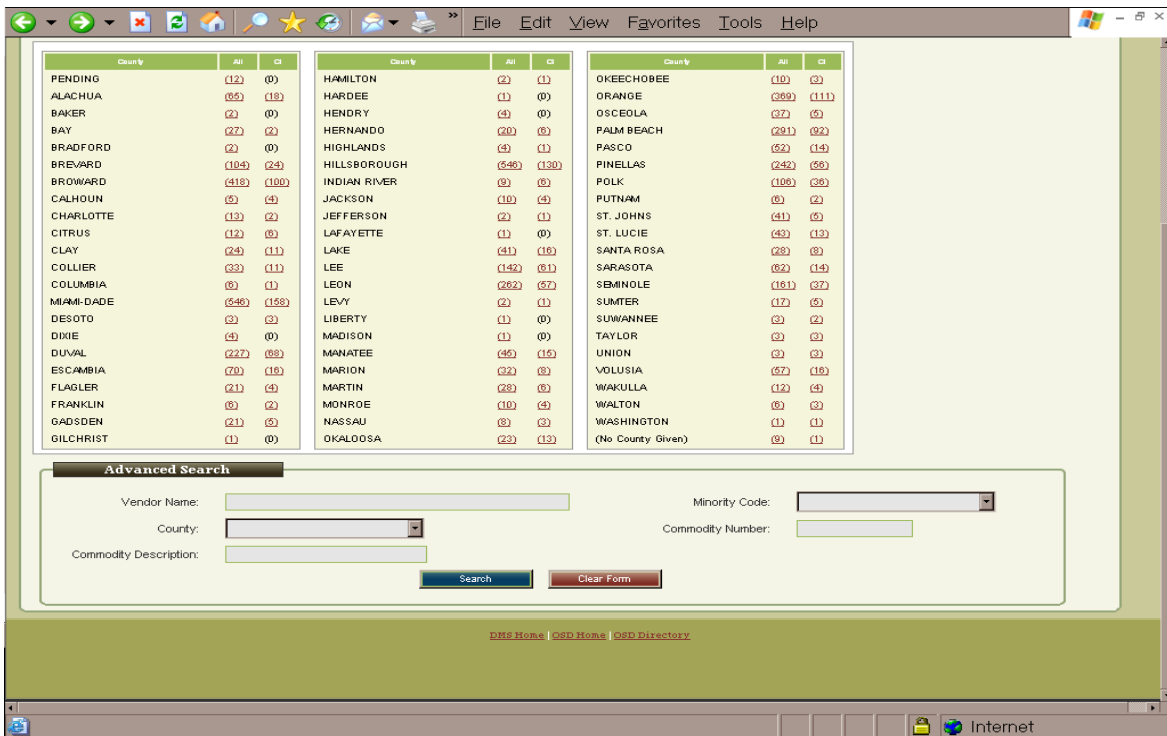


## SECTION VI: Subcontracting

Contractors may, only with prior written approval of the department, enter into written subcontracts for performance of specific services.

The Department of Health encourages the use of minority vendors for subcontracting opportunities. Bidders are encouraged to contact the Office of Supplier Diversity at 850/487-0915 or visit their website at <http://osd.dms.state.fl.us> for information on becoming a certified minority or for names of existing certified minorities who may be available for subcontracting or supplier opportunities. If you are interested in identifying potential minority vendors that may subcontract under your organization, you may also locate them by going to the Office of Supplier Diversity's website's [Florida CMBE Directory](#).

You can click on the County of choice or choose the Advanced Search at the bottom to locate a certified minority vendor on the page below.



**SECTION VII: Other Helpful Information and Resources**

As you can see, there is an abundance of information available on the Internet. Don't let the system intimidate you, take some time and travel down the information highway. A good starting point is [www.myflorida.com](http://www.myflorida.com).

Questions regarding doing business with the Department of Health may be directed to the following:

Florida Department of Health  
 Central Purchasing Office  
 4052 Bald Cypress Way, Ste. 310  
 Tallahassee, Florida 32399-0749  
 850/245-4199