

Doing Business with Lake Sumter Community College



Lake Sumter Community College Purchasing Department

Regina Peeples, LSCC Purchasing Manger

9501 US Hwy 441

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I. INTRODUCTION

This guide has been created to acquaint vendors, prospective bidders, and suppliers with the policies and procedures to be followed in doing business with LSCC. The Purchasing Department has the responsibility to make the most economical acquisition of quality materials and services that will assure efficient operation of LSCC. To that end, it is essential that interested vendors become familiar with the College's purchasing policies and procedures.

Should one of our employees place an order and not give you a valid written purchase order (PO) signed by the college's Purchasing Manager, you should assume that they are not authorized to place the order. **Do not proceed with order without a PO and always reference the PO number on your invoice.** Please note that names and dates do not constitute a valid PO.

All vendors are required to complete a W-9 & Vendor Information Form in order to do business with the College. The W-9 form is a prerequisite of payment for goods and/or services.

In order to fulfill IRS requirements, we must have a completed W-9 form on file for each company who we do business with. The form must include your Federal Taxpayer Identification Number (*Employer Identification Number or Social Security Number*).

If your company is a Minority, Woman Owned Business, and/or Service-Disabled Veteran Business Enterprises please complete and attach a copy of your Certificate issued by the State of Florida's Office of Supplier Diversity.

Send completed forms to the Purchasing Department via:

Email: peeplesr@lsc.edu, **Fax:** 352-365-3501 or **Mail to:**

**Lake Sumter Community College
Attn: Purchasing Department
9501 US Hwy 441
Leesburg, FL 34788**

Thank you for your interest in doing business with Lake Sumter Community College. We seek to make doing business a simple process and look forward to doing business with you. This brochure will serve as a general guide. Any specific questions and concerns not addressed here should be directed to the Purchasing Department.

Sincerely,

Regina Peoples, LSCC Purchasing Manager

☎: 352.365.3502 | 📠: [352.365.3501](mailto:peeplesr@lsc.edu) | ✉: peeplesr.@lsc.edu

II. HOW WE PURCHASE

Vendors within and outside the college district will be notified and afforded the opportunity to submit bids, respond to requests for proposals, or submit quotations. The following price information must be obtained for purchases in the amount indicated:

- a. **Up to \$5,000.00** – A catalog or verbal price approved by the President or designee;
- b. **\$5,001.00 through \$10,500.00** – Two written quotations
- c. **\$10,501.00 through \$24,999** or legal bid/proposal amount – Minimum of three written quotations requested by the purchasing office or exempt to the three-bid requirements may be substituted for the written bids, if approved by the President or designee.
- d. **\$25,000+** legal bid/proposal amount – Formal written bids or proposals requested by the purchasing office or exempt to the three-bid requirements may be substituted for the written bids, if approved by the President.

III. VENDOR INFORMATION

The Purchasing Department coordinates all vendor contacts and supervises the procurement process to ensure compliance with purchasing policies and procedures. All Purchasing operations are handled through the Purchasing Department located at 9501 US Hwy 441, Leesburg Florida 34788. Business hours are 8:00AM to 4:30PM Monday through Friday.

Your visit is welcome; however it is recommended that you schedule an appointment which gives us a chance to learn about your service or product and gives us an opportunity to direct you to the those Departments which may be interested in purchasing your products or services.

If you need to schedule an appointment, please notify the Purchasing Department at 352-365-3502 or via email at peeplesr@lsc.edu.

Minority Business Enterprises (M/WBE)

LSCC encourages all segments of the business community to participate in its purchasing program. The Purchasing Department utilizes numerous Internet based sites which include lists of [W/MBE](#) businesses to facilitate their increased participation. If your company is a Minority, Woman Owned Business, or Service-Disabled Veteran Business Enterprises please be sure to complete and attach a copy of your Certificate issued by the State of Florida's Office of Supplier Diversity.

Gifts and Gratuities

Acceptance of gifts by LSCC's employees at any time, other than advertising novelties, is prohibited. Employees must not become obligated to any supplier and shall not participate in any LSCC transaction from which they will personally benefit, either directly or indirectly.

Affiliations

LSCC's Purchasing Department is a member of:

- ❖ The National Institute of Governmental Purchasing
- ❖ The Florida Association of Public Purchasing Officers
- ❖ National Association of Educational Procurement

LSCC Purchasing personnel adhere to their respective Codes of Ethics.

Vendor Responsibilities

Assure that a current Vendor Registration Form is on file with the College, even if you have been awarded a bid in the past. Only by your filling out the form in its entirety can you be assured of being notified of the College's needs regarding all the Commodities you handle.

Notify the Purchasing Agent in writing (preferably via Email) of any changes; i.e., name, address, products/services offered, or telephone number.

Read and understand each page of any Request for Quote, Invitation to Bid, or Request for Proposal which you receive.

Authorization

Suppliers are cautioned against making a delivery or performing a service for the College without having an authorized purchase order. If vendors supply items to College personnel without proper authorization, the vendor must assume the responsibility for collection of the payment of these goods or services from the individual with whom the transaction was made. However, for authorized purchases, deliveries shall be made to the address indicated on the purchase order or to other locations as authorized by the Purchasing Department.

PLEASE NOTE: LSCC does not complete credit applications. We have instead prepared a standardized Credit Application and Billing Instructions which includes all information you need to set-up an account with LSCC. Please contact Purchasing Department at 352-365-3502 or via email at peoplesr@lsc.edu if you have any questions concerning the credit application and/or our credit references.

IV. DELIVERY

We have a centralized Shipping & Receiving department located 9501 US Hwy 441 Leesburg Florida 34788 that serves the Leesburg, South Lake, and Sumter campuses. Deliveries must be shipped to the Leesburg campus unless otherwise indicated on the purchase order. The normal hours for Shipping & Receiving hours are Monday-Friday, 8:00am to 4:30pm. The college is closed on holidays, and on Fridays during the summer months. To verify the shipping & receiving hours please contact them directly at 352-365-3517 or 352-435-6325.

All orders must show the college purchase order number on the box and/or the packing slip.

V. VENDOR PAYMENT

In order to obtain payment for goods/services provided, submit your invoice with PO number directly to Accounts Payable. We prefer that all vendors email invoices to accountspayable@lsc.edu, or fax to 352-323-3695. Vendors may also mail hard copy invoices to:

**Lake Sumter Community College
Attn: Accounts Payables
9501 US Hwy 441 | Leesburg FL 34788**

Please reference Purchase Order on all invoices, packages, packing slips and written documents. Please add the Purchase Order number to the attention line of billing address if your invoice has no other space for it. You may expect to receive payment within 30 days of receipt of invoice depending upon terms of your agreement with the College. Payment will not be made prior to receipt of goods and/or services.

❖ Please note that the College is tax exempt and does not pay sales tax.

Tax Exemption number: 85-8013197636C-5

Federal Tax ID number: 59-1210132

Questions regarding payment/invoices/etc. should be directed to:

(Phone): 352-365-3578 (Email): accountspayable@lsc.edu

Questions regarding Purchase Orders/W-9s/Vendor Registration should be directed to:

Regina Peeples, Purchasing Manager (Phone) 352-365-3502 (Email): peeplesr@lsc.edu

VI. TERMS & CONDITIONS

- No COD or freight collect orders will be accepted.
- All shipments are FOB Destination unless otherwise specified.
- Shipments must be properly packaged and marked with the purchase order number.
- Rejected shipments will be returned to the vendor at the vendor's risk and expense.
- Toxic substances must include material safety data sheets (MSDS)

Non-Binding Nature of This Publication

This publication is designed solely to provide general summary information to those wishing to do business with LSCC. As such, it is not binding in either a legal or regulatory sense. The procurement activity of LSCC is performed in accordance with applicable law, the LSCC Purchasing Manual, and other applicable rules and regulations which govern. The information in this publication is intended to summarize various areas of purchasing.