

DOING BUSINESS WITH LEVY COUNTY

VENDOR INFORMATION SHEET

- Levy County requires each new vendor or existing vendors to fill out a Vendor Information Sheet.
- This information is necessary to update our files or to add your name to the County's Vendor List.
- The information on this form will allow us to pay you for the goods and/or services we have received in a timely manner and give us the ability to contact the necessary person in case there is a problem or question in processing.

W9 FORM

- Vendors must submit a W9 Form in order to do business with Levy County.
 - Must be most recent version from the IRS
 - Must have only one entity box checked
 - If it is an LLC, it must have the Tax Classification line completed
 - Must have only one Tax ID number, SSN or FEIN
 - The remit to address should match your vendor information sheet

PURCHASING THRESHOLDS – PURSUANT TO ORDINANCE 2023-4

- Micro & Small Procurements: \$0.01 - \$4,999.99
 - Department Head Approval
- Small Procurement: \$5,000.00 - \$25,000.00
 - 3 Quotes – County Coordinator or Procurement Coordinator Approval
- Competitive Sealed Bids: \$25,001 or More
 - Competitive Sealed Bids need to be utilized

CURRENT SOLICITATIONS

- Levy County uses the DemandStar system to provide information about current solicitations to potential contractors, consultants, and other vendors, as well as the general public.
- The system allows subscribers to receive information about current solicitations quickly at any time of day.
- Levy County only accepts electronic submittals through “E-Bidding” on the DemandStar platform. In order submit a proposal/bid in response to solicitations the proposer/bidder must be registered with DemandStar.

FREQUENTLY ASKED QUESTIONS - DEMANDSTAR

- Is DemandStar really free?
 - Yes, DemandStar is free for both governments and businesses. You can create an account and explore our database of government bids for free. No credit card required.
- How does DemandStar make money?
 - Some businesses find the database so valuable that they pay to receive more automatic notifications at the county, state, or national level.
- How long does it take to sign-up?
 - Just 5-Minutes
- Why don't governments just keep their bids on their website rather posting on DemandStar?
 - Governments are required by law to publicly advertise bids, but struggle to find the right vendors for their projects. Often, agencies will purchase ads online or in newspapers to attract new suppliers – this isn't always enough. Through DemandStar, governments post bids that go to tens of thousands of suppliers for free. By providing a free procurement community, they make it easier for both businesses and governments to source new opportunities.

DEMANDSTAR PLANS

- **Basic Plan**
 - Choose a procurement agency (Levy County), and get access to every bid and quote we publish on DemandStar – FREE!
- **County Plan***
 - Choose a county government, and get access to every bid and quote agencies in that county publish on DemandStar - \$35 per year (pricing varies per state and county, depending on coverage, from \$35-\$1,299).
- **State Plan***
 - Upgrade to the State plan, and get access to every bid and quote agencies in the state publish on DemandStar - \$35 per year (pricing varies per state and county, depending on coverage, from \$35-\$1,299).
- **National Plan**
 - Go nationwide! Get full access to every bid and quote published by every agency and government on DemandStar - \$2,599 per year.

CREATE YOUR FREE DEMANDSTAR ACCOUNT

1. Click the “Get Started” button on the top right hand side of the screen.
2. Type your email address in and Company Name: Click the “Create your DemandStar Account”
3. Choose your Free Agency – in the Search by Agency Name type Levy County, select Levy County and click the “Next Button”.
4. Search your Commodity Codes, For Example, “Construction” choose the best that matches your business, For Example, “Builder’s Supplies” you can check more if you so choose. Click Continue.
5. On the next screen scroll to the bottom and click “Continue without adding subscriptions” if you want a FREE Subscription. A box will pop up, you can either click “skip getting notifications” or “I want to subscribe to counties!” Choose Skip getting notifications for the free account.
6. Enter your contact information, and click finish registration.
7. DemandStar will send you an email for you to create a password, then you can log-in and view all of Levy County’s Solicitation.

TAILOR NOTIFICATIONS FOR YOUR BUSINESS

- DemandStar uses 9,000+ keywords (called Commodity Codes) to match businesses to government bids.
 - Select the Commodity Codes that match your business. For Example type in Construction Services.
 - No limit to codes you can add. Change codes at anytime.
 - DemandStar sends you automatic notifications the moment a bid matching your commodity code goes live.

HOW TO SUBMIT A BID

1. Click on the Solicitation
2. Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations (when you are ready to submit your bid, click on “Submit E-Bid Proposal”)
3. Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”. (If there is not a total bid amount in your submission, please put a “0” under the “Bid Amount”).
4. After you click NEXT on the Contact Information Page, you will be directed to enter the documents required. Levy County typically requires one document, however, in others, they may ask you for multiple documents that each need to be uploaded separately. Tip: There is a place for you to add “Supplemental”, i.e. non-required documents.
5. Review Your E-Bid Response, and if everything is correct, the press “Submit Response”. You are Done!

Levy County cannot view your submission until the due date and time of the solicitation.

QUESTIONS?