



Purchasing Division
(772) 226-1416
purchasing@ircgov.com

Thank you for your interest in working with Indian River County. We are pleased to provide this overview of requirements to perform services for the County and to obtain bid information.

General Requirements to Work for the County:

Business Tax and Other Requirements:

- Firm must have a Local Business Tax Receipt (may be from Indian River or another County, or another municipality). Please contact the Indian River County Tax Collector for additional information.

W-9

- An IRS form W-9 for your firm will be required.

Insurance - All vendors working on or at our facilities must meet the following Minimum Requirements:

- **Commercial General Liability**, minimum \$500,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverage for premises/operations, products/completed operations, contractual liability, independent contractors. Indian River County must be named as additional insured.
- **Business Auto Liability**, minimum \$500,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverage for owned, hired, and non-owned autos. Indian River County must be named as additional insured. May be reduced to \$300,000 in certain cases.
- **Workers' Compensation Insurance** in accordance with Florida Statutes, including Employer Liability with a limit of \$100,000 for each accident, \$500,000 disease (policy limit) and \$100,000 disease (each employee); **Or** "Certificate of Election to be Exempt" issued by the State of Florida Department of Financial Services Division of Workers' Compensation **Or** notarized statement of exemption that can be provided by the Purchasing Division.

State and Local Licensure (typically for contractors):

- Requirements vary by type of work. Contact the Building Department at 226-1260 to determine requirements.

To obtain information on bid opportunities

- Bids, RFPs and RFQs are advertised in the Indian River Press Journal's legal ads.
- Information on County bids is accessible from the County's web site (www.ircgov.com) by selecting "Bid Documents / Purchasing" under "Quick Links".
- Bids are also typically broadcast through www.demandstar.com, which maintains a vendor library by commodity code.
- Instructions for signing up to receive email notifications of advertised bids are located near the bottom of the Purchasing Division web page (<http://www.ircgov.com/Departments/Budget/Purchasing/index.htm>).
- Information on current service and commodity contracts may be found through the Purchasing Division web page, under the "Current Contracts" link.

Bid Threshold

- The purchase of goods and services under \$25,000 do not require formal bid by the County, however using departments are generally required to obtain competitive quotes for those goods and services. Individual departments obtain the quotes and provide them to Purchasing for authorization of Purchase Order.

Vendor Database

- The Purchasing Division does not maintain an individual vendor list or library for potential vendors.