



Purchasing Division  
1800 27<sup>th</sup> Street  
Vero Beach, FL 32960  
(772) 226-1416  
[purchasing@ircgov.com](mailto: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**

#### Minimum Insurance 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.
- **Workers' Compensation Insurance** in accordance with Florida Statutes, including Employer Liability with a limit of \$100,000 for each accident, \$500,00 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.

#### Local Licensing Requirements:

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

#### Business Tax and Other Requirements:

- Please see attached Indian River County Tax Collector "New Business Checklist" for items that may apply to your service or commodity.

### **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](http://www.ircgov.com)) by selecting "Bid Documents / Purchasing" under "Quick Links", or by visiting [www.Demandstar.com](http://www.Demandstar.com).
- 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>).
- Indian River County does not maintain a formal vendor list.
- 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 Library**

- The vendor library is a reference tool for departments to locate potential providers of goods and services. This is typically referenced for items and work that fall below our \$25,000 bid threshold, and is separate from our Bid Subscribers list.
- To provide your credentials to be included in our “vendor library”, please click on “Vendor Registration” under “Find It” on the Purchasing Division Page for the registration form. Be sure to return proof of liability and worker’s compensation insurance and your W-9 with the form.



# CAROLE JEAN JORDAN

Indian River County Tax Collector

## NEW BUSINESS CHECK LIST

<input type="checkbox"/> LOCAL BUSINESS TAX	<p>For businesses located in the unincorporated section of the County  <b><u>A Local Business Tax Receipt must be obtained from:</u></b></p> <p><b>Indian River County Tax Collector's Office:</b>          * <b>Main Office</b> 1800 27<sup>th</sup> Street, Building B, Vero Beach, FL Phone: (772) 226-1358          * <b>West Office</b> 1860 82<sup>nd</sup> Avenue, Suite 102, Vero Beach, FL Phone: (772) 770-5380          * <b>Sebastian Office</b> 11610 US Highway 1, Sebastian, FL Phone: (772) 388-6034</p> <p>For businesses located within City limits, contact the appropriate City for information:</p> <table border="0"> <tr> <td>* City of Fellsmere</td> <td>(772) 646-6314</td> </tr> <tr> <td>* City of Sebastian</td> <td>(772) 589-5330</td> </tr> <tr> <td>* City of Vero Beach</td> <td>(772) 978-4700</td> </tr> <tr> <td>* Town of Indian River Shores</td> <td>(772) 231-4453</td> </tr> <tr> <td>* Town of Orchid</td> <td>(772) 581-2770</td> </tr> </table>	* City of Fellsmere	(772) 646-6314	* City of Sebastian	(772) 589-5330	* City of Vero Beach	(772) 978-4700	* Town of Indian River Shores	(772) 231-4453	* Town of Orchid	(772) 581-2770
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<input type="checkbox"/> ZONING	<p>To determine if the location and/or building conforms to zoning ordinances for the type of business contemplated, check with the County Zoning Department at 1801 27th Street – Building A, Vero Beach, FL — Phone (772) 226-1259. Also, for businesses operating from your home, a Home Occupation Permit is required from the Zoning Department – Phone (772) 226-1249.</p>										
<input type="checkbox"/> STATE	<p>To obtain a State Sales Tax Number, you must contact the Florida Department of Revenue, General Tax Administration, 337 North US Highway 1, Suite 207, Benton Building, Ft. Pierce, FL 34950 (772) 429-2900 or (800) 352-3671.</p>										
<input type="checkbox"/> FEDERAL	<p>To obtain a Federal I.D. Number, you must contact the Internal Revenue Service at (800) 829-4933 or <a href="http://www.irs.gov">www.irs.gov</a>.</p>										
<input type="checkbox"/> CORPORATIONS	<p>If the business is to be incorporated, contact the Florida Department of State, Division of Corporations, Corporate Filings, PO Box 6327 Tallahassee, FL 32314 Phone: (850) 245-6052 or <a href="http://www.sunbiz.org">www.sunbiz.org</a>.</p>										
<input type="checkbox"/> FICTITIOUS NAME	<p>A Fictitious Name Registration is required in order to receive a Local Business Tax Receipt unless; the business uses their corporation name as stated in their Articles of Incorporation, a sole proprietor using their legal first and last name as it appears on their drivers license, an individual attorney doing business in his legal name as a professional association or a business licensed by the Department of Business and Professional Regulation that is doing business in the business name as it appears on the state license. Contact the Florida Department of State, Fictitious Name Registration, PO Box 1300, Tallahassee, FL 32302-1300 Phone (850) 245-6058 or <a href="http://www.sunbiz.org">www.sunbiz.org</a>.</p> <p><b>* Registration packets are also available from the Tax Collector's Office.</b></p>										
<input type="checkbox"/> HOTELS, MOTELS, & RESTAURANTS	<p>Contact the Division of Hotels and Restaurants at (850) 487-1395 prior to obtaining your Local Business Tax Receipt.</p>										
<input type="checkbox"/> MOTOR VEHICLE REPAIR	<p>Contact the Department of Agriculture &amp; Consumer Services at (800) 435-7352 to obtain your Motor Vehicle Repair Registration. Also required, is clearance from the Environmental Health office at 1900 27th Street, Vero Beach, FL 32960 – Phone: (772) 794-7440.</p>										
<input type="checkbox"/> DEPARTMENT OF AGRICULTURE	<p>Anyone selling food (convenience store, grocery store, bakery, ice cream parlor, sandwich truck, fish or meat market, food warehouse, etc.) needs to call the Department of Agriculture at (800) 435-7352 for an inspection/state license.</p>										
<input type="checkbox"/> IRC FIRE & LIFE SAFETY BUREAU	<p>Contact the Indian River County Fire and Life Safety Bureau at (772) 226-1880 regarding Fire Code requirements.</p>										