



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. The W-9 must be dated within the last six months. All vendors are investigated against convicted vendor databases and scrutinized vendor lists.

Active 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 requested from 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.

E-Verify

- ALL vendors must be registered with and use, at their sole expense, the Department of Homeland Security's E-Verify system (www.e-verify.gov) to confirm the employment eligibility of all newly hired employees, as required by Section 448.095, F.S. This requirement applies to any provider of services or goods. **No vendor will be approved unless listed in the E-Verify system.**

To obtain information on bid opportunities

- Information on County solicitations is accessible from the County's web site: www.ircgov.com/departments/budget/purchasing by selecting "Current Solicitations"
- Bids are also typically broadcast through www.demandstar.com, which maintains a vendor library by commodity code.
- Bid notices are also emailed out through our vendor registry database. Click on the "vendor registration" link on the Purchasing page to sign up.
- 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 \$35,000 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

- Follow the “vendor registration” link to upload your license, W-9 and insurance documentation and select your commodity codes. If you have multiple insurance certificates, you will need to combine them into a single file. You can also sign up to receive specific solicitation notifications through this database.
- Vendors are not added and activated in our internal database until a department intends to make a purchase or obtain services from them.