



THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

817 Bill Beck Boulevard • Kissimmee • Florida 34744-4492
 Phone: 407-870-4691 • Fax: 407-870-4027 • www.osceola.k12.fl.us

Frequently Asked Questions:

Question:	Answer:
What phone number can I call to get more information?	You may call 407.870.4630 and you will be connected with the Buyer or staff member that best can answer your question.
What should I do if there is a change in my company's status?	In regards to the automated Bid Notifications System, log in to VendorLink and make the necessary changes to update your company's information. Contact this office to discuss the changes if you have any questions.
How can I obtain bid/solicitation results?	All bid/solicitation information can be acquired from VendorLink.
Can I attend bid openings?	Vendors are encouraged to attend bid openings for all formal bids/solicitations (Invitation to Bid ("ITB"), Request for Proposals ("RFP") and Request for Qualifications ("RFQ")) listed on VendorLink (https://vendorlink.osceola.org/vendor/common/default.aspx) at the date, time, and location addressed in the bid documents; all bids and submitted proposals received will be opened and read out publicly.
Once I submit a bid, can I withdraw it?	You can "withdraw" your bid prior to the due date/time addressed in the bid documents by contacting the Purchasing Department in writing.
Should I read the entire bid document including all the attachments and "fine" print?	It is strongly suggested that you thoroughly read and understand all the instructions, terms and conditions of the bid documents. If you submit improperly completed bids or submittals your bid or submittal may be considered "non-responsive".
How do I prepare a bid?	The bid document outlines the procedures for preparing bids. The terms, conditions and performance requirements are identified on the bid documents. The terms, conditions and performance requirements may differ each time. To be valid, all hard-copy bids must be signed by an official authorized to act on behalf of the company, all required documentation, drawings and other requirements requested in the bid document must be included, all bids must be submitted within the time frame specified, and it is the bidder's responsibility to ensure the bid is received before this deadline. Bids will not be accepted by the Purchasing Department if received after the required date and time.
What is a Pre-Bid meeting?	The Pre-Bid/Pre-Proposal/Walk Through is a meeting that is held to discuss the terms, conditions, performance requirements, the scope of work, and/or specifications relating to the bid documents. This meeting gives bidders the opportunity to ask questions and to request clarifications in the bid documents. The Pre-Bid may be "non-mandatory" however, bidders are urged to attend; or the Pre-Bid may be "mandatory" where attendance is <u>required</u> .

Student Achievement – Our Number One Priority

Districtwide Accreditation by the Southern Association of Colleges and Schools

School District Main Office: 817 Bill Beck Boulevard • Kissimmee • Florida • 34744-4492 • Phone: 407-870-4600 • www.osceola.k12.fl.us

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