

### **MINORITY/WOMEN BUSINESSES**

Okaloosa Gas District encourages all segments of the business community to participate in its purchasing program.

### **REQUIREMENT ADVERTISEMENT**

Under the guidelines for Florida Special Districts, new construction projects must be formally competed. Based on the value of a purchase we use verbal and written requests for quotes up to a threshold of \$25,000. Formal solicitations above \$25,000 are posted on the Florida Purchasing Group's e-portal at <http://www.BidNetDirect.com/florida>. Solicitations with construction requirements are advertised in the legal section of the Northwest Florida Daily News and/or the Pensacola News Journal as well.

### **PIGGYBACKING**

The District uses term contracts published by the State of Florida Department of Management Services. In addition, the District will "piggyback" on contracts entered into by other government agencies or the Florida Sheriff's Association. We also utilize cooperative contracts to procure goods and services through such organizations as US Communities or Sourcewell.

### **PURCHASING DIVISION PERSONNEL**

Questions regarding solicitations (unless otherwise stated in a formal document) should be addressed to:

#### **Purchasing Agent**

KevinDixon@okaloosagas.com  
850-729-4890

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## **Okaloosa Gas District**

### **HOW TO DO BUSINESS WITH OKALOOSA GAS DISTRICT**

#### **BASIC GUIDELINES FOR VENDORS**

Okaloosa Gas District  
Purchasing  
PO Box 548  
511 Government Avenue  
Valparaiso, FL 32580

850-729-4700 (MAIN)  
850-729-4755 (FAX)

[purchasing@okaloosagas.com](mailto:purchasing@okaloosagas.com)

## **INTRODUCTION**

Thank you for your interest in doing business with Okaloosa Gas District. These guidelines are to assist you with following our requirements.

## **OUR MISSION**

Okaloosa Gas District is an independent Special District created by the Florida legislature in 1953. The core mission of the District is to deliver natural gas services to customers within the 2,300 square miles in Okaloosa, Santa Rosa, and Walton counties. This includes residential, commercial, military and industrial customers in Northwest Florida.

This operation is sustained by over 1,609 miles of natural gas pipelines and managed by more than 200 dedicated employees, operating on an annual budget of approximately \$75 million.

## **VENDOR REGISTRATION**

Vendors desiring to do business with Okaloosa Gas District must register on the Florida Purchasing Group website at:

<http://www.BidNetDirect.com/florida>

Once you are registered, you will have access to solicitations posted by the District and our peer governmental entities. It is the vendor's responsibility to keep their information current on this site.

## **LOCATION OF THE PURCHASING DIVISION**

The Purchasing Division is located at our main office at:

511 Government Avenue,  
Valparaiso, Florida, 32580

Please call our purchasing staff to make an appointment or email us.

## **BILLING**

Email: [invoices@okaloosagas.com](mailto:invoices@okaloosagas.com)

Mail: Okaloosa Gas District  
Attn: Accounts Payable  
PO Box 548  
Valparaiso, Florida 32580

If a purchase order (P.O.) was used, it should be referenced on your invoice for timely payment. For questions regarding payments, please contact Accounts Payable at 850-729-4732.

Okaloosa Gas District is tax exempt entity of the State or Federal Government. During business transactions, we will furnish the exemption certificates authorized by Florida Statute, Chapter 212.

## **DOCUMENTATION PRIOR TO PAYMENT**

During the initial business transaction, we require our vendor registration form and a W-9 sent to the District prior to payment for goods or services rendered. The District offers Electronic Funds Transfer (EFT)/ACH payments. Details for setting this up are included in the vendor package.

## **VENDOR QUALIFICATIONS**

Safety is a major concern within the natural gas distribution and transmission industry. Natural gas pipeline construction requires the need for vendors to be compliant with the Department of Transportation's (DOT) Pipeline and Hazardous Materials Safety Administration's (PHMSA) Operator Qualification (OQ) program.

This program is defined in 49 CFR 192. There are multiple requirements for this type of contracted work dealing with formal task qualification for workers, formal record keeping, and welding tests along with an active drug-testing program. Construction vendors must carry the proper licenses to support the type of work required. Contractor drug testing reports to PHMSA must be combined with the District's reports.

If the construction work involves any of the infrastructure dealing with natural gas distribution to customers, the District will require safety and qualification training of the vendor. Our Human Resources Director will arrange for this training.

On the job site, District personnel must be allowed to examine the work in progress to validate specifications and quality of work.

## **INSURANCE REQUIREMENTS**

All vendors are required to submit current Certificates of Insurance for liability and worker's compensation or worker's compensation exemption certificates before any work commences for the District.

## **ETHICS**

Employees of the Purchasing Division of Okaloosa Gas District abide by the Code of Ethics of the National Institute and are members of the Gulf Coast Chapter of NIGP. The acceptance of gifts or gratuities of any kind by the purchasing staff is prohibited by the State of Florida under Florida Statute 112.313(2) and Okaloosa Gas District Policy.



# **Okaloosa Gas District**

511 Government Avenue  
Valparaiso, FL 32580

Phone: 850-729-4700

Fax: 850-729-4755

Email: [purchasing@okaloosagas.com](mailto:purchasing@okaloosagas.com)