

**How to Do Business
with the**

**Central Florida
Expressway Authority**

Table of Contents

Introduction	3
What We Buy	3
How We Buy	3
Policy and Procedures	3
Procurement Levels	3
Small Sustainable Business Enterprise (SSBE) Program	4
Procurement Department Home Page.....	4
Procurement Department Account.....	5
Advertisements for ITB, RFP and LOI	5
Planholder List	5

HOW TO DO BUSINESS WITH
THE CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Thank you for your interest in doing business with the Central Florida Expressway Authority (CFX). CFX's Procurement Department provides centralized support for all CFX departments. The following pages provide an overview of how to do business with us.

WHAT WE BUY

The Procurement Department is responsible for the acquisition of all equipment, materials, supplies and services required to fulfill the mission of CFX. Items procured range from office supplies to equipment, computers and vehicles. Services that we contract for include facilities maintenance, landscape maintenance, graphic production design, banking services, legal services, financial advisor, investment advisor, public information, insurance broker, auditor services, etc. Construction projects include both vertical and horizontal construction.

HOW WE BUY

Our objective is to purchase the required goods and services in a timely manner to meet CFX needs at a fair and reasonable price utilizing an open competitive bidding/proposal process.

POLICY & PROCEDURES

CFX makes its purchases in accordance with our Procurement Policy and Procedures Manual. Competitive sealed bids are the primary method we use to procure goods and services. Competitive sealed bids are not subject to negotiations. Awards are made to the lowest responsive and responsible bidders meeting CFX specifications.

PROCUREMENT LEVELS

The following procurement levels have been established by the Procurement Policy:

Level 1 - Purchases up to \$999.99: Items at this level may be procured from any available sources without seeking competitive pricing although competition shall be used to the maximum extent practical.

Level 2 - Purchases between \$1,000.00 and \$9,999.99: Items at this level require at least three quotes, either written or verbal, before the purchase is made.

Level 3 - Purchases between \$10,000 and \$24,999.99: Items at this level require at least three written quotes before the purchase is made.

Level 4 - Purchases between \$25,000.00 and \$49,999.99: Items at this level require three formal quotes.

Level 5 - Purchases of \$50,000.00 and up: In general, items at this level will follow either the competitive sealed bid or competitive sealed proposal process. Authorization by CFX Board is required to advertise procurements at this level. Board award of any subsequent contract resulting from the procurement is also required. Results of the competitive sealed bid or competitive sealed proposal process are available for review on CFX's web site.

CFX solicits and acquires Design Professional Services in accordance with Florida Statutes § 287.055 known as the Consultants' Competitive Negotiation Act or "CCNA". These services typically fall under the Level 5 procurement process as it relates to Board approvals.

SMALL SUSTAINABLE BUSINESS ENTERPRISE (SSBE) PROGRAM

To find out more about the Small Sustainable Business Enterprise (SSBE) Program and to see if you qualify to participate click here
<https://www.cfxway.com/DoingBusinessWithUs/BusinessDevelopment.aspx>

PROCUREMENT DEPARTMENT HOME PAGE

Our Procurement Department Home Page on the internet is always being updated. You will find links to the following:

- Procurement Account Login (Registration to the eProcurement Notification Email System and Bid Registration and Download
- Advertisements to Bids, Request for Proposal (RFP) and Letters of Interest (LOI)
- Planholder List
- Bid Results
- Public Meeting Notices
- Staff Contact Information
- M/WBE and DBE Database links
- Auction Opportunities / Schedule
- Purchase Order General Terms
- W-9 Form
- Tax Exempt Form
- CFX's Ethics Policy

To find out more about CFX's Procurement Department click here
<https://www.cfxway.com/DoingBusinessWithUs/Procurement/DoingBusinesswiththeExpresswayAuthority.aspx>

PROCUREMENT DEPARTMENT ACCOUNT

The Procurement Department account system allows you to create an account that may be used repeatedly for bid registrations. It can also be used for eProcurement notification registration if you want to be notified when new solicitations become available.

The e-Procurement Notification E-mail System is not intended to replace Florida Statute requirements and is intended to complement and enhance the solicitation notification process. Parties interested in participating in CFX procurement solicitations are not required to use the e-Procurement Notification E-mail System.

ADVERTISEMENTS FOR BIDS, RFPS AND LOIS

In addition to advertising in local print media, project advertisements are also posted on our webpage. For large construction projects, additional information regarding plan quantities is also posted. Access to advertisements and the additional information is available for review without having to register.

PLANHOLDER LIST

Our Planholder lists for current solicitations are automatically updated each time a new planholder registers. Planholders can identify themselves as a prime contractor, subcontractor, or other and, if applicable, a certified MBE, WBE or DBE.