

## Frequently Asked Vendor Questions

- **How do I become a Contractor/Vendor with the District?**

The District does not have a pre-qualified Contractor/Vendor's List. Prior to doing work for the District, a Contractor/Vendor will be required to complete an IRS W-9 form, provide proof of licensing (if applicable), and may be required to show proof of liability, worker's compensation and/or automobile insurance. Service Contractors/Vendors must register and comply with the E-Verify Program.

Please visit the link below for more information:

<https://www.districtgov.org/departments/Purchasing/vendors.aspx>

- **What Insurance is required to do work in the District?**

All Contractors/Vendors doing work for the District must be authorized to do business in the State of Florida. The Contractor/Vendor shall not commence any work until they have obtained all of the following types of insurance:

- General Liability
- Automobile Liability Insurance
- Excess Liability Insurance (Umbrella Policy)
- Workers' Compensation Insurance
- Other types of insurance may apply

Please visit the following link for more information:

<https://www.districtgov.org/departments/Purchasing/insurance.aspx>

- **How can I get notification when District work opportunities go out for solicitation?**

There are two authorized outlets for Contractors/Vendors to receive automatic notifications of current, District solicitations. Contractors/Vendors may register to receive notification of solicitations for bids and proposals from the District by registering with Onvia DemandStar or signing up for E-Notifications on the District Website. Both automatic notification systems will allow Contractors/Vendors to receive the information quickly, at their convenience, whenever and wherever they choose, 24 hours a day, 7 days a week. Follow the links below to sign up today!

**Register for Solicitation Notifications at the links below:**

- [www.demandstar.com](http://www.demandstar.com)
- <https://www.districtgov.org/newsletter/newsletter.aspx>

- **How can I get access to Solicitation documents, awards and other status updates?**

There are two authorized outlets for Contractors/Vendors to receive District formal solicitation information. Both Onvia DemandStar and the District Purchasing webpage provide formal solicitation documents, such as, but not limited to, Invitation to Bid (ITBs), Request for Proposal (RFPs), Request for Qualifications (RFQs), addendums and notice to respondents. Both sites also provide formal solicitation status updates such as



when a solicitation is active, awarded, cancelled, being recommended for award, rejected or still under evaluation.

**Please visit the links below for more information on District Formal Solicitations:**

- <https://www.demandstar.com>
- <https://www.districtgov.org/departments/Purchasing/bids.aspx>