



## DOING BUSINESS WITH OKALOOSA COUNTY

Procurement of all goods and services for departments governed by the Okaloosa County Board of County Commissioners flow through the Purchasing Department. This guide will assist you in following our requirements in order to do business with Okaloosa County. **All goods and/or services must have the proper procurement method in place at the time of the order. (Purchase Order, P-Card, Contract/Lease number or qualified Direct Pay)**

**ETHICS** – The Purchasing Department subscribes to the Code of Ethics of the National Institute of Government Purchasing (NIGP) and is a Charter Member of the Central Gulf Coast Chapter of NIGP. The County purchasing policy forbids acceptance of gifts or gratuities other than advertising novelties.

**LOCATION / HOURS**– 5479A Old Bethel Road, Crestview, Florida 32536. We are open M-F from 7:30 am to 4:30 pm (CT). It is recommended that you call prior to visiting to ensure the individual handling procurement of your products/services will be available (850-689-5960).

**VENDOR REGISTRATION** – Vendors may register by visiting our website at <http://www.co.okaloosa.fl.us/purchasing/home> select the “Vendor Registration & Opportunities” link – from here vendors can register and login to view and download our current Bids.

**PROCUREMENT REGULATIONS** – Requirements are as follows:

**\$0- \$3,500** – Require one quote.

**\$3,501 - \$50,000** – Require three written quotations.

**Over \$50,000** – Require formal sealed bids. Public Notice is posted on the County website and advertised in the Northwest Florida Daily Newspaper.

**P-CARDS** – Purchasing cards may be used for “small purchases” under \$3,500 by each department.

**INSURANCE REQUIREMENTS** – All construction or service contracts require insurance certificates naming the County as additional insured.

**CONFLICT OF INTEREST DISCLOSURE FORM** - For purposes of determining any possible conflict of interest, all respondents, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.



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**BILLING** – Copies of invoices must accompany all deliveries and a copy mailed to:

Okaloosa County Finance Dept.  
Newman C. Brackin Bldg.  
302 N. Wilson St., #203  
Crestview, Florida 32536

All Invoices should reference the PO, Contract/Lease, or P-card numbers to insure prompt payment. For questions concerning payments, please contact the Finance Department (Accounts Payable) at 850-689-5000 Ext. 3414/3416

**PURCHASING DEPARTMENT**  
5479A Old Bethel Road  
Crestview, Florida 32536  
Phone: 850-689-5960  
Fax: 850-689-5970

*Greg Kisela - Purchasing Director*  
[gkisela@co.okaloosa.fl.us](mailto:gkisela@co.okaloosa.fl.us)

*David Underwood - Interim Purchasing Manager*  
[dunderwood@co.okaloosa.fl.us](mailto:dunderwood@co.okaloosa.fl.us)

*DeRita Mason - Contracts & Lease Coordinator*  
[dmason@co.okaloosa.fl.us](mailto:dmason@co.okaloosa.fl.us)

*Matt Young - Contracts & Lease Coordinator*  
[myoung@co.okaloosa.fl.us](mailto:myoung@co.okaloosa.fl.us)

*Renee Biby - Grants Coordinator*  
[rbiby@co.okaloosa.fl.us](mailto:rbiby@co.okaloosa.fl.us)

*Nick Lombardi - Fixed Asset Coordinator*  
[nlombardi@co.okaloosa.fl.us](mailto:nlombardi@co.okaloosa.fl.us)

*Nathan Hooks - Buyer*  
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