



How to Do Business with
The Orlando Utilities Commission

Procurement Department

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Orlando, FL 32822

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PREFACE

Welcome Suppliers to Orlando Utilities Commission. The following supplier guide is designed to promote interactions between you and the OUC - Procurement Department.

This guide contains the information you will need in order to offer/sell goods and/or services to our Commission. The information contained in the guide is for informational purposes only.

The Procurement Department is a branch of the Financial Services Department at the Orlando Utilities Commission. Procurement subscribes to the [NIGP Values and Guiding Principles](#) of Public Procurement.

The functional activities of the Procurement Department are divided into the following areas:

- To secure services equipment, materials and quality supplies at a price consistent with sound business practices such that OUC may render reliable utility services to its customers at the lowest reasonable cost.
- To conduct business with reputable and responsible suppliers in a fair and ethical manner.
- To obtain equipment, materials, supplies and associated services from the most responsive and responsible bidders on the most favorable terms.
- To ensure that all suppliers invited to bid on a specific request are afforded equal information and opportunity such that request for quotations can be developed in a fair and ethical manner.
- To promote competition in the procurement process.
- To share long-term plans, goals and expectations that will enhance the effectiveness of the customer/supplier relationship.
- To work with suppliers for continuous improvement and long-term cost reduction.
- To measure supplier performance, provide feed-back; assist in developing suppliers and to recognize premier suppliers.
- To acquire equipment, materials, supplies and associated services by the most efficient process that provides the optimum degree of financial and legal protection.

MISSION

The Procurement Department is committed to procure goods and services applying best practices to guarantee continuation of services meeting the requirements of the Utilities Commission, while complying with all state and local laws.

Guidelines of conduct that suppliers must be aware as they intend to do business with The Orlando Utilities Commission

CODE OF ETHICS

- OUC is dedicated to honesty, integrity, and total impartiality in the conduct of business, both in fact and appearance. Each transaction is to be completed in an ethical and professional manner.
- Orlando Utilities Commission is committed to honesty, integrity and fairness in conducting business. Employees are required to comply with Orlando Utilities Commission's Code of Ethics Policy to avoid any activities that may create a conflict of interest or jeopardize the highest standards of professional conduct during all phases of the procurement, contracting and sourcing processes.
- OUC employees may not solicit gifts, gratuities, services or other items of monetary value from any person or company to whom a procurement or contract may be awarded. Unsolicited gifts may only be accepted in accordance with OUC's Ethics Policy and Procedure. In addition, an OUC employee who is related to a bidder or a proposed provider of goods or services, or is in a position to derive a personal benefit from the transaction, must disclose the relationship. Disclosure shall be made in accordance with OUC's Ethics Policy and on Procurement's Conflict of Interest Forms. The Commission also is governed by Florida Statutes, Chapter 112, Part III, on ethics of public employees.
- No-Contact Period during formal solicitations process: From the date the solicitation document is issued until a notice of recommended award, rejection of all bids or other notice is made, no unauthorized contact, related to the solicitation will be allowed between a bidder, their employees or subcontractors and any OUC officer, director, or staff, with the exception of the procurement representative managing the solicitation mentioned in the document. Any unauthorized contact will disqualify the bidder from further consideration.

CONTACTING PROCUREMENT SERVICES

Office Hours: Sales representatives are encouraged to visit with the appropriate buyer during normal business hours (Monday through Friday, 8:00 a.m. - 4:00 p.m. EST). Appointments are recommended to assure that the buyer and other appropriate parties will be available for your visit.

Procurement General Email: purchasing@ouc.com

HOW I CAN PARTICIPATE ON NEW OPPORTUNITIES

Supplier List / Website: OUC's partnership with VendorLink allows suppliers to search online for current solicitations. Please note that in order to receive future bid solicitations' notification; you will need to be registered with VendorLink. Click [here](#) to learn more.

If you have any questions or concerns, please feel free to contact:

Purchasing Specialist

5971 Pershing Avenue., Orlando, Florida 32822

OUC—The *Reliable One*

Tel: 407-434-2126 Fax: 407-434-4338

ENVIRONMENTAL CONSIDERATIONS

OUC recognizes that the procurement and use of supplies and services can have an impact on the environment. OUC further acknowledges the positive impact that it can make on the environment through its procurement decisions and the responsibility to act as an environmental steward by making procurements in an environmentally responsible manner. Where applicable, the General Manager or his or her designee shall consider use of supplies and services that are environmentally friendly and that help to achieve and complement OUC's sustainability goals.

PROCURING VEHICLES

RFQ - Request for Quotes

RFQ (CCNA) - Request for Qualifications

RFP - Request for Proposal

RFI - Request for Information

ITB - Invitation to Bid

ITN - Invitation to Negotiate

SUPPLIER DIVERSITY

At OUC, we are committed to doing business with Minority/Women-Owned Business Enterprises (M/WBES). Efforts to increase the utilization of M/WBES in the procurement of goods and/or services include:

- Building Partnerships
- Strengthening Relationships
- Educating Suppliers

Supplier Diversity Contact Information:

SupplierDiversity@ouc.com

Phone: 407-434-4003

Fax: 407-434-4338

SUPPLIER DIVERSITY POLICY STATEMENT

OUC is committed to providing equal opportunities to Minority/Women Business Enterprises (M/WBES) as well as all other Suppliers, Consultants, Contractors and Subcontractors who seek to do business with OUC. OUC hereby establishes this policy ("Diversity Policy") in an attempt to ensure that certified qualified M/WBES are made aware of, have an opportunity to bid on, and are considered on an equal basis with all other qualified bidders for the provision of supplies and services.