



# FACILITIES DEVELOPMENT AND OPERATIONS (FDO)

## *OEBO Outreach Event*

*April 30, 2024*



## What We Do?

Facilities Development & Operation's responsibilities are varied and include siting and land acquisition, designing, constructing, managing, and providing audio-visual, radio, and security services to 800 county facilities and its fleet of 4000 vehicles and equipment for the Palm Beach County Board of County Commissioners and its Departments, Constitutional Officers, Palm Beach County Sheriff's Office, and the 15th Judicial Circuit Court.

# VENDOR SELF SERVICE (VSS)

**\*\*\*In order to do business with Palm Beach County, you must register as a vendor through the VSS system.\*\*\***

## Benefits of registering as a vendor:

- The ability to view current and/or past contracts your company has held with Palm Beach County.
- The ability to view payment history.
- Receive email notifications for advertised solicitations.

# VENDOR SELF-SERVICE (VSS)

CGI Advantage PBC Purchasing PBC 0184

## Welcome to Palm Beach County Vendor Self Service

The Palm Beach County (PBC) Vendor Self Service System (VSS) allows you, as a payee/vendor to manage your own account information and view your financial transactions, including payments. If this left to activate your account or to register as a vendor for the first time. Please visit website at [www.pbcgov.com/Purchasing](http://www.pbcgov.com/Purchasing) for a Vendor's Guide to "Doing Business with Palm Beach County".

**Announcements**

05/10/2018  
**\*\*\*CERTIFIED BROWSERS\*\*\*** —The following browsers are certified for VSS: Chrome - Desktop 6.3 and Android 7.1x tablets, Safari - iPad - iOS 11.2.2, Edge - 4.1 Windows 10 tablets, Safari - MacOS 10.13, Firefox ESR - 52.x ESR, Firefox Standard - 58, Mobile devices - iOS 11.2.2 and Android 8.1 \*\*\*Please contact [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org) if you are having issues with your browser\*\*\*

06/01/2018  
 The Purchasing Department has implemented an on-line Vendor Self Service System (VSS) that provides email notification of IFB, RFP, RFQ, RFS and RFQ2 to registered vendors who: (1) provided an email address in their vendor registration account, (2) designated a commodity or commodities in their vendor registration account, AND (3) where the good or service being solicited matches a commodity or commodities selected by the vendor. IF NOT A REGISTERED VENDOR, YOU MAY SELECT THE PUBLIC ACCESS BUTTON ON THE BOTTOM LEFT TO VIEW ALL SOLICITATIONS FOR PALM BEACH COUNTY.

02/17/2018  
**\*\*\*VENDOR NOTICE\*\*\*** - email pre-populated Vendor Registration Summary & W-9 form from VSS system to Purchasing at [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org) once new registration is completed. Purchasing staff are available to answer questions Monday - Friday from 8:00 - 5:00pm (EST)

VSS will be available with limited access to Financial searches for Maintenance: Monday - Friday 7PM - 7:30PM and 8:45PM to 9:15PM

**Contacts**

Contact PBC Purchasing at [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org) if you need

**Forms**

Click on a form below to either save it to your desktop or open it

[VSS Quick Reference Guide for Solicitations](#)

[VSS Activate Existing Account User Guide](#)

[VSS New Vendor Registration User Guide](#)

[W-RBN](#)

[W-RMY](#)

[W-RXP](#)

[W-RFCI](#)

[W-RREN-E](#)

[Commodity Service Code Book\\_25th Edition](#)

[Access forms](#)

User ID:   
 Password:   
  
[Password Reset](#)

Click the Register button to register a new or existing account.

Home | Help | Accessibility | Site Map | Privacy | Logout

Business Opportunities Vendor Registration

Solicitations Purchase History

Search for Solicitations

Show Me: All Solicitations Open Solicitations Closed Soon Recently Published Recent Amendments Recent Intentions Recent Awards

Keyword Search:   [Advanced Search](#)

Solicitation	Disc. Desc./Recent/Category/Solicitation Type	Details	Open	Status
North County Airport Existing Dash Relocation RFQ - 160 - 16C 15-8	Airports Gary Sykes Construction Request for Proposals(RFP)	Published On: 7/6/18 Amended On: 8/21/18 Closing On: <b>8/16 2:00 PM EDT</b> Time Left: 1 Day, 05:27:26 Intent Posted On:		Open
PLAQUES AND TROPHIES, PURCHASE AND DELIVERY OF TERM CONTRACT RFQ - 000 - 866818/C	Purchasing Carlos Ramos Request for Quotes(RFQ)	Published On: 8/21/18 Amended On: 8/21/18 Closing On: <b>8/16 4:00 PM EDT</b> Time Left: 1 Day, 07:27:26 Intent Posted On:		Open
DIETARY AND NUTRITION CONSULTING SERVICES, TERM CONTRACT RFQ - 000 - 14023234/S	Purchasing Holly Skates Request for Quotes(RFQ)	Published On: 8/24/18 Amended On: Closing On: <b>8/16 4:00 PM EDT</b> Time Left: 1 Day, 07:27:26 Intent Posted On:		Open
Palm Beach Lakes Blvd. over FEC Raised RFP - 360 - 2017880	Engineering & Public Works Holly Knight CDMA Prod Sites Request for Proposals(RFP)	Published On: 7/26/18 Amended On: 8/21/18 Closing On: <b>8/16 4:00 PM EDT</b> Time Left: 1 Day, 07:27:26 Intent Posted On:		Open
WAV PLUMBER, PURCHASE AND DELIVERY OF ME QUOTE RFQ - 000 - 888181-2018/C	Purchasing Carlos Ramos Request for Quotes(RFQ)	Published On: 8/27/18 Amended On: Closing On: <b>8/16 4:00 PM EDT</b> Time Left: 1 Day, 07:27:26 Intent Posted On:		Open
DECLARATION ALERT LIGHTS, PURCHASE AND DELIVERY (ONE-TIME) RFQ - 000 - 888181-2018/C	Purchasing Juliana Garcia Request for Quotes(RFQ)	Published On: 8/27/18 Amended On: Closing On: <b>8/16 4:00 PM EDT</b> Time Left: 1 Day, 07:27:26 Intent Posted On:		Open
HYDROBLASTING AT VARIOUS WATER TREATMENT PLANTS RFQ - 000 - 73571603/S	Purchasing Marisa Brown	Published On: 8/28/18 Amended On:		Open

Solicitations for Construction and Non-Construction Goods/Services are ALL advertised on VSS.

One Stop Shop!!!

# ALL ABOUT THE CODES, BOUT THE CODES!!!

## What is a commodity code?

Commodity codes are standard classification codes used to describe the products and services provided by a company.

## Why are commodity codes important?

When you register as a County Vendor (or update your existing registration) through the Purchasing Department's Vendor Self Service (VSS) system, you will be asked to select the commodity codes that best describe the goods and/or services you provide. ***This is very important since the email notifications you receive about County business opportunities are based upon the commodity codes you select.***

***\*\*\*\*There is NO limit on how many or what types of commodity codes you register for!!!\*\*\*\****

# SERVICES/GOODS NEEDED BY FDO

FDO maintains over 800 County facilities and requires services and goods to uphold these properties.

Services and goods range from:

- Custodial Services
- Grounds Services
- HVAC Services
- Irrigation Services
- Locksmith Services
- Security Services
- Vehicle Maintenance Services
- Audio/Visual Equipment Repair Services
- Fire Extinguisher Services
- Elevator Services
- Irrigation, HVAC, Audio/Visual, Plumbing, Locks, Electrical Equipment, Parts and Supplies, etc.

*Term contracts are put in place by the Purchasing Department for user departments to use when the need should arise.*

## PRE-QUALS CURRENTLY ADVERTISED ON VSS

- Pressure Cleaning Services
- Painting Services
- Window and Glass Cleaning Services
- Joint Sealing and Caulking Services
- HVAC Services
- Electrical Services
- Plumbing Services
- Door Replacement Services
- Moving Services
- ▶ • Furniture Installation Services
- Electrical Equipment, Parts, and Supplies

*Plus many more.....*



# STILL HAVE QUESTIONS?

Email questions about **Vendor Registration/Vendor Self Service (VSS)** to: [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org)

Amanda L. Ray

FDO Procurement and Business Development Manager

Phone: 561-233-2014

Email: [alray@pbc.gov](mailto:alray@pbc.gov)

# FACILITIES DEVELOPMENT AND OPERATIONS BUSINESS OPERATIONS DIVISION

