

Introduction

Thank you for your interest in doing business with Okaloosa Gas District. These guidelines are provided to assist you with following our requirements in order to do business with us.

Our Mission

Okaloosa Gas District is an independent Special District authorized by the legislature of Florida using Chapter 2000-433 (House Bill 1637). The District was originally established in 1953 and is charged with the mission to support the natural gas distribution needs of the communities within our 450 square mile service territory. Our mission is to safely deliver natural gas service to over 41,000 residential and commercial customers (4.9% of the natural gas customers in Florida). We sustain over 1,200 miles of natural gas pipeline with over 150 dedicated employees. Our annual budget is approximately \$30M.

Vendor Registration

Vendors desiring to do business with Okaloosa Gas District must register on the Florida Purchasing Group website at <http://www.BidNetDirect.com/florida>

Once you are registered, you will have access to solicitations posted by the District and our peer governmental entities. It is the vendor's responsibility to keep their information current on this site.

Location of the Purchasing Division

The Purchasing Division is located at our main office at 364 Valparaiso Parkway, Valparaiso, Florida, 32580. Please call our purchasing staff to make an appointment or email us. Due to

our limited staff, we cannot support walk-in business visits.

Billing

Send your invoices to:

Okaloosa Gas District

Attn: Accounts Payable

PO Box 548

Valparaiso, Florida 32580

If a purchase order (P.O.) was used, it should be referenced on your invoice for timely payment. For questions regarding payments, please contact Accounts Payable at 850-729-4732.

Okaloosa Gas District is exempt from taxes imposed by the State or Federal Government. During business transactions, we will furnish the exemption certificates authorized by Florida Statute, Chapter 212.

Documentation Prior to Payment

During the initial business transaction, we also require a vendor registration form and a W-9 to be sent to the District prior to payment for goods or services rendered.

Vendor Qualifications

Safety is a major concern within the natural gas distribution and transmission industry. Our natural gas pipeline construction requirements drive the need for vendors to be compliant with the Department of Transportation's (DOT) Pipeline and Hazardous Materials Safety Administration's (PHMSA) Operator Qualification (OQ) program. This program is defined in 49 CFR 192. There are multiple requirements for this type of contracted work

dealing with formal task qualification for workers, formal record keeping, and welding tests along with an active drug-testing program. Construction vendors must carry the proper licenses to support the type of work required. Contractor drug testing reports to PHMSA must be combined with the District's.

If the construction work involves any of the infrastructure dealing with natural gas distribution to customers the District will require safety and qualification training of the vendor. Our training staff and our Safety Director will arrange for this training to be accomplished.

On the job site, our Safety staff must be allowed to examine the work in progress to validate specifications and quality of work.

Insurance Requirements

All vendors are required of Governmental Purchasing (NIGP to submit current Certificates of Insurance for liability and worker's compensation or worker's compensation exemption certificates before any work commences for the District.

Ethics

Employees of the Purchasing Division of Okaloosa Gas District abide by the Code of Ethics of the National Institute) and are members of the Gulf Coast Chapter of NIGP. The acceptance of gifts or gratuities of any kind by the purchasing staff is prohibited by the State of Florida under Florida Statute 112.313(2) and Okaloosa Gas District Policy.

Minority/Women Businesses

Okaloosa Gas District encourages all segments of the business community to participate in its purchasing program.

Requirement Advertisement

Under the guidelines for Florida Special Districts new construction projects must be formally competed. Based on the value of a purchase we use verbal and written requests for quotes up to a threshold of \$25,000. Look for our formal solicitations above \$25,000 to be posted on the Florida Purchasing Group, www.floridabidsystem.com, with construction requirements advertised in the legal section of the Northwest Florida Daily News or Pensacola News Journal.

The new PHSMA Distribution Integrity Management Program (DIMP) will drive multiple new capital projects for the District over the next 5-10 years.

State of Florida Term Contracts

The District uses numerous term contracts published by the State of Florida Department of Management Services. We encourage vendors to participate in these contract arrangements. If you are involved in a contract where “piggy back” arrangements are allowed please point this out to the purchasing official.

Website

The District’s website contains a wealth of information for vendors interested in doing business with us. Check us out at www.okaloosagas.com for updates on our progress.

Purchasing Division Personnel

Your point of contact for questions regarding a solicitation should be addressed to:

Steve Sabin

Purchasing Agent

stevesabin@okaloosagas.com

850-729-4890

Appliance Alliance Network

The District enters into distribution agreements with third party vendors to provide natural gas appliances to the public. If your business is interested in being considered for this network please contact our Vice President of Marketing:

Eddie Springle

Vice President, Marketing

eddiespringle@okaloosagas.com

850-974-7001



Okaloosa Gas District

HOW TO DO BUSINESS WITH OKALOOSA GAS DISTRICT

BASIC GUIDELINES FOR VENDORS

**Okaloosa Gas District
Corporate Services**

PO Box 548

364 Valparaiso Pkwy

Valparaiso, FL 32580

850-729-4700 (MAIN)

850-729-4818 (FAX)

purchasing@okaloosagas.com