


PROCEDURE

Subject	Agents, Solicitors, Salesmen Registration & Presentations	Number: 1.11.01
Source	Vice President, Finance and Administrative Services	Reference (Rule #) 6HX14-1.11
President's Approval/Date:	 8/14/2017	

POLICY:

State College of Florida, Manatee Sarasota seeks to maintain excellent and professional relationships with all existing vendors and prospective vendors. Existing vendors and sales people should check in with Public Safety at the respective campus prior to visiting departments on campus. If a vendor is doing maintenance, repair or installation work on campus they must sign in with the Facilities Department at the respective campus. Prospective vendors should contact the Director, Business Services before visiting any department on any campus.

Prospective vendors will be given an opportunity, via specific appointments, to showcase their companies' products/services to the Director, Business Services or his/her designee, the Coordinator, Procurement, and possibly others from the Bradenton campus, the Venice campus or the Lakewood Ranch campus.

PROCESS:

- Existing vendors must register with the Department of Business Services and should set specific appointments so that appropriate College staff can be included in meetings concerning specific topics.
- Existing vendors are expected to respond to requests in a reasonable timeframe to correct problems with Campus equipment / services. Specific vendor agreements will address all conditions of default should vendors ignore such requests.
- Agents, solicitors and salesmen representing prospective vendors must also check in with the Director, Business Services or his/her designee.
- Prospective vendors will be given ample and fair opportunities to showcase their products and services and should set an appointment with the Business Services Department.
- ALL vendors, agents, solicitors and salesmen MUST adhere to ALL College rules, regulations, procedures, Florida Department of Education regulations, and all applicable State, Federal and local laws.