

UNSOLICITED VENDOR CONTRACT PROCESS POLICIES AND PROCEDURES

POLICY STATEMENT

It is prohibited for any JEA Manager to interact with a potential JEA vendor, or an existing JEA vendor who wants to sell us a product or service in the future that they are not selling us now.

OBJECTIVES

Establish a single point of contact in Procurement Services to receive all vendor requests that inquire about new JEA work.

Maintain current information of www.jea.com that instructs vendors on how to do business with JEA and explains the Unsolicited Vendor Contact Process.

ASSIGNMENT OF RESPONSIBILITY

Procurement Services is responsible for maintenance and implementation of this procedure. All using divisions are responsible for compliance herewith.

PROCEDURES

When a JEA manager or employee is contacted by a potential JEA vendor, or an existing JEA vendor who wants to sell us a product or service in the future that they are not selling to us now; the JEA manager or employee will refer the vendor to the Unsolicited Vendor Contact (UVC) Coordinator in Procurement Services at 904-665-7594 or uvcrequests@jea.com.

Upon completion of the work session, a decision will be made on whether the vendor's products and / or service address a current JEA need. If yes, the JEA manager will further identify the need and go through the normal Standards, Budgeting and Bid & Award Processes. If no, the vendor will be advised and the vendor's company will be added to the JEA's vendor database for reference in the event that JEA has a need for the vendor's product or service in the future.