



College Operating Procedures (COP)

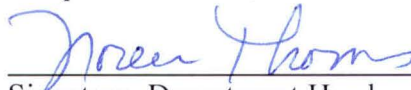
Procedure Title: Verification of Vendor's License and Insurance
Procedure Number: 07-0721
Originating Department: Facilities Planning & Management

Specific Authority:

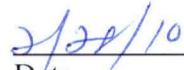
Board Policy 6Hx6:1.02
Florida Statute 1001.65
Florida Administrative Code State Requirement for Educational Facility (SREF)

Procedure Actions: Adopted: 06/09/09; Revised: 07/01/09

Approved:



Signature, Department Head



Date

Purpose Statement: Facilities, Planning and Management shall obtain a copy and verify each vendor's business license and certificate of insurance who is employed by Edison State College as an outside contractor.

Guidelines:

Facilities, Planning and Management shall obtain a copy and verify each vendor's business license and certificate of insurance who is employed by Edison State College as an outside contractor.

Procedures:

- I. Prior to doing RFP (request for purchase) for services requested, verify that vendor has a current and valid Florida State, County or City license and certificate of insurance on file.
- II. If vendor's license or certificate of insurance is not on file and/or is not current, ask vendor to supply current up-to-date information prior to doing RFP.
- III. Verify license with proper issuing office. Is the license current and in good standing?
- IV. Log in new and/or up-dated information in Facilities Planning and Management Vendor file. Purchasing and Risk Management to receive a copy of the vendor's license and certificate of insurance.
- V. If applicable, verify compliance with Jessica Lunsford requirements.

- VI. Issuing agencies regulate the renewal period. This procedure must be followed when a license is due for renewal.