

# Vendor Information Workshop Polk State College



Many companies have recently inquired about doing business with Polk State College (formerly *Polk Community College*).

In response to those inquiries, we are offering bi-monthly Vendor Information Workshops in order that prospective suppliers can learn more about doing business with PSC and other public entities. Please consider attending the next scheduled meeting.

The workshop will be held at our Winter Haven Campus at:

Learning Resources Building, 1<sup>st</sup> Floor  
999 Avenue H, NE  
Winter Haven, FL 33881-4256

To register to attend this meeting, EMail your RSVP to [aarmbruster@polk.edu](mailto:aarmbruster@polk.edu). Be sure to include any special topics you would like to have added to the Agenda (see below).

Please park in the north parking lot.

Bring plenty of business cards so that you can network with the other attendees!

Additional information is available at our Purchasing home page. Go to [www.polk.edu](http://www.polk.edu) . Click on **Business and Community**, then on **Purchasing**.

## Agenda

- PSC future construction projects
- Vendor Registration Form submittal
- Selecting the correct Commodity Codes
- How to do business with PSC and other governmental entities
- State Contracts
- The Invitation to Bid & Request for Proposals Process
- Q&A

