



Doing Business with the Leon County Sheriff's Office

The Leon County Sheriff's Office (LCSO) purchases various goods and services to support our law enforcement mission and operate the Leon County Detention Facility. This includes security equipment, vehicles, inmate clothing, specialized protective gear, weapons, intelligence software, and many more.

We encourage you to reach out to the LCSO Purchasing team with any questions!

What is my first step?

Contact LCSO Purchasing at LCSO_VendorHelp@leoncountyfl.gov to obtain the vendor registration application. The completed application can be submitted via email, along with a copy of the vendor's W9.

The Sheriff's Office is actively working to build out vendor resources on our website. Currently, open solicitations can be viewed at

<https://www.leoncountysoc.com/Departments/Administration/Purchasing-Opportunities>

How do I find information on available opportunities?

What are the purchasing thresholds?

If not available on an established contract or master agreement, purchases:

- Over \$5,000 requires 3 quotes
- Over \$50,000 requires 3 informal bids
- Over \$300,000 requires a formal competitive solicitation

As a governmental entity, the Sheriff's Office is exempt from Florida sales and excise taxes imposed by State and Federal government.

Is LCSO tax exempt?

How does LCSO complete purchases?

Purchase Orders: The most commonly used form of procurement issued by the Agency's Purchasing Office. These will be sent electronically via email when possible or to the physical mailing address provided with the vendor registration application.

Purchasing Card (PCard): Certain authorized Agency employees have been issued purchasing cards using the Mastercard platform to purchase goods and services or conduct Agency-related

The Agency follows the Florida Prompt Payment Act and issues all vendor payments within 45 days of receipt of a properly completed invoice and the goods or services. Unless expressly directed otherwise, invoices should be sent directly to LCSO Accounts Payable at LCSO.Invoices@leoncountyfl.gov

How do I invoice LCSO?

What are my payment options?

Beginning in April 2024, LCSO will begin offering Automated Clearinghouse (ACH) payments as an option rather than receiving a physical check. This option is more secure and allows the vendor faster and more convenient access to their payment. To update your vendor profile to include ACH instructions, please contact LCSO Purchasing.

If you need assistance, please contact LCSO Purchasing (850) 606-3210 or lcsoc_vendorhelp@leoncountyfl.gov.

