***BROWARD COUNTY PARKS AND RECREATION’S VENDOR PROCESS***

2009 Broward County Board of County Commissioners signed a policy for all vendors who conduct business in Broward County Parks must go through a vendor registration process. The registration process and paperwork is available on the Parks website. ([www.broward.org/parks](http://www.broward.org/parks))

The process consists of the vendors to provide the following:

* A vendor Application
* An Affidavit of Criminal Background Check (this is performed by searching the website [www.fdle.state.fl.us](http://www.fdle.state.fl.us) and [www.nsopw.gov](http://www.nsopw.gov))
* An Insurance Certificate of Liability listing Broward County as additional insured and as Certificate Holder
* A Vendor’s Permit Fee

Once this process is complete, the registered vendor is placed on a list for all patrons to view. This list is available on our website and updated weekly. As part of the policy, all patrons who hire vendors must hire registered vendors.

The vendor’s information is entered into RecTrac. The vendor is registered for one year pending the expiration date the application. Monitoring of the vendor’s status is performed through RecTrac and any lapse in insurance or application renewal leads to removal from the list.

The vendor is required to contact the park, where they are doing business, at least forty-eight (48) hours in advance for a park pass. This allows the park to know which vendor is conducting business in the park and what types of apparatus to expect.