

# **PURCHASING VENDOR GUIDE**



## **DIVISION OF CONTRACTS & PROCUREMENT**

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Dear Vendor:

This brochure is to acquaint you with the Salt Lake County's Contracts and Procurement Division, and in a general way inform you of County procedures.

This guide is not intended, and should not be relied upon, to be a complete statement of all legal requirements applicable to County's procurement efforts. Both the County and bidders must at all times be guided by the applicable requirements of law not withstanding anything contained in this guide.

Purchasing is a division within the Mayor's Office. Its responsibilities include procuring goods, services, equipment, and providing professional staff support to all Salt Lake County agencies, thus allowing each agency the opportunity to perform their responsibilities to the citizens of this County by achieving the best value in a timely and efficient manner.

To successfully achieve this goal, it is critical to foster an environment of fair and open competition in all dealings.

Visits by sales representatives to the Contracts and Procurement Division are welcomed and encouraged. It is recommended that you make an appointment in order to insure that the person is available to insure a productive experience.

Thank you for your interest.

Sincerely,

Richard L. Chamberlain, C.P.M.  
Director, Contracts and Procurement Division

# **POLICY AND PROCEDURES**

## **Bidder's Automated List**

Salt Lake County has joined BidSync. BidSync will be responsible for distributing the County's bid notifications. This system brings together an extensive database of government agencies and vendors. This affiliation will enable the County to improve its service by providing automatic bid notification and instant access to bid information via the Web or by fax. Your company, at no charge, will receive a number of important benefits which include: receiving automatic, immediate notification of invitations to bid, and the ability to download these bid documents from the Internet. These features together with bid tabulations and awards are available to your company 24 hours a day, 7 days a week. Bid information is updated on a daily basis.

You may register on-line at [www.cp.slco.org](http://www.cp.slco.org) by selecting "Vendor Information & Registration" or by calling BidSync customer support at (800) 990-9339. Registration entitles the vendor to automatically receive bid and proposal solicitations over \$50,000, and selected bids under \$50,000, for as many commodity codes as desired.

## **Bidder's Invitation to Bid**

In addition, you may pick up bid specifications in the office of Contracts and Procurement. An upcoming bid list is posted in Contracts & Procurement and is available for inspection during regular business hours. This list indicates a description of the commodity, bid opening date and time, quote number, buyer and the requesting agency. A vendor may also view a "Request for Bid" list on the Salt Lake County Internet homepage listed above. "Request for Bids", over \$50,000 are also published in the major local newspapers. When deemed appropriate, advertisements are also placed in other publications having a specific planned coverage or national exposure.

## **Bidding Procedures and Limits**

Under the directions and approval of the Contracts and Procurement Division, County agencies may purchase goods and services under \$5,000. However, agencies are encouraged to obtain at least three telephone bids.

All County purchases less than \$50,000 and in excess of \$5,000 are made by the Contracts and Procurement Division and shall be let in the open market by at least three competitive bids. All bids in excess of \$5,000 must be in writing.

All County purchase orders involving amounts in excess of \$50,000 are made by the Division of Contracts and Procurement. These purchases are let by formal, competitive bidding.

All County purchase orders involving amounts in excess of \$50,000 shall have the County Attorney's Office review the request for bid prior to the award. All County purchase orders involving amounts in excess of \$100,000 shall have the County Mayor and County Attorney's Office review the request for bid prior to the award.

## **Bid Openings**

The bidders and public are invited, but not required, to attend formal bid openings. Prices will be read aloud in public. No decisions related to the award will be made at the opening.

It is the bidder's sole responsibility to ensure that bid or proposal is received in the Contract & Procurement Division prior to the time and date specified. Late bids or proposals will not be opened and will be rejected, regardless of the degree of lateness or the reason, including those causes beyond the control of the bidder.

## **Bid Submission**

Hard copy Bids must be signed in ink and placed in a sealed envelope with the quote number and date of bid opening marked on the outside of the envelope. Modifications or corrections that are received after the closing time specified will not be considered. Electronic bid submittals are available through BidSync.com and are the preferred method of submittal.

Prices must be quoted FOB Salt Lake County's designated delivery point. Alternate delivery terms and costs must be clearly noted on the bid document and will be considered in the award of the bid.

## **Faxed Bids**

Faxed bids will not be accepted. Fax price quotes may be accepted, if requested by a buyer.

## **How the County Pays**

After the purchase order has been awarded, it is signed by the Purchasing Agent, or designee, and mailed to the vendor. Four steps must be achieved before the transaction is complete. These are:

1. Delivery and acceptance of goods or services
2. Verification and documentation of receipt of the goods or services by the user department or agency
3. Invoicing by the vendor to the user department or agency
4. Payment by the Auditor

A VISA purchasing card has been implemented to accommodate small cost purchases less than \$5,000.

## **Payments**

Any questions relating to your payment should be directed to the Accounts Payable Section of the Auditor's Office, 468-3244.

## **Payment Terms**

Vendors must ensure that payment terms are specifically stated on their bid. The offering of a discount for prompt payment is often a decisive factor as to whether a vendor is the low bidder. However, the offer of discount for prompt payment must be on terms which can be accommodated through normal County payment procedures. If not on such terms, the discount offer will be ignored. Cash discounts are always deducted from the base bid in determining the low bidder. The discount term must appear on the invoice.

## **Prices**

Prices are firm for the duration of each bid and are FOB Salt Lake County's designated delivery point, unless otherwise noted.

## **Purchase Orders**

A purchase order number must be issued prior to the delivery of any goods or the performance of any services by a vendor, or the acceptance thereof by the County. An example of a valid purchase order number would be NP08101P or NP08102SM. The first two characters indicate the requesting division. The last two digits indicate the year. The purchase order number must appear on all correspondence, delivery receipts, invoices, statements, credit memos and debit memos.

## **Purchasing Policies**

The Contracts and Procurement Division "Purchasing Policies and Procedures" are available upon request. Please contact our office for more information 801468-2556.

## **Request for Proposals**

Consultants are individuals or firms possessing a high degree of professional skills where the ability or fitness plays an important part in their selection. Those persons or firms who are exceptionally qualified, by education or by experience, in a particular field to perform some specialized service may qualify. Examples of consultants or professional services include architectural and engineering services,

management and systems consultation, research, and the performing arts. Consultants should register with BidSync in order to receive proposals and solicitations. The same procedure is used in soliciting consultants as used in selecting bidders.

## **Samples**

Samples of items, when required, must be furnished free of expense to the County, and if not destroyed by testing, may upon request made at the time the sample is furnished, be returned at the bidder's expense.

## **Specifications**

In an effort to define desired features, capabilities and levels of performance, the County attempts to prepare specifications which are generic and nonrestrictive. All vendors with products meeting or exceeding the specification requirements are invited to bid. The Purchasing Agent reserves the right to determine responsiveness to the specifications, with recommendations from the using agency.

## **Tabulations and Awards**

All submissions are evaluated by the Contracts and Procurement Division and by the user agency where specifications play a major role in determining performance levels.

The award is made to the lowest, responsive, and responsible bidder providing a submission that will result in the lowest ultimate cost to Salt Lake County. Tabulations and awards are posted on BidSync's internet address [www.BidSync.com](http://www.BidSync.com).

## **Vendor's Invoices**

In order to receive payment for goods and services furnished to Salt Lake County, the vendor must submit an invoice in duplicate to the user department or agency as per the address specified in the "Bill To" on the purchase order.

Vendors' compliance with the following regulations will expedite the payment of invoices.

The invoice must show:

1. Using department or agency's name
2. Delivery address for the goods or services
3. Salt Lake County purchase order number or contract number
4. Terms of payment
5. The correct current business address and the "Remit To" address

*Any exceptions to this procedure must be approved by the Auditor's Office.*

## **GENERAL INFORMATION**

### **Location**

The Contracts and Procurement Division is located on the Fourth Floor of the Salt Lake County Government Center, North Building, 2001 South State Street, Room N-4500, Salt Lake City, Utah.

### **Office Hours**

The Contracts and Procurement Division's regular office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with the exception of legal holidays.

### **Authorized Purchasing Official**

The Purchasing Agent constitutes the sole agent of the County in contracting for labor, materials, service, or for the purchase, lease, or sale of personal property, materials, equipment, or supplies.

### **Open Competition**

The Contracts and Procurement Division promotes and encourages fair and open competition for all vendors. The Contracts and Procurement Division in conjunction with the user departments, strives to design specifications for compatibility with Standard Trade Practices and the County Ordinance.