

PURCHASING MISSION

The staff of the Purchasing Department is committed to the following:
To comply with the legal and ethical requirements of public purchasing and procurement;

To assure vendors that impartial and equal treatment is afforded to all who wish to do business with the County;

To receive maximum value for each dollar spent by awarding purchase orders to the lowest responsible bidder, taking into consideration quality, performance, technical support, delivery schedule, past performance and other relevant factors;

To provide County departments the required goods, equipment, and services at the time and place needed in the proper quantity and quality.

To professionally administer the search for sources of supplies, the development of new sources, the selection of suppliers, negotiations, commitment, follow-up and adjustments;

To promote good and effective vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.

CODE OF ETHICS

The staff of the Purchasing Department is committed to the following Code of Ethics:

To conduct all purchasing activities in accordance with the applicable NC General Statutes, County policies and procedures, ordinances, and Federal rules and regulations;

To develop and maintain good public, supplier and internal relationships;

To ensure fair and open competition by ethical means;

To uphold the practices and principles of the professional purchaser;

To extend honest, courteous and impartial treatment to all interested suppliers;

To maintain supplier confidence to extent permissible; to respect the authority of the department and not use it for personal advantage or gain.

SALES CALL INSTRUCTIONS

Salesperson can be expected to:

Call in advance and make an appointment at a time convenient to the purchaser during normal business hours;

State clearly when making the appointment that it is to be a sales call and give a brief description of the product or service offered;

Have a brief presentation prepared to explain the essential features of the product or service.

The purchaser can be expected to:

Be available for appointments during normal business hours on reasonable notice;

Be on time to receive the salesperson;

Listen attentively to the presentation and try to determine whether the product or service will benefit the county;

Have appropriate staff personnel at the meeting, or arrange a future meeting so that the product can be adequately evaluated.

SUMMARY OF ALAMANCE COUNTY PROCUREMENT REQUIREMENTS & PROCEDURES

The N.C. General Statutes and Alamance County code require the following:

County employees must not purchase like items successively and must not purchase component items on separate orders to evade a required purchasing procedure.

Before commencement of any work on county property, construction or repair contract vendors (1) must have a purchase order for the work and (2) must file with the Purchasing Department insurance with endorsements.

Construction or repair contract vendors must meet minimum insurance requirements of Alamance County. Alamance County reserves the right to require higher insurance limits when deemed necessary for the performance of Alamance County projects.

At Contractor's sole expense, Contractors shall procure and maintain required insurance policy limits on all Alamance County projects. Contractors are required to provide thirty (30) day written notice of any lapses or changes in coverage to Alamance County Purchasing Department.

PURCHASES UNDER \$30,000

Telephone, Written or Fax Quotes can be attained by departments for materials, apparatus, supplies and equipment. Departments are encouraged to make a good faith effort to obtain multiple quotes (minimum of three when possible) for purchases over \$600.00, up to \$5,000.

Departments are required to obtain three (3) quotes for purchases \$5,000, up to \$30,000.

A purchase order is required for all purchases valued at \$600.00 and above for all County departments. The County is not bound by any commitment to a vendor by a department without issuance of purchase order for purchases valued over \$600.00.

PURCHASES OVER \$30,000

Purchases of equipment, supplies, or materials valued at \$30,000 and above are processed by the Purchasing Department through an informal or formal bid process.

INFORMAL BIDS

Informal bids are for items costing \$30,000 to less than \$90,000 and are not subject to public inspection until bid award. Informal bids will be awarded to the lowest responsive, responsible bidder.

FORMAL BIDS

Formal bids are for items \$90,000 or more and require written specifications, legal advertisement, sealed bids and, in some situations, a bid bond. Formal bid openings are typically held immediately after the due time. Once bids are opened, these bids are available for public inspection. Formal bids will be awarded to the lowest responsive, responsible bidder.

BID CHECK LIST

- Double-check your calculations for accuracy.
- Make sure the Bid Form is signed by an authorized individual.
- Enclose all requested attachments (when applicable).
- Ensure that your response is in the office of the Purchasing Department by the specified time. *One minute late is too late.*

RESPONSIVE BID

A responsive bid is one that meets all applicable legal requirements and substantially conforms to the bid specifications. The County will be the sole judge of what is in the best interest of the County that meets specifications and requirements. Bids/Proposals received after the advertised time of opening will be returned as non-responsive.

RESPONSIBLE BIDDER

A responsible bidder is one that has the skill, judgment, and integrity necessary to perform the contract; sufficient financial resources to perform the contract; and the ability to perform the contract, considering the quality, performance and the time specified for performance in the bid.

NO BID RESPONSES

Return bid forms marked "No Bid" with reason(s) for not bidding to help us remedy any problems on future bids. Your company will be removed from the bidders list after three (3) consecutive "No Bids". It is the responsibility of vendor to maintain accurate company information on file with Alamance County Purchasing.

ALAMANCE COUNTY ORDER METHODS

An Alamance County purchase order must be used for all purchases of goods and services with the exception of a bona fide emergency or items paid by check request or petty cash. Once accepted by you, the order is a binding written agreement between you and the County.

Purchase Orders are the primary method of purchase and may be accepted for:

One-time purchase of goods and/or services; and

As-needed purchases (open POs) of goods and/or services for a 'not to exceed' quantity or price for the year.

Procurement Cards are **NOT** utilized within Alamance County government.

HISTORICALLY UNDERUTILIZED BUSINESS (HUB'S)

Alamance County encourages departments to seek the participation of minority-owned and woman-owned businesses in purchases over \$400. The State of North Carolina Bidders list is used as a resource.

To find out how your business may qualify, visit <http://www.doa.state.nc.us/hub/>.

SIGNING OF CONTRACTS

The County Manager is authorized to award bids for purchases of supplies and equipment up to \$50,000. All items above \$50,000 require Board of Commissioners' approval.

Alamance County reserves the right to reject any and all bids.

SPECIAL SITUATIONS

Emergency- Only in the event of a special emergency involving the health and safety of the residents of Alamance County or their property, where the emergency is present, immediate, and existing, may a properly identified Alamance County employee place an order without a written Purchase Order or number.

Rush Orders- An Alamance County Purchase Order must accompany any other purchase demanding immediate action. Any additional fees for expediting must be indicated upon the purchase order.

SALES TAX

Non-exempt status- Alamance County pays state, local and federal sales tax. Bids, quotes and invoices to the County are to include sales tax.

Contractor Exemption – All contractor claims for exemption must be submitted to the North Carolina Office of State Controller under the Office of Fiscal Management (<http://www.doa.state.nc.us/fiscal/>).

TERMS

F.O.B.: Destination

PAYMENT: Net 30 ARO

SUPPLIER REGISTRATION

Suppliers interested in doing business with the County should register by completing an Alamance County vendor application form which is available for downloading at the Alamance County website (www.alamance-nc.com) under departments (Purchasing). Please complete all information as thoroughly as possible submitting a line card or catalog if available with your company vendor application.

Vendor applications are available in the Purchasing Department and visitors are welcomed.

INTERLOCAL CONTRACT SOURCES

Alamance County also uses contracts of other governmental entities through interlocal agreements. If you are not already participating in these contracts you may wish to contact the lead agencies for more information. A few of these are:

North Carolina Department of Administration Division of Purchase and Contract

<http://www.PandC.nc.gov>

U.S. Communities Government Purchasing Alliance

<http://www.uscommunities.org>

NJPA (National Joint Powers Alliance)

<http://www.njpacoop.org>

GSA U.S. General Services Administration

<http://www.gsa.gov>

PROBLEMS

If goods or services are not delivered as ordered, do not work properly or are invoiced incorrectly, a County employee will contact you to resolve the problem. Payment for the item(s) may be held until corrective action is complete. If prompt corrective action is not made, the County reserves the right to pursue additional remedies.

YEAR-END PROCESSING

Purchasing does not accept requests for purchases after mid-May. Departments must process invoices by mid-June for prompt payment.

PURCHASING STAFF

You are invited to contact the Purchasing Department Staff if you have questions that are not answered by this vendor guide.

Randy J. Clark, Purchasing Manager (336) 570-4072

Evelyn Walker, Purchasing Technician (336) 570-4071

Location & Mailing Address:

Alamance County

Attn: Purchasing Department

124 West Elm Street

Graham, NC 27253

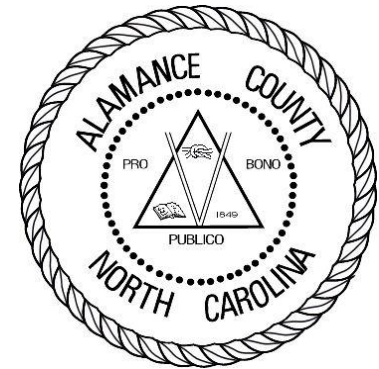
Fax: 336.228.3903

Web Address: www.alamance-nc.com

Note: This Vendor guide is intended to inform but cannot address every situation. Alamance County Charter and Code of Ordinances take precedence over all information contained in this guide. The procedures described may change at any time.

Vendors' Guide

For Doing Business
With
Alamance County



It is the intent of Alamance County Purchasing to make vendor-county relations pleasant, professional and profitable for both the vendor and the County. The purpose of the Purchasing Department is to maintain continuity of services and supplies to the various County departments by purchasing through the lowest responsive and responsible bidder with cost consistent with the quality and quantity required.

All qualified vendors and sales representative are invited to call on Purchasing, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. An appointment prior to arrival is strongly encouraged.