

ONTARIO COUNTY PURCHASING DEPARTMENT

VENDOR HANDBOOK

PURCHASING POLICY

In accordance with the Ontario County adopted procedures, the Purchasing Department is authorized to administer all purchasing activities with regard to materials, supplies, services and equipment. The primary function of Purchasing is to ensure that the County of Ontario receives the best possible products and services that meet the needs of the requesting department at the lowest possible cost.

Rules governing purchasing and contract procedures were established under the concept of open competitive bidding as set forth by GML 103 and 104-b. Under this system, purchase awards are made to the lowest responsible vendor who meets the County's specifications and is capable of delivering the service or product. These specifications and conditions are outlined in bid packages that are available to all interested vendors.

Ontario County encourages all segments of the business community to participate in its purchasing program.

The Purchasing Department coordinates vendor contracts and supervises the procurement process to ensure compliance with purchasing policies and procedures. Office hours are from 8:30 AM to 5:00 PM, Monday through Friday. Vendors may contact the Purchasing Department during these hours at (585)-396-4442.

THE PURCHASING PROCESS

The Purchasing Department maintains a list of qualified vendors for solicitation of quotes and bids. You can contact the Purchasing Department to have your company's name added to the Ontario County Vendor Bid/Quote List, or fax the information to (585)-396-4250, be sure to include the services/products offered so you are included in the correct category.

METHODS OF PURCHASE

The following purchasing methods are used by the County to acquire products, services and equipment:

- **QUOTATION PROCESS PURCHASES LESS THAN \$10,000**

\$0-\$500	One (1) quote either verbal or written is required
\$500-\$9,999	Three (3) written quotes are required. Departments are authorized to secure quotes for up to \$1,500. Any request that is over \$1,500 is considered an estimate only and if necessary Purchasing will solicit a formal quotation in addition to the estimate given

Vendors should take particular care when quoting prices to assure accuracy for quantities, units of measure, pricing and delivery terms. Telephone quotes should be provided the same day as requested if possible. A written, faxed or electronic quote for purchases is solicited by issuance of a "Request for Quote" form; the vendor should return this completed form within the designated time period. Purchasing reviews quotes and selects the lowest quote meeting the County requirements and specifications. Ontario County will accept quote responses via US Mail or similar delivery service and fax.

- **FORMAL SEALED BIDS (OVER \$10,000)**

All purchases of like commodities exceeding \$10,000 for all departments combined annually are acquired through this process.

Legal notices are published in local newspapers informing the public of the products or services being bid. Bid notices are also posted on the Purchasing home page (<http://www.co.ontario.ny.us/>) of the Ontario County website.

Bid packages are prepared with detailed specifications and conditions including items bid, units and total quantity desired, instructions for bidding, delivery information, bid opening dates and any special requirements for bidding.

Bid notices are faxed or mailed to vendors on the Vendor Bid List for a specific commodity. The bid packages are available for pickup at the Purchasing Department, and can be shipped by US Mail. Vendors can request shipping by a package service such as Fed Ex or UPS and will be shipped this way only at the vendors' expense.

Plan holders' lists shall not be released prior to a bid opening as this may adversely affect the bids received and/or encourage collusion, any requests received by a County Department for this information will be directed to Purchasing. **No exceptions are made to this policy.**

Any bids not arriving prior to the bid-opening deadline will be rejected and returned to the bidder unopened.

Sealed bids are publicly opened and read at the time and place designated in the bid documents and legal notices. All information regarding the opening of a bid will be detailed within the bid specifications.

All bid tabulations showing bid results are available for public inspection during regular business hours at the Purchasing Department. All vendors submitting a bid will automatically receive a copy of the bid tabulation via fax or mail after the bid opening.

Purchase orders and/or contracts are awarded to the lowest responsive and responsible bidder(s) meeting County specifications.

The County reserves the right to reject any and all bids or parts of bids when such rejection is in the best interest of the County. The County reserves the right to award all bids on an item-by-item or aggregate basis, whichever is deemed in the best interest of the County.

- **REQUEST FOR PROPOSAL (RFP)**

Requests for proposals are traditionally used as a means of obtaining all types of professional services. A request for proposals and evaluation of proposals can consider price plus other factors such as experience, staffing and professional reputation.

The RFP involves making a request from various firms and then evaluating the proposals received. The County Attorney will review all contracts to be executed with the firm selected.

BID PRICES SUBMITTED

The bid price submitted shall be exclusive of Federal and State taxes and must not include any tax for which the bidder may claim exemption because of doing business with the County. All prices submitted must include all delivery charges to Ontario County.

PREVAILING WAGES

Prevailing wages shall be paid for each contract to which the municipality may involve the employment of laborers, workmen or mechanics, as outlined in Article 8 of the New York State Labor Law. The vendor is responsible for providing certified payrolls to Ontario County before any invoices can be processed.

INSURANCE

The County requires that insurance shall be procured with the specified coverage amounts required in Schedule "B" and an insurance acord certificate provided prior to a purchase order or payment. The acord certificate provided must name "Ontario County" as a certificate holder and "**Additional Insured**". In addition if the service being provided is considered a "Professional Service" a "Certificate of Professional Liability" must be provided naming the County as a certificate holder. New York State now requires proof of workers compensation and disability be provided on specific forms or an annual waiver form must be completed and approved by NYS Department of Workers Compensation if your company is not required to carry this insurance.

Invoices cannot be processed unless the vendor maintains proof of all required insurance on file for the duration of the order.

SECURITY

If security is required, the bid invitation will indicate the kind and amount of security needed. Submitted bid packages will not be considered by the County if the specified security is not enclosed.

Two types of security are used by the County:

1. **BID DEPOSIT:** (Certified Check or Bid Bond)
The deposit must be for the amount specified in the bid invitation. The deposit will be forfeited to the County should the successful bidder fail to enter into a contract or to accept a purchase order. Bid deposits are returned to the unsuccessful bidders by mail.
2. **PERFORMANCE, LABOR AND MATERIAL BONDS:** These bonds may be required from a successful bidder on certain bids. The County holds these bonds until all contract obligations are satisfactorily met. The bonds maybe be forfeited to the County should the successful bidder fail to comply with the terms and conditions set forth in the specifications and the award. Bonds are to be made payable to the "Ontario County Treasurer".

AWARD OF CONTRACT

Award of a bid will be made to the lowest responsible qualified bidder whose bid response meets the specifications of the bid document. The County reserves the right to waive any informality or to reject any or all bids and may advertise for new bids, if in its opinion the best interest of the County will be served. The County may require any or all bidders to present evidence of experience, ability and financial standing as well as a statement as to the equipment which they will have available for the execution of the contract. The County reserves the right to award a bid either on an item-by-item basis or as a total award of all items in combination.

DELIVERIES

Deliveries to departments are to be completed between the hours of 8:30 AM and 4:00 PM unless otherwise specified on the purchase order.

Deliveries to central receiving at 2962 County Road 48 can be made during the hours of 9:00 AM and 11:00 AM, for other arrangements you need to call 585-396-4000.

All Bills of Lading are to include a complete "Ship To" address and purchase order numbers, as they appear on the purchase order received.

INVOICING AND PAYMENT

To ensure prompt payment of a purchase order, invoices containing the proper information must be submitted to the "Bill To" address indicated on the purchase order.

Invoices must contain the Purchase Order number, quantities, and unit of measure and total prices as stated on the purchase order. No payments will be issued prior to receipt and acceptance of products and services by authorized County representatives.

Ontario County is exempt from paying all Sales Tax and Compensating Use Tax imposed by the State pursuant to N.Y.S. Tax Law 1116(A)(1). Upon request, a letter attesting to this fact will be executed and signed by the Ontario County Manager of Audit.

GIFTS AND GRATUITIES

County policy prohibits acceptance of gifts at any time, other than advertising novelties. Employees must not become obligated to any supplier and shall not participate in any County transaction from which they will benefit directly or indirectly.

IN CONCLUSION

This handbook is an attempt to ensure that the experience of doing business with Ontario County is a positive one.

No single publication can answer every question, however, it is hoped that this will provide our vendors with useful information about dealing with Ontario County.

For more information, please contact:

**Ontario County Purchasing Department
20 Ontario Street
Canandaigua, NY 14424**

Phone: 585-396-4442

Fax: 585-396-4250