

**DOING BUSINESS
WITH SARPY COUNTY**
(Effective: November 2006)

Forward

This summary is designed to help your company participate in the market created by the County's needs. It is not a complete manual of purchasing policies and procedures, which may be found within the County Purchasing Act. We hope that this summary will help you learn more about how you fit into the County purchasing process. If at any time you have questions or concerns, please feel free to contact the Purchasing Department at the numbers listed below.

Beth Cunard, Purchaser/Contracts Specialist
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or

Lois Spethman, Purchasing Agent/Supply Clerk
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1210 Golden Gate Dr, Ste 1129
Papillion, NE 68046

Phone: (402) 593-4476 or (402) 593-2102
Fax: (402) 593-4304

Business Hours: Monday through Friday 8:00 a.m. to 4:45 p.m.

Home Page: www.sarpy.com

Select: Bid Specs/RFP's on the left hand side of the page.

Purchasing Policies

The Purchasing Department is responsible for administering purchasing policies, programs and procedures for the acquisition of materials, equipment, supplies, services and construction projects for County government.

We are also responsible for the disposal of surplus property. Listed below are a few guidelines that Sarpy County purchasing must follow:

1. Requests for purchasing commodities/services over \$20,000 should be made via the Purchasing Department.
2. Sarpy County Purchasing acts as an agent for the Sarpy County Board of Commissioners.
3. The Sarpy County Board of Commissioners reserves the right to reject any or all bids and to waive minor informalities.
4. Acceptance of gifts, other than advertising novelties, is prohibited. No County employee shall receive a benefit or profit from any purchase or contract made in conjunction with their position as a County employee.
5. Sarpy County Purchasing reserves the right to check any references from Vendors and to require a record of adhering to specifications and providing the full measure of services requested.

Where to Call

The Purchasing Department is located in the Sarpy County Courthouse, 1210 Golden Gate Dr, Ste 1129, Papillion, Nebraska 68046. Telephone number (402) 593-4476 or (402) 593-2102 and Fax (402) 593-4304.

Specifications may be obtained for bids through our office or on our web site for projects advertised by the

County. Office hours are 8:00 a.m. to 4:45 p.m., Monday through Friday, except holidays.

Bidder's List

The Purchasing Department has a Vendor list on the internet. Vendor's may register at www.sarpy.com to provide their contact information and commodities. This registration allows the Vendor control of their account, allowing them to make any changes in the future. Vendors are welcome to visit our office to discuss their services and products lines. On occasion, Vendor's may be directed to other County departments which may be interested in your products or services. Please call and set up an appointment to insure time is available to discuss your business.

Specifications

Specifications and/or Notice to Bidders bid announcements are available for downloading off our internet site: www.sarpy.com

Select: Bid Specs/RFP's

Any interested bidders can download the specifications or Notice to Bidders. The internet may also be used as a tool to look up the project, then request a paper copy by contacting the Purchasing Department.

Certain projects have information that required information to be picked up from an Engineer or the Highway Department.

Once a Vendor responds to bids for the County, your name may be recorded on a list for use in future projects of the same nature or for similar products.

How the County Buys

County Departments may make purchases via their own staff for supplies or services which total an amount less than \$20,000. When the Department makes a purchase over \$5,000, but less than \$20,000, they must obtain and record with the Purchasing Department at least three (3) quotations, either written or verbal. Under no circumstances shall orders by Departments be split into smaller orders to avoid a quote or bid by the Purchasing Department.

The Purchasing Department will obtain sealed bids for all purchases with a value of \$20,000 or greater. All bids will be sealed, competitive bids that are publicly advertised. Purchases that can be done through GSA, State contracts, or are listed in the statues do not require sealed competitive bids and can be obtained by the Department.

Purchases can not be split to avoid above procedures.

Taxes and Tax Equipment Certificate

The County is exempt from any sales taxes imposed by the State and Federal Government. A Tax Exemption Certificate will be provided upon your request. The County does not have a tax exempt number.

Specification Documents

Specification documents for all current bids are available in the Purchasing Department or off of our website. Any interested Vendor may request a copy by mail, telephone, fax, email or in person.

We make every effort to prepare detailed and exact specifications which accurately define the products or services to be purchased. In some cases, brand names may be used to describe a particular product, this is for the purpose of establishing a grade or quality level of material, not to limit competition. Brand names are used only as a reference. Alternates may be offered and will be considered if the County determines them to be of

equal value and they meet or exceed the specifications. It is the Vendor's responsible to provide supporting documentation and/or product literature outlining the features and benefits of the product offered when offering an alternate product. All alternates and exceptions must be spelled out in the bid submitted by the Vendor and are accepted only by the approval of the County.

Samples and Literature

Vendors should examine the specification documents carefully to ascertain if they are required to submit samples or descriptive literature with their bid. When samples and/or literature is required, it will be spelled out in the specifications whether failure to submit items requested will disqualify the bid or not. It is understood that samples and/or literature will become property of the County.

Bid Bonds, Insurance and Performance Bonds

It is the responsibility of the Vendor to read the specification documents thoroughly and to ascertain if a bid bond is required at the time of bid. If a bid bond is required, failure to provide one may cause rejection of the bid. The selected Vendor's security will be retained until satisfactory delivery of performance bond and all contract documents are signed and received. All other Vendor's security will be retained for 30 days after bid award.

Insurance requirements can be found in specification documents where it is required and also on our website. Once an award has been made, a certificate of insurance will be required to proceed with the project. The Purchasing Department approves all certificates of insurance, if the proper limits are not reflected on the certificate, we will contact your insurance company.

Performance Bonds are required based on the product or service being requested. The successful Vendor must provide a performance bond once an award has been made. The performance bond must be received and approved within ten (10) days of award to proceed with the project.

Submitting A Bid

All specification documents are called bids. A bid is a firm fixed price for the products or services described. A bid must be submitted in a sealed envelope and marked clearly with the project name and bid opening date/time (as specified in the bidding documents). Bids may be delivered personally, by delivery service or by mail to the address listed below, **faxed bids will not be accepted.**

Deb Houghtaling
Sarpy County Board Business Office
1210 Golden Gate Drive
Suite 1116
Papillion, NE 68046

Bidders should take caution if delivery service or U.S. Mail is used for the submission of a bid. Mailing should be made in sufficient time for the response to arrive in the Board Business Office, prior to the time and date specified for bid opening. Sarpy County is not responsible for bids that are late due to method of delivery.

LATE BIDS WILL NOT BE ACCEPTED.

Sarpy County reserves the right to accept or reject any or all offers, request rebids, to award item-by-item, by groups, or "lump sum", to waive irregularities and technicalities; as best serve the requirements and interest of the County.

All formal bids are received in the Board Business Office, opened publically and read aloud at the advertised time, date and place. Bids are reviewed by appropriate personnel knowledgeable with the products or service

requested.

Award

After evaluation, the Purchasing Department makes a recommendation to the Sarpy County Board. The Sarpy County Board Meeting is every Tuesday at 3:00 p.m. in the Sarpy County Board Room, located at 1210 Golden Gate Dr, Ste 1114, Papillion, NE 68046. Vendors are welcome to attend. Once a recommendation is made, the Board makes a final decision by majority vote. Agenda are available each Friday afternoon on our internet site www.sarpy.com or by calling (402) 593-4158 for agenda information.

Contract Documents

Once an award has been made, all Vendors will be notified in a timely manner. If a contract is required, the successful Vendor will receive a letter consisting of a contract needing signature and outlining all documents that will need to be provided before they can proceed with the project. Vendor has ten (10) days after bid award to provide all required documents to the Sarpy County Clerk, failure to meet the deadline may require in forfeiture of the bid award. Vendor will **not** proceed with the project until all contract documents have been received and approved by the County Purchasing Department.

Award to Successful Vendor

The signed bid form submitted is a firm offer on the part of the Vendor. Such offer will be accepted at the Sarpy County Board Meeting and will be followed by the issuance by the County of purchase orders, contract award notifications, or other contract documents appropriate to the work. The County reserves the right to rescind an award if circumstances deem appropriate.