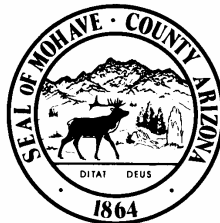


# A VENDOR'S GUIDE TO CONTRACTING WITH MOHAVE COUNTY, ARIZONA



Revised 09/14/09

## TABLE OF CONTENTS

FORWARD.....	3
MISSION STATEMENT.....	3
LEGAL AUTHORITY.....	3
ORGANIZATIONAL PLAN.....	4
PROCUREMENT STAFF.....	4
PROCUREMENT AUTHORITY.....	4
BUSINESS HOURS.....	5
OFFICE VISITS.....	5
EQUAL EMPLOYMENT OPPORTUNITY.....	5
METHODS OF PURCHASING.....	5
TYPES OF CONTRACTS.....	5
NOTICE OF INVITATION FOR BIDS (IFB) & REQUEST FOR PROPOSALS (RFP).....	6
PROCUREMENT WEB SITE.....	6
LIST OF BIDDERS.....	6
IFB & RFP SUBMITTALS.....	7
CONSTRUCTION CONTRACTS.....	7
ARCHITECTURAL & ENGINEERING SERVICES.....	8
BID/PROPOSAL OPENING.....	8
TABULATION AND AWARDS.....	8
REJECTION OF BIDS.....	9
ERRORS & WITHDRAWALS.....	9
APPLICABLE TAXES.....	9
DELIVERIES.....	9
DELIVERY DATES.....	10
HAZARD COMMUNICATION ACT (MSDS).....	10
PARTIAL DELIVERIES.....	10
VENDOR INVOICES.....	10
HOW THE COUNTY PAYS.....	11
PAYMENT.....	11
PAYMENT TERMS.....	11
LEGAL & CONTRACTUAL REMEDIES.....	11
SURPLUS & AUCTIONS.....	12

## **FORWARD**

Thank you for your interest in doing business with Mohave County. This vendor guide is intended to provide you with general information on doing business with the County.

The Mohave County Procurement Department is dedicated to the principles of competition and fairness. It operates under the auspices of Federal, State, and local law. In addition, the Procurement Manager assures that all public procurement practices are within the framework of the highest ethical standards. Procurement Department personnel are strictly prohibited from taking any actions which do not reflect the ideals of honor and integrity in the expenditure of public funds.

Our goal is to ensure that Mohave County taxpayers receive maximum value for every expenditure. Towards that goal, we encourage qualified vendors to participate in doing business with the County.

The purpose of this information is to acquaint individuals who sell to Mohave County with the procedures followed by the Procurement Department in carrying out purchasing activities for the County. It seeks to promote professional and pleasant business relationships between County procurement personnel and the business community.

This information is intended as a general guide and as such may not answer all questions which you may have. If you have any questions which are not answered here, please contact Procurement at (928) 753-0752 (telephone) or (928) 753-0787 (facsimile).

## **MISSION STATEMENT**

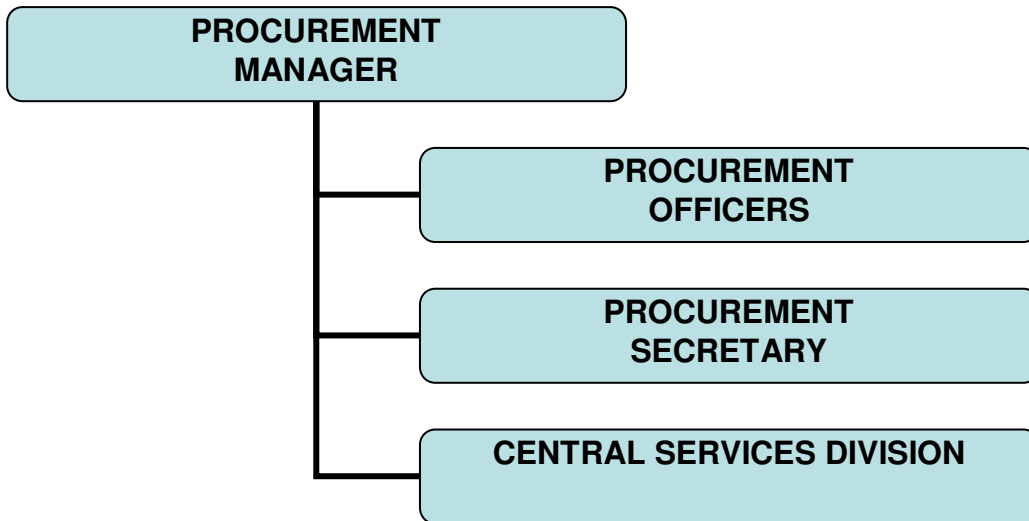
The Procurement Department is dedicated to customer service and the timely acquisition of goods and services. Utilizing technology and sound business processes, we strive to bring the greatest value to Mohave County with integrity, fairness, competition, and community inclusion.

## **LEGAL AUTHORITY**

The legal authority for the operation of the Procurement Department is established by Arizona State law and the Mohave County Procurement Code.

## ORGANIZATIONAL PLAN

Organizational plan for the Procurement Department:



**Telephone: (928) 753-0752**

**Facsimile: (928) 753-0787**

### PROCUREMENT STAFF

Travis J. Lingenfelter, C.P.M., Procurement Manager  
Evelyn Orozco, Procurement Secretary Senior  
Annie Newton-Lawson, Senior Procurement Officer  
Terri Williams, Procurement Officer  
Tara Acton, Procurement Officer  
Jill Zimmerman, Storekeeper II  
John Schneider, Storekeeper I

### PROCUREMENT AUTHORITY

The Procurement Manager, as stated in the Mohave County Procurement Code, has the sole responsibility for the operation of the Procurement Department.

The Mohave County Procurement Code prohibits the purchase of any item or service by anyone other than the County's Procurement Manager or designated agent. Orders not placed by the proper authority will not be paid by Mohave County.

Bidders are encouraged to obtain a copy of the Mohave County Procurement Code, which contains helpful information on bidding requirements. The County's Procurement Code may be downloaded from the Procurement website at:

<http://www.co.mohave.az.us/ContentPage.aspx?id=125&cid=60> or obtained from the Mohave County Procurement Department.

### **BUSINESS HOURS**

The Procurement Department's regular business hours are from 8:00 a.m. to 5:00 p.m., Local Arizona Time, Monday through Friday, at 700 West Beale Street, Kingman, Arizona, 86401. We are closed for business during all recognized national holidays.

### **OFFICE VISITS**

Sales representatives are a valuable source of information in obtaining bids, specifications, state of the art advancements, product improvement information, and in resolving problems in delivery, billing and payment difficulties, etc. We value your visits greatly. However, if possible, we recommend you call ahead to schedule an appointment in order to productively utilize your time and ours.

### **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the County to require that firms providing goods and services to the County adhere to a policy of equal employment opportunity. Firms shall demonstrate an effort to recruit, hire, promote, and upgrade the position of employees regardless of race, color, religion, ancestry, sex, physical handicap, national origin, affectional preference, or marital status.

### **METHODS OF PURCHASING**

The Mohave County Procurement Department utilizes the following methods of purchasing: Informal Bid Request (IBR - written and oral solicitations), formal Invitation for Bids (IFB), formal Request for Proposals (RFP), and formal Request for Qualifications (A/E Services, Alternative Construction Methods).

Formal solicitations (IFBs, RFPs, and RFQs) require posting of a public notice, submission of a sealed bid or proposal, public bid opening or acknowledgment, and an award by the Mohave County Board of Supervisors. Formal solicitations are for purchases in excess of \$35,000.

Informal Bid Requests (IBRs) may be either written or oral. Although a sealed bid technique is not used, all informal quotations are made on a competitive basis securing quotes from at least three (3) qualified vendors whenever possible.

### **TYPES OF CONTRACTS**

The County normally contracts for two types of purchases, either a one time contract or a term contract.

One Time Contract: The County procures required services or materials on a one time basis. A firm price is requested for fixed quantities with single or multiple delivery sites. Depending on the dollar amount of the purchase, the formal sealed solicitation method or informal bid method is used.

Term Contract: The County has established, and continues to establish, term contracts for estimated quantities of materials or services commonly used in volume by specific departments or on a County-wide basis. These contracts are awarded through a formal sealed solicitation method for a specified period of time.

## **NOTICE OF INVITATION FOR BIDS & REQUEST FOR PROPOSALS**

When the County purchases by formal competitive bid, a Notice of Invitation for Bids is posted in the Procurement Office and on the Procurement website at: <http://www.co.mohave.az.us/ContentPage.aspx?id=125&cid=53> All notices for construction, professional services, and federally-funded projects are published in the legal notices section of the "official" newspaper of the County in accordance with state law, and posted on the Procurement website. When a wider distribution is deemed necessary for any type of solicitation, additional methods may be used to circulate the required information.

Vendors registered on the County's list of bidders will receive notification of solicitations in the commodity classes for which they have registered. Any vendor not already on the County's list of bidders may obtain a copy of a solicitation by downloading it from the Procurement website, or by visiting the Procurement Department. Information on formal solicitations may also be obtained by calling **(928)753-0752**.

## **PROCUREMENT WEB SITE**

The Procurement Department's official web site is: <http://www.co.mohave.az.us/ContentPage.aspx?id=125&cid=52> Information available on Procurement's web site includes: 1) listing of current solicitations (IFB, RFP, RFQ); 2) listing of staff members and areas of responsibility; 3) Mohave County Procurement Code, 4) Surplus Property Information, and much more. Free internet access is available at all public libraries. For questions regarding Procurement's web site, please contact Procurement at **(928)753-0752**.

## **LIST OF BIDDERS**

A list of bidders of all known commodities and services purchased by the County is maintained by the Procurement Department. These commodities and services are categorized by National Institute of Governmental Purchasing (NIGP) commodity code and sub-code. Vendors are responsible for specifying the appropriate commodity classes on their registration form.

To register, a vendor currently can download a vendor registration form to complete from our web site and send to the Procurement Department for processing.

The information required includes business name, address, phone, facsimile, e-mail address, etc., as well as information on the type of business and types of commodities and/or services the vendor can provide to the County.

Once registered, the vendor is responsible for consistently maintaining their vendor record by updating information with the Procurement Department as necessary.

To ensure maximum bid participation, vendors should regularly check for posted notices and official advertisements on the Procurement web site.

Failure to respond to a formal solicitation is defined as a total lack of response when invited to bid or submit a proposal. The County reserves the right to update and validate its bidders' list from time to time and may require renewal of applications on file. The County requires a current vendor registration form and a Federal W-9 form on file prior to the award of any contract.

### **IFB & RFP SUBMITTALS**

All bids and proposals shall be submitted as specified in the solicitation document and mailed to: Mohave County Procurement Department, P.O. Box 7000, Kingman, Arizona 86402-7000, or delivered to the Procurement Department located at 700 W. Beale Street, Kingman, Arizona, 86401. Bids and proposals must be received and time stamped in the Procurement Department before the due date and time stated for the opening of the bid/proposal. Bids and proposals received after the designated due date and time shall not be considered and will be returned to the Offeror unopened. All submittals shall be presented to the Procurement Department in a sealed envelope. The SOLICITATION NUMBER, ITEM/SERVICE DESCRIPTION, DATE, TIME, and SUBMITTAL OPENING DATE shall be clearly written on the envelope, along with the Offeror's name and return address.

### **CONSTRUCTION CONTRACTS**

Construction services contracts for County projects are generally competitively bid through the Invitation for Bids (IFB) process and are awarded to the lowest responsive and responsible bidder. Based upon Alternative Delivery Method legislation, applicable County projects may now be competitively solicited through a Qualification Based Selection (QBS) process. These alternative construction methods include Design-Build (D-B), Construction Manager @ Risk (CM@R), and Job Order Contracting (JOC).

Departments which regularly contract for construction include:

Public Works Department: Projects include, but are not limited to, road improvements, overlays, bridge work, landscaping installations and improvements, drainage improvements, bank protection, demolitions, underground and above ground storage tank (UST and AST) removals, various installations, soil remediation, parks projects, irrigation installation, fencing, pipe lines, production wells, pumping plants, reservoirs, and storage tanks.

Community Development Department: Projects include public housing rehabilitations and some new construction. Many of these projects are federally-funded through Community Development Block Grant (CDBG) funds.

The Procurement Department may be contacted at **(928) 753-0752** to obtain information about these projects, including where to obtain plans, specifications/bid books, bid periods, bonds, and insurance requirements.

### **PROFESSIONAL SERVICES**

Professional services (as defined by A.R.S. Title 34) are contracted through the Procurement Department, unless specifically specified otherwise. Procedures for professional consultant selection are specifically outlined in Article V of the Mohave County Procurement Code, which is available on the Procurement website at <http://www.co.mohave.az.us/ContentPage.aspx?id=125&cid=60> or through the Procurement Department.

### **BID/PROPOSAL OPENING**

Unless otherwise stated on the Notice page, all formal bids and proposals, excluding proposals for professional services, are opened publicly in the Procurement Department conference room, 700 W. Beale Street, Kingman, Arizona, 86401, on the date and at the time shown in the formal solicitation Notice Page.

The Procurement Manager's designated representative presides over the formal solicitation openings. Other representatives of the County may be in attendance. The designated representative shall read prices, delivery, terms, and conditions relating to the bid. Formal proposals are recognized publicly only by identification of the Proposer by name. Price or other proposal information is not divulged at the time of opening. A cordial invitation is extended to all bidders, offerors, sales staff, the press, and the interested public to be present at the solicitation opening.

No decisions of award or rejections are made during the solicitation opening. No discussions relating to the bids or proposals are entered into during the opening.

### **TABULATION AND AWARDS**

All formal bids are tabulated in the Procurement Department. Copies of the tabulations will be sent to all vendors submitting a bid and, upon request, to any other vendor after official award of a contract. Copies are also available in the Procurement Department. Bid results are not given out over the telephone. Tabulations are not available for proposals.

Bids and proposals are public information and therefore may be inspected AFTER the official award of a contract by visiting the Procurement Department by appointment. All formal bids and proposals are evaluated by the Procurement Manager or designated representative, as well as the end using department. For bids, the award is made to the lowest responsive and

responsible bidder meeting specifications. For proposals and statements of qualifications, the award is made to the offeror whose proposal is deemed to be most advantageous to the County based upon the evaluation criteria. Prior to formal award of a contract, neither bids nor proposals are available for public inspection.

After official award has been made, Procurement will issue a purchase order to the successful bidder/offeror.

### **REJECTED BIDS**

The County reserves the right to reject any or all bids or proposals and to waive any informality in any bid/proposal.

### **ERRORS/WITHDRAWALS**

The County will allow for the correction or withdrawal of inadvertently erroneous bids before bid opening. After bid opening, corrections or withdrawals shall only be permitted to the extent that the Bidder or Offeror can show, by clear and convincing evidence, that a mistake of a non-judgmental character was made. Further information on errors and withdrawals is available in Article III of the Mohave County Procurement Code.

### **APPLICABLE TAXES**

Resident Arizona vendors are responsible for the Arizona Transaction Privilege Tax (State Sales Tax). Applicable sales tax is not to be included in the bid price with the exception of construction contracts.

The County does not pay sales tax to out-of-state vendors. The County does pay directly to the State of Arizona all Arizona sales and excise tax. Therefore, all vendors who do not maintain a business presence, directly or through a subsidiary, a warehouse, sales office, distribution house, or other place of business in the State, are not to include State sales taxes in their bid price. The tax on any such award will be paid by the County directly to the State of Arizona.

The County Finance Director, upon request, will execute the exemption certificates in connection with all orders when federal excise tax would otherwise be due.

### **DELIVERIES**

All deliveries to the County are made F.O.B. Destination, unless otherwise specified. The County's title to goods occurs upon satisfactory delivery and acceptance at the delivery point shown on the purchase order. Shipping charges, if applicable, must be included in the unit price of the items bid.

All shipments to the County must be made to the specific location(s) designated on the purchase order. Deliveries may be required to be made to different departments and divisions

located in various parts of the County. The purchase order number must appear on the shipping or delivery ticket. Failure to meet specified delivery schedules may result in cancellation of the order. At a minimum, such delinquency will be noted in the vendor's business file.

### **DELIVERY DATES**

Vendors should always state, on the bid form, the number of consecutive calendar days required before delivery of a product can be made, or they should indicate the specific date upon which delivery will be made. The time required for delivery may be one of the most important considerations in determining who shall be awarded the bid. Successful bidders will be expected to deliver the materials and/or services they are providing within the specified time. If delivery dates cannot be met, the Procurement Department must be notified immediately. The Procurement Department will decide, after notification of late delivery, what action should be taken.

### **HAZARD COMMUNICATION ACT**

Vendors are advised that the County requires proper labeling and Material Safety Data Sheets (MSDS) on all products covered by the Hazard Communication Act - 29 CFR 1910.1200. It is the vendor's responsibility to determine which products are covered by the act and to provide MSDS with the initial shipment. It is also the vendor's responsibility to provide any updates or revisions of MSDS as they may become available for any products sold or delivered to Mohave County.

### **PARTIAL DELIVERIES**

A delivery normally must be made in the exact quantity called for on the purchase order. Partial deliveries, however, are required and accepted in some instances at the County's sole discretion. The County will make payment on partial deliveries when, (1) a contract for the supply of goods, commodities, or contractual services extends over a period of months, (2) authorization for payment is made by the receiving department.

In the case of any partial delivery, the shipping ticket and invoices must indicate the quantity being delivered and not the quantity ordered by the County.

### **VENDOR INVOICES**

In order to receive payment for goods or services furnished to the County, the vendor is required to submit one original and one copy of an invoice.

Invoices must show: (1) County purchase order number; (2) Complete descriptions of the goods or services furnished; (3) Quantity; (4) Unit prices and extensions; (5) All applicable taxes; (6) The discount terms; (7) Name of department/division to which shipment was made. In addition, the invoice should include the vendor's invoice number.

## **HOW THE COUNTY PAYS**

The County currently pays for commodities/services through the county procurement card or by purchase order. If a purchase order has been awarded to a vendor, four steps remain before a transaction is completed. These steps are (1) Delivery and acceptance of goods or services to the using department; (2) Report verifying receipt of goods or services by using agency; (3) Invoicing by the vendor; and, (4) Payment by the County.

## **PAYMENT**

The vendor receives payment from the County after delivery and acceptance of the goods, commodities, or services. After the vendor has submitted an original and one copy of an invoice for goods or services, the invoice is matched with the County's receiving report and a copy of the purchase order. Accounts Payable then issues payment for the amount due to the vendor.

## **PAYMENT TERMS**

Vendors must insure that payment terms are specifically stated in their bid. In a competitive market, the offering of a discount for prompt payment is often a decisive factor as to whether a particular vendor is the low bidder. Cash discounts are deducted from the base bid in determining the low bidder, when such discounts are allowable for payments made in excess of 21 days. The County interprets a percentage discount for payment "within 21 days" to mean that a discount will be allowed if the materials are accepted and paid within 21 days after receipt of both the product and the vendor's invoice. When the terms are not specifically stated, the County shall assume a 2%-21 payment discount.

## **LEGAL AND CONTRACTUAL REMEDIES**

### **Protest**

In accordance with Article IX of the Mohave County Procurement Code, any actual or prospective bidder may protest a solicitation, proposed award, or the award of a contract. The protest must be submitted to the Procurement Department in writing and must include the name, address, and telephone number of the protestant; signature of the protestant; identification of the solicitation or contract number; a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and the form of relief being requested.

Specific information on filing, timing, resolution, and the appeals process are addressed in Article IX of the Mohave County Procurement Code. It is the responsibility of the interested party to become familiar with the Code requirements. All requirements will be strictly adhered to by the Procurement Department.

## Debarment and Suspension

The Procurement Manager has the sole authority to debar and suspend a person from participating in County procurements. Additional information regarding debarment and suspension is available in Article IX of the Mohave County Procurement Code.

## **SURPLUS/AUCTIONS**

When the County has surplus property no longer required by using departments, the Procurement Department utilizes one of several competitive bid methods to sell the property, including electronic auction. Sales are held as needed throughout the year. Registering with the County, under surplus sales, will insure interested bidders receive notifications of sale.

Public auctions are used to sell all types of County surplus equipment, including vehicles, office furniture, office machines, computers, recovered property, etc. County surplus property auctions are held as-required throughout the year. The County's official auction website is <http://www.co.mohave.az.us/ContentPage.aspx?id=125&cid=55>

Questions regarding the County's surplus property program should be directed to the Mohave County Procurement Department at **(928) 753-0752**.