

SUPPLIER'S GUIDE

DOING BUSINESS WITH THE COUNTY OF SONOMA

A supplier's information pamphlet for furnishing
Supplies, equipment or services
To the County of Sonoma



PURCHASING DIVISION

GENERAL SERVICES DEPARTMENT
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WELCOME TO THE PURCHASING DIVISION

We appreciate your interest and hope this brief guide will be of benefit to you as a new supplier or as one of our many present suppliers. Our aim is to be helpful to you in your sales effort and to promote a climate of fair, competitive, and transparent business relationships with the County of Sonoma. This pamphlet will outline our purchasing procedures and our policies affecting purchasing. Whenever you need more information, please ask us.

PURCHASING ORGANIZATION RESPONSIBILITIES

It is the purpose and responsibility of the Purchasing Division to maintain continuity of services and supplies to support the various County departments and agencies that enable them to provide their services to the public; to purchase at the lowest cost consistent with the quality needed for the efficient performance of County activities. Purchasing has an obligation to the citizens of Sonoma County to obtain the maximum value for the money we spend, and to provide reliable service. The Purchasing Division is also responsible for the disposal of surplus property.

ORGANIZATION

Purchasing services for all County departments are centralized under the Purchasing Division. Suppliers are encouraged to contact the Purchasing Division Buyers to discuss the County's requirements for specific products.

The Purchasing Division is organized by commodity buying groups. Each commodity is assigned a responsible Buyer. The knowledge and efficiency of the Buyers are increased by the regular exposure to new products and technology offered by suppliers.

WHAT THE COUNTY BUYS

It is helpful to look at the functions of the County in determining what it must purchase to meet its needs. The County provides a variety of services including:

- * Administrative, Support and Fiscal Services Support
- * Criminal Justice
- * Human Services
- * Economic Development Services
- * Institutions and Health Facilities
- * Parks and Grounds
- * Car and Truck Fleets
- * Public Works Construction and Highways
- * Water Agency
- * Permits and various licenses

The list of purchasing requirements for the operations of the County of Sonoma is extensive. Thousands of products and services are purchased annually for the continuing conduct of County business. By acquainting our Buyers with your product and registering in the Buyspeed Online

System, you can help ensure you do not miss an opportunity to quote on future bids for the type

of product you offer.

Suppliers' calling hours are 9:00 AM to 4:00 PM. Appointments are encouraged and can be made by calling (707) 565-2433 between 8:00 AM and 5:00 PM Monday through Friday.

CATALOGS

Many suppliers furnish catalogs of their products. These are maintained in the Purchasing Division for use by all County departments. Suppliers are required to keep their catalogs updated on a frequent basis. The Purchasing Division will dispose of any outdated catalogs.

RECYCLED PRODUCTS

The County of Sonoma is committed to the procurement and use of recycled, recyclable and reusable products that contribute to the conservation and protection of resources necessary to maintain a quality environment. It is our commitment to help expand the market for recycled products and to serve as a model for private purchasers. To this end, we seek every opportunity to promote the County's interest and to give preference for the purchase of recycled products.

POLICIES AND PROCEDURES

Bids: It is the County's policy to obtain competitive bids whenever possible. Online bids are the primary means of obtaining prices; phone quotations are solicited when practical. All online bids are due on the date and time specified on the bid. Emergency purchases may be made without the use of the public notice or sealed bid procedure. Most awards are made on a low bid meeting the specifications. Such considerations as delivery time, cash discounts (over 30 days), and vendor experience, among other factors, may be also considered in award of a purchase order or contract.

Often a supplier will expend considerable time and money in presenting their product to an individual County Department with the hope of making a sale. If this is done, remember that the purchase will eventually be made by competitive bids and what is spent for expensive designs, demonstrations and layouts does not guarantee an order, nor does the County of Sonoma reimburse for time and effort. Specifications prepared by County Departments are carefully reviewed by Purchasing to eliminate undue restrictions and other limitations which unnecessarily reduce competition. The purchase will eventually be made from the lowest responsible and responsive bidder meeting these objective specifications. Help that may be offered to a Department in developing purchase requests cannot be considered when we make the purchase. It is recommended that if you are called upon to provide expensive pre-purchase services that you consider contracting separately for this service.

Bid Lists: The County of Sonoma uses an online purchasing system for bidding and issuing purchase orders. Suppliers are responsible for maintaining their own registration file and for choosing which bid opportunities (specific goods and services) they want to be notified (emailed) about. Go to <https://bso.sonoma-county.org/bso/login.jsp> and register if you haven't done so. Suppliers must be registered to submit a bid. NOTE: The Purchasing Division is no longer sending out paper bid requests.

Bid Results: Bid awards are a matter of public record. Upon award of bid, abstracts of written bids showing prices and awards are available for your inspection. Due to the volume of our workload, the Purchasing Division is unable to furnish copies of the abstract. We recommend contacting the Buyer to validate award of bid before dropping by the office.

Specifications: Written specifications are required in the bidding process to describe the level of quality required. Unless otherwise specified, all merchandise purchased must be new and unused.

In addition to the specifications, certain terms and conditions governing purchases are also outlined in the bid documents. Award is made to the supplier who meets the specifications, terms and conditions of the bid, including the delivery requirements, and offers the lowest price. Discounts will be considered in the award, if offered for 30 days or longer.

Shipment: Deliveries in all cases are required to be made to the County, FOB: Destination.

Delivery: Requirements for delivery are specified on all bids and purchase orders. Failure to meet the specified date may cause cancellation of the order.

Inspection: Shipments will be inspected upon receipt as to condition, quantity and conformity to specification. Variations from specification may make a shipment subject to rejection and will delay payment.

Billing: In order to expedite the billing process the purchase order number must appear on all invoices, shipping tags, and all correspondence relevant to the order.

Payment: The County of Sonoma desires to pay its bills in a prompt manner. The payment is made to the supplier after receipt of invoice in duplicate. Invoices should be mailed to the using department as indicated on the purchase order. Invoices are approved by the using department after receipt of goods and forwarded to the County Auditor who will issue warrants for payment to the vendor.

Gifts and Gratuities: The Purchasing Division maintains a strict policy prohibiting the acceptance by its employees, of gifts and/or gratuities from any supplier or potential supplier. Suppliers are strongly encouraged to refrain from offering any gifts or gratuities to any county employee.

SUMMARY

The purchasing division can assist by:

- Directing attention to our present and future needs.
- Consolidating requirements.
- Aiding in obtaining the greatest yield for the time and effort.

Suppliers will help by:

- Keeping the county informed concerning new items and trends.

- Remembering that contractual commitments may only be made by purchasing personnel.
- Checking with purchasing before leaving demonstration or loaner equipment or supplies with departments.
- Aiding in obtaining the greatest yield for the time, effort and the taxpayer's dollars.
- Registering as a [supplier](https://bso.sonoma-county.org/bso/login.jsp) at <https://bso.sonoma-county.org/bso/login.jsp>
- Maintaining honesty, integrity and strong ethical practices.

STANDARDS OF PURCHASING PRACTICE

1. To regard Public Service as a sacred trust, giving primary consideration to the interest of the governmental unit by whom we are employed.
2. To purchase the best value obtainable, securing the maximum benefit for each tax dollar expended.
3. To avoid sharp practices, giving all qualified suppliers an equal opportunity.
4. To respect our obligations and to require that obligations to us and our governmental unit be respected.
5. To accord supplier representatives the same treatment we like to receive, remembering that they are important sources of information and assistance in our buying problems.
6. To strive constantly for greater knowledge of purchasing methods and of the materials we buy.
7. To be receptive to counsel from our colleagues and to cooperate with them to promote a spirit of unity.
8. To conduct ourselves with fairness and dignity and to demand honesty and truth in buying and selling.
9. To cooperate with all organizations and individuals engaged in enhancing the development and standing of the Purchasing profession.
10. To remember that everything we do reflects on the entire Purchasing profession, and to govern our every action accordingly.
11. To avoid gratuities, perceived kick-backs, or accepting good or services for personal (non-county) use.