

How to Do Business with the County of El Paso County, Texas



Guide to Vendors



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- Doing business with the government can be a very rewarding experience. However, governmental agency purchasing requirements can be significantly distinctive from operations associated with the private sector; and because of the nature of government, there are more complexities involved in the procurement process.
- This document is intended to aid the vendor in how do deal with County purchasing procedures and law; and to give you information on what can be expected from the County, and what the County expects from its vendors. The information in this document is meant to be a helpful guide to vendors not an all inclusive blueprint to doing business successfully with the County of El Paso.

Only 2 Entities Have Authority



- Commissioner's court as a voting body approves all purchases over \$50,000 (Formal Bids facilitated through the purchasing agent)
- The purchasing agent must approve all purchases under \$50,000. (Informal or Telephone Bids)

Do you have a contract or a purchase order?

Make sure the person binding you in a contract or purchase has the authority to do so!



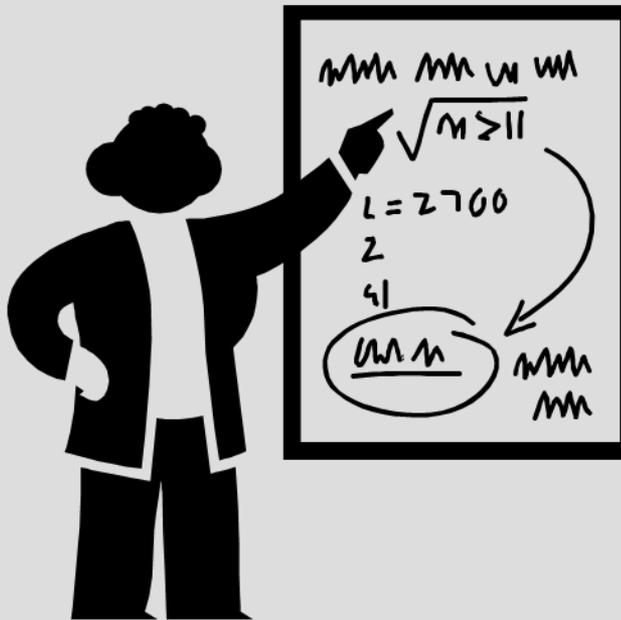
Checks and Balances



- The Purchasing Agent is a resource of Commissioner's Court, which must ensure all county offices have goods & services at a fair cost, & is responsible for ensuring that the county is doing business in a fair manner as detailed by State Statutes.



Methods to the Madness



- Formal Bids
- Request for Proposals
- Request for Qualifications
- Request for Information
- Informal or Telephone Bids



Purchases over \$50,000

- Are accomplished through formal bids.
- Requests for proposals
- Request for Qualifications
- Co operative contracts.



Purchases over \$50,000

- Are advertised twice in the El Paso, Inc. 14 days prior to the bid opening.
- Specifications describing the goods & services to be purchased are available on purchasing website at epcounty.com
- Must be sealed.
- Purchasing oversees and facilitates process.
- Bids awarded by Commissioners Court, based on recommendation of department to lowest responsible bidder.
- May have bonding requirements.

And the Winner is...

- Purchasing and user department evaluate bids based on price, quality, delivery, repair history, vendor history
- Commissioner's Court shall reject or award bid.
- Ties broken by casting lots.
- You may contest the bid award.



Informal Bids

- Are purchases for the day to day operations
- All purchases under \$50,000
- Usually by fax or email
- Can be telephonic (very small purchases)
- Bids are solicited, obtained, evaluated, and awarded by Buyers in Purchasing Department.

Where do I Start?



- Let us know you're out there. (User Department & Purchasing.
- Get on Vendor List. You can register on line epcounty.com/purchasing/vendor.htm
- Be familiar where County solicits bids. Advertised in El Paso, Inc. and on our webpage epcounty.com link to bids on main page.

Good Things to Know

- There are not any “small” purchases exempt from bidding.
- You do not have to be a registered vendor to bid.
- Bids quoted to purchasing are confidential till award.
- Talk to County Agencies, and see what they need & how you can help meet those needs.
- Bids quoted to user department are not subject to same confidentiality.

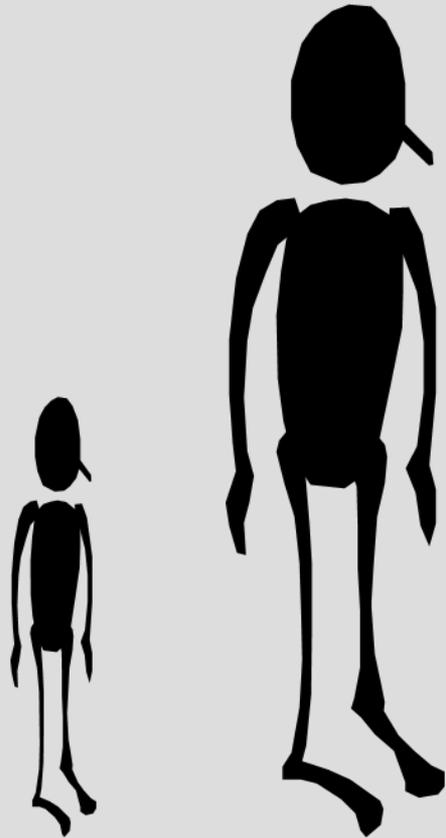


Good Things to Know (cont'd)

- User Department cannot bind County into any purchase agreement.
- The Purchasing Department must look out for the best interest of the County, but not at the expense of the vendor & is an advocate of equity & fairness in the purchasing process (formal & informal.)



Can I compete?



- There isn't any size restriction for doing business w/County of El Paso.
- Business based on price & ability to perform
- **WE DO NOT GIVE PREFERENCES.** (by law we cannot give preferences)



Are Your T's Crossed...



- Do we have all your information?
- Did you complete your CIQ?
- Did you sign your bid?
- Did you include all required documents?



Small Business Considerations

- Don't do more than capable. (continued business based on ability to perform not just price.)
- The checks in the mail. (County pays in 30 day or less, don't over extend yourself financially.)



We're in it Together



- Let's get to know each other, and grow together.
- You're our experts, tell us if spec's are unfair or vague.
- Contact us if there are problems or questions the County wants you to succeed with us.



Questions?

More information call the Purchasing
Department 546-2048 or visit our
website
epcounty.com/purchasing/htm

Contact the buyer that purchases
your good or service and make an
appointment to speak to him or her.

