

# COUNTY OF SHASTA OFFICE OF SUPPORT SERVICES PURCHASING UNIT

We appreciate your interest in Shasta County Purchasing information and hope this brief guide will benefit you as a new supplier or as one of our many present suppliers. Our aim is to help you in sales effort and to promote a good relationship between business and the County of Shasta. This pamphlet outlines our purchasing operation, our buying procedures, and our policies.

## PURCHASING RESPONSIBILITIES

The Purchasing Unit of Support Services is responsible for the procurement of supplies and services which the County needs for efficient operation and maintenance. It is our goal to provide these supplies and services at the lowest possible cost, consistent with the quality needed for the efficient performance of County activities. We are committed to meeting the public's expectations to obtain the maximum value for every dollar spent and to provide reliable service.

## WHAT THE COUNTY BUYS

It is helpful to look at the infrastructure of the County to determine what it must purchase to fill its needs.

The County operates:

- Offices which require furniture, computer equipment and supplies and office equipment.
- Institutions and health facilities which require educational materials, laboratory and medical supplies, recreational materials, clothing, bedding, food and food processing equipment.

- Car and truck fleets which require fuel, oil, replacement parts, tires, batteries, body and engine services.
- Buildings which require maintenance equipment and supplies, plumbing, electrical and heating supplies, lighting and air conditioning equipment, carpets, draperies and floor tile.

## COMPETITIVE PROCUREMENT

The County follows three types of competitive procurement models:

Request for Bid (RFB) - Purchases with a value over Twenty Five Thousand Dollars (\$25,000) may be competitively bid. This will be in the form of a written request for bid with specifications inclusive of Terms and Conditions. The award of any bid over \$50,000 requires advance approval of the Board of Supervisors. This may be used when the County knows exactly what service or product is needed and price is the primary concern, as well as Public Works projects that are required by law to be a sealed bid.

Request for Quote (RFQ) - Purchases of Twenty Five Thousand (\$25,000) or less may be in the form of a formal or informal quotation. Board approval may be required on a RFQ. This process may be used for purchases over \$25,000. An RFQ is used when the department knows exactly what services it wants to procure and intends to choose the contractor by price and the qualifications (that is, the experience and responsibility) of the contractor only.

Request for Proposal (RFP)- Request for written proposal for the purchase of a service that may include a product, inclusive of written specifications, Terms and Conditions; the proposal would determine the course of action to be taken. The RFP award may require Board approval dependent on the dollar value. Read the request for proposal and specifications carefully, including the Terms and Conditions.

Be sure that you can comply with all the requirements before submission of any response. If the material is unclear or other complications arise, please contact Purchasing as soon as possible. Do not wait until the date of the submission.

All participating responders will receive a written notice of intent to award upon completion of negotiated PO/Contract with the selected responder. All responses are available for review after the Notice of Intent has been issued. Requests can be made by contacting Purchasing.

Purchasing maintains a competitive procurement list for vendors who ask to be notified when certain types of goods and services are needed. Your name may be added to this list upon completion of the vendor application available on our website [/www.co.shasta.ca.us/index/support\\_index/purchasing.aspx](http://www.co.shasta.ca.us/index/support_index/purchasing.aspx).

## POLICIES AND PROCEDURES

Procurement of items not on contract and less than two thousand dollars (\$2,000.00) can be purchased directly by County Departments. Purchase orders are required for items with a dollar value of two thousand dollars (\$2,000.00) and over.

Shipment/Delivery- All shipments are F.O.B. Destination unless stated otherwise in competitive procurement request instructions.

Five Percent (5%) Local Preference- The Shasta County Code grants a five percent preference, not to exceed \$10,000, to local vendors who submit bids when formal, sealed bids are solicited by the Purchasing Division (section 3.04.045). Copies of your current business license or a signed affidavit must be on file with the Purchasing Department in order to qualify for this bid preference.

### **WE KNOW WE CAN ASSIST YOU BY:**

### **BUYER/SELLER RELATIONS**

Shasta County works diligently to provide the best services to the residents of Shasta County. Our partnership with our vendors is important in providing the high level of service expected by Shasta County residents. To ensure continued success in providing this high level of service, we ask you to partner with us by observing the following principles for engaging in a successful relationship:

- Communicate with the appropriate person within the County when inquiring on providing a product or service. If you are not sure, contact the Purchasing Unit to find out which steps you should take to ensure your success!
- Please do not offer gifts to our employees; gifts will not guarantee that you will be selected as the vendor of choice during the procurement process.
- Do not over sell. Make sure you can truly provide the products and services you are offering at the cost you quote to our staff.

### **BUSINESS HOURS**

Business hours are between 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays.

Our staff is happy to help you get started in selling to the County of Shasta. We look forward to working with you!

- Directing your attention to our present and future needs.
- Consolidating our requirements.
- Arranging for demonstrations before the proper people.
- Carefully reviewing specifications set forth by County Departments to eliminate undue restrictions and other limitations which may reduce competition.

### **WE HOPE YOU WILL HELP US BY:**

- Keeping us informed concerning new items and trends.
- Check to make sure you are dealing with the appropriate County Representative during the process of procurement.
- Assist us in obtaining the finest products and services for the taxpayer's dollars.
- Provide all of the requested information regarding your products or services so that we can make the most informed decision when selecting a vendor. We want you to be successful!

## **WELCOME TO SHASTA COUNTY PURCHASING**

The mission of the purchasing unit is to secure quality materials and services at the lowest cost, to exemplify professionalism and integrity, and merit the trust and confidence of the employees, business community, and citizens of Shasta County in a manner that complies with the applicable policies and regulations.



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