








## VENDOR GUIDE TO HANOVER COUNTY PURCHASING

This brochure is a guide to assist interested parties in understanding the basic procurement procedures of Hanover County and serves as a welcome to those seeking to do business with the County. The Hanover County Purchasing Department has the responsibility of centralized procurement of commodities, services, construction, professional and nonprofessional services for the County of Hanover. Although some solicitations are issued as cooperative procurements with the Hanover County School Board, the general procurement activities for the Hanover County Public Schools are administered by its purchasing department. Visit the Purchasing Department web site at [www.co.hanover.va.us](http://www.co.hanover.va.us) and click Procurement under the Quick Links section at top of page to see County Public Surplus Auction Information, Award Notices, Current Solicitations, Solicitation Summaries, Term Contracts, Vendor Guide to Purchasing, eVA Vendor Registration, Purchasing Policy, Motor Vehicle Safety Policy, and an Organizational Chart.

### VENDOR REGISTRATION

All vendors interested in doing business with Hanover County should register with , the Commonwealth of Virginia's electronic procurement portal. Registration on the  web site is the first step in doing business with the County and many other local governments and state agencies in the Commonwealth of Virginia. The County Purchasing Department uses  to prepare bid lists for, and notify vendors about, written solicitations. Effective March 1, 2009, the County will no longer register vendors through the County Purchasing Department, and will select and notify vendors of written solicitations through .

For competitive sealed proposals for professional services expected to exceed \$30,000, and for competitive sealed proposals for nonprofessional services and competitive sealed bids expected to exceed \$50,000, other than emergency and sole source purchases, solicitation notices are sent to all vendors registered in  for the applicable commodity or service, and may include other known sources. For purchases expected to be \$50,000 or less, other than for competitive sealed proposals for professional services, and emergency and sole source purchases, solicitations may be sent to any vendors selected from  for the applicable commodity or service, and may include other known sources.

If you have questions about, or need help with  registration, please call the Customer Care Center at 1-833-289-7367. If you have questions about the County's procurement processes, please call 804-365-6105.

### ASSISTANCE FROM VENDORS

Vendor assistance of an advisory nature is encouraged since it helps the County obtain current information about products and services. Vendors offering assistance must understand that the County will not pay for such assistance, unless specifically agreed to in advance, and that such assistance is considered normal sales effort and will not entitle the Vendor to any preferential treatment. Should the County pay a Vendor for assistance in developing solicitation specifications, that Vendor shall not be allowed to submit a response to the solicitation.

### A QUICK GUIDE TO PURCHASING PROCEDURES

#### **Direct Purchase: Commodities and Services \$5,000.00 or less**

Purchasing Department staff or any County department staff may purchase goods and services directly from vendors for the purchase of an item, or a group of items, totaling \$5,000 or less. Only one quote is required. No purchase order is required by the County, but one will be issued if requested by the vendor or department.

**Informal Departmental Quote: Goods and Services \$5,000.01 to \$15,000.00**

Purchasing Department staff or any County department staff may obtain bids/quotes directly from vendors for the purchase of an item, or group of items costing \$5,000.01 to \$15,000.00. A minimum of three quotes is required. The County requires that a purchase order be issued and vendors should not deliver goods or perform services without a written purchase order.

**Informal Purchasing Department Quote: Goods and Services (\$15,000.01 to \$30,000.00)**

Purchasing Department staff may solicit bids/quotes for the purchase of an item or group of items expected to cost between \$15,000.01 and \$30,000. Informal quotes may be obtained by telephone, facsimile, or email, with or without written confirmation. A minimum of three quotes is required. The County requires that a purchase order be issued and vendors should not deliver goods or perform services without a written purchase order.


**Formal Written Quote: Goods and Services \$15,000.01 to \$50,000.00**

Purchasing Department staff may solicit quotes for the purchase of an item or group of items expected to cost between \$15,000.01 and \$50,000. A written Quote must be issued. A minimum of four sources will be solicited. The County requires that a purchase order be issued and vendors should not deliver goods or perform services without a written purchase order.


**Informal Unsealed Proposal: \$ 50,000 and less: Goods and Services**

Purchasing Department staff or any County department staff may solicit for goods or professional or nonprofessional services. The Purchasing Department must approve the issuance of Informal Unsealed Proposals. A minimum of four sources will be solicited. The County requires that a purchase order be issued and vendors should not deliver goods or perform services without a written purchase order.

**Competitive Sealed Bid: \$50,000.01 and above: Goods, Services, and Construction**

Purchasing Department staff may issue a competitive sealed bid. Competitive sealed bids will be solicited from all vendors registered with  who are registered for the applicable categories, plus other sources developed by the purchasing staff. Public notice of the Invitation for Bid, at least 10 calendar days prior to the bid opening, will be given by posting a notice outside the Purchasing Department. The County requires that a purchase order be issued and vendors should not deliver goods or perform services without a written purchase order.

**Competitive Sealed Proposal - "RFP": Above \$ 50,000 (Goods and Services)**

Purchasing Department staff may issue a Request for Proposals. Request for Proposals will be solicited from vendors registered with  who are registered for the applicable categories, plus other sources developed by the purchasing staff. Public notice of the Request for Proposals, at least 10 calendar days prior to the proposal due date, will be given by posting a notice outside the Purchasing Department and by advertising in a newspaper with general circulation in Hanover County. Proposal records, with the exception of proprietary information, are available for offerors to review after a recommendation of award is made.

## **SUBMISSION AND RECEIPT OF SOLICITATIONS**

Any solicitation received after the specified date and time due, whether by mail or otherwise, will not be considered. Unless specified otherwise in the solicitation, quotes, bids and proposals must be submitted to the County Purchasing Department. Submittals shall be mailed to: County of Hanover, Purchasing Department, Room 205, P. O. Box 470, Hanover, VA 23069-0470; OR HAND DELIVERED OR SENT BY EXPRESS MAIL TO: County of Hanover, Purchasing Department, Room 205, 7497 County Complex Road, Hanover, VA 23069.

The County is not responsible for solicitation responses that do not reach the destination specified by the appointed date and time due to handling by the U.S. Postal Service, express mail carrier, or the County's interoffice courier service. The time a bid is received shall be determined by the time stamped by the time clock in the Purchasing Department. Bidders/offerors are responsible for ensuring that Purchasing Office personnel stamp their submissions by the deadline indicated. In the event this time clock is not functioning, the time shall be determined by time displayed on the landline telephone near the time clock. The time on the telephone will be written on the bid by hand, by County staff in the Purchasing Department. Should the County be officially closed at the time a solicitation is due or prebid conference is scheduled, the solicitation due date or prebid conference date shall automatically be changed to the same time on the next day the County is officially open at that time. Bids, proposals and addenda submitted must be signed in ink by a person authorized to bind the vendor in contractual matters. Vendors should enclose only one bid or offer in each submittal envelope. Bids are publicly opened and the results read aloud. The only information available about proposals on the due date is the name of each offeror. Responses to sealed quotes, sealed bids and sealed proposals may not be submitted by facsimile or other electronic methods.

## **AMEND/WITHDRAW, MODIFY A SOLICITATION RESPONSE**

A response to a written solicitation may be withdrawn by the bidder/offeror by submitting a written request to the County Purchasing Department prior to the solicitation due date and time. The request to withdraw the solicitation response must be signed by a person authorized to represent the bidder/offeror submitting the response. Prior to the submission of a solicitation response, the bidder/offeror may make modifications to its response, but all strikeouts must be initialed by a person authorized to bind the bidder/offeror in contractual matters and, if responding to a sealed bid or sealed proposal, such modification must be included in the same envelope as the response. Any notation on the exterior of the envelope purporting to alter, amend, modify or revise the bid contained within the sealed response shall be of no effect and shall be disregarded. No bid may be withdrawn after award of a contract or issuance of a purchase order. Other conditions apply to withdrawal of bids after the bid opening. Please refer to the General Terms and Conditions in the solicitation and/or contact the County Purchasing Department.

## **COUNTY'S TERMS AND CONDITIONS**

Solicitations may contain general terms and conditions applicable to a specific procurement. Modification of, or additions to, any portion of a quote or bid that affects quality, quantity, price or delivery shall be cause to reject the bid as nonresponsive. Modifications to a quote or bid which do not affect quality, quantity, price or delivery will be evaluated by the County on a case by case basis and the County, in its sole discretion, may reject such bids as nonresponsive, waive the modifications as an informality, or require the bidder to withdraw the nonresponsive language as a condition of being a responsive bidder.

Offerors proposing modifications or additions to any portion of an RFP, including but not limited to contractual terms and conditions and the mandatory requirements of that which is to be procured, must be noted on the Request For Proposals Title Page and included in a separate section of the proposal response (see first two pages of RFP for additional information). The County will consider proposed changes.

No modification of, or addition to, any solicitation issued shall be binding unless such modification is incorporated into the solicitation in the form of a written addendum. Each Bidder/Offeror shall ascertain prior to submitting a bid or proposal that all Addenda issued have been received, and shall acknowledge receipt and inclusion of all Addenda in the bid or proposal response.

## **EVALUATION AND AWARD OF SOLICITATIONS**

Bids and quotes are evaluated and award is made to the lowest responsive and responsible bidder in substantial compliance with the bid requirements and in conformance with the Code of Hanover County and the Code of Virginia. Requests for Proposals are evaluated and award is made to the offeror who, in the opinion of the County, has made the best proposal. Proposals submitted for competitive negotiations are evaluated on the basis of the evaluation criteria published in the Request for Proposals.

The County may cancel or withdraw a solicitation in whole or in part at any time prior to award. The County reserves the right to accept or reject any or all bids or parts of solicitations, to waive informalities, or to reissue a solicitation.

The County further reserves the right to award the contract on a split order, lump sum, or individual item basis, or such combination as shall best serve the interest of the County unless otherwise specified by the County. In cases of errors in price extensions, unit prices shall govern.

## **RESPONSIVE BIDDER/OFFEROR**

A responsive bidder/offeror is an individual/firm submitting a response that conforms in all material respects to the requirements of the solicitation. The Purchasing Department may make the determination that a vendor is non-responsive should the bidder/offeror:

- a. fail to offer a product that meets the specifications or other requirements in the solicitation
- b. be unable to conform to the required delivery schedule given in the solicitation
- c. substitute its terms and conditions for those which appeared in the solicitations or delete any of the terms and conditions in the solicitation
- d. not sign the bid
- e. fail to submit any required surety
- f. qualify prices so the price cannot be determined; e.g., "price in effect at the time of delivery"
- g. qualify the response so as to nullify or limit the vendor's liability to the County; e.g., "...liability is limited to the contract price or amount paid the vendor..."

## **RESPONSIBLE BIDDER/OFFEROR**

A responsible bidder/offeror is an individual or firm having the capability in all respects to perform fully the contract requirements and the moral and business integrity and reliability which will assure good faith performance and who has been prequalified, if required. A responsible bidder/offeror meets the following non-inclusive requirements. The bidder/offeror should:

- a. be a manufacturer, dealer, supplier or, if required in the solicitation, an authorized dealer of the goods/services offered
- b. have the necessary facilities, organization, experience, technical skills and financial resources necessary to fulfill the requirements of the contract, including the ability to provide future maintenance and service
- c. be able to comply with the required delivery or performance schedule
- d. have a satisfactory record of business integrity and a satisfactory record of performance on previous contracts
- e. be qualified and eligible by law or regulation

## **QUESTIONS/COMMENTS ABOUT SPECIFICATIONS**

Vendors are encouraged to contact the Purchasing Department whenever they have questions or comments concerning specifications or other solicitation requirements. To assure consideration, questions and comments should reach the Purchasing Department at least seven days prior to the bid or proposal due date. If a Bidder/Offeror knows, or should have known, that an ambiguity, discrepancy, error, omission or conflicting statement exists in the Bidding, Contract, or Proposal Documents, said Bidder/Offeror has an obligation to seek a clarification thereof from the Purchasing Director prior to submitting a bid or proposal.

## **BRAND NAME SPECIFICATIONS**

In solicitation specifications, where any item of equipment or material is specified by proprietary name, trade name, and/or name of one or more manufacturers, without the addition of such expressions as "no substitutes", it is understood that equal quality equipment or products of either a manufacturer named or of a manufacturer not named, which meet the detailed requirements of the specifications, is intended, subject to the approval of the County as to the equality thereof, and it is distinctly understood: (1) that the County is to use its own judgment in determining whether or not any item of equipment or material proposed is equal in quality to that specified; (2) that the decision of the County on all such questions of equality shall be final; and (3) that, in the event of any adverse decision by the County, no claim of any sort shall be made or allowed against the County. Should the bidder/offeror offer substitute goods and the County rejects the substitute offered, the contractor shall furnish the equipment or materials that are specified in the bid documents.

## **OWNERSHIP OF COUNTY ITEMS USED BY CONTRACTORS AND OWNERSHIP OF GENERATED MATERIALS**

All artwork, negatives, dies, overlays or similar materials supplied by the County and used by the contractor to complete a job are the property of the County and shall be returned to the County upon completion of work. Final payment for work will not be made until such artwork, negatives, dies, overlays or similar materials are returned to the County. No vendor may copyright any work contracted for by the County and produced for the County without the written consent of the County. All information and materials gathered and/or produced by the contractor or prepared by or for it under a contract with the County shall be delivered to, become, and remain the property of the County upon completion of the work or termination of the contract. The County shall have the right to use and reproduce the data and reports submitted hereunder, without additional compensation to the contractor.

## **CONTRACTOR LICENSING**

For certain work, contractors must be licensed by the Department of Professional and Occupational Regulation, Virginia Board For Contractors. Contractor means any person that for a fixed price, commission, fee or percentage undertakes to bid upon, or accepts, or offers to accept, orders or contracts for performing, managing, or superintending in whole or in part, the construction, removal, repair or improvement of any building or structure permanently annexed to real property owned, controlled or leased by another person or any other improvements to such real property. This may apply to contracts as small as \$1,000. Contractors must also possess the appropriate classification for the work they offer to perform. Questions about contractor licensing and classifications should be directed to the Purchasing Department.

## **TAXES**

The County is exempt from Federal Excise and State Sales and Use Tax on all tangible personal property purchased or leased by the County for its use or consumption. Tax exemption certification will be supplied upon request. Contractors are not exempt from sales tax on materials and supplies that are purchased and installed by the contractor and become part of real property.

## **ISSUANCE OF PURCHASE/CHANGE ORDERS**

Purchase Orders are issued for purchases exceeding \$5,000. A Change Order to a purchase order may be issued to add or delete items, cancel orders, correct errors or make other modifications to the original purchase order. Vendors who deviate from purchase order or contract requirements prior to receipt of an authorized change order do so at their own risk. Purchase orders will, upon vendor or department request, be issued for dollar amounts less than \$5,000.

## **VENDOR NAME AND ADDRESS**

Purchase orders or contracts will be issued only to the firm name appearing on the bid or proposal form. If payment is to be made to different name and/or address than that shown on the bid or proposal form, the bidder or offeror must so state on the bid or proposal form or an attachment thereto, and state the full name and address to which payment is to be made.

## **PROMPT PAYMENT DISCOUNTS**

The County requires that a minimum of 30 days after receipt of an approved invoice be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of bids. However, any offered discount will become part of the award and will be taken if payment is made within the discount period offered. For the purpose of earning the discount, payment shall be considered to have been made on the date that appears on the payment check or the date on which an electronic funds transfer for the payment was made.

## **PREFERENCE FOR BIDDERS**

In the case of a tie bid, preference shall be given to goods produced in Virginia, goods or services or construction provided by Virginia persons, firms or corporations; otherwise the tie shall be decided by lot. Whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid shall not be considered. Notwithstanding the above provisions, in the case of a tie bid in instances where goods are being offered, and existing price preferences have already been taken into account, preference shall be given to the bidder whose goods contain the greatest amount of recycled content.

## **GIFTS & PERSONAL INTEREST**

No vendor shall offer any gift, gratuity, favor, or advantage to any County employee who has official procurement responsibility, develops procurement requirements, or otherwise influences procurement decisions. County employees may attend vendor sponsored seminars or trade shows where they will benefit from receiving product information and learning of new techniques and trends. Food, drinks and give-away items offered to all participants at such functions may be accepted by County employees attending.

In compliance with VA Code §2.2-4343.1, Hanover County does not discriminate against faith-based organizations.