
Procurement Methods

Requests for Quotations (RFQ's) are normally used for purchases valued below \$25,000, unless the complexity of the terms and conditions requires added controls of the formal bid process. The Purchasing division solicits written quotations for these requirements. The Quote is awarded to the lowest responsive and responsible bidder.

Request for Proposals (RFP's) are normally used when it is not possible to identify exact specifications and/or if the issue of "how to achieve the desired result" is best left up to the bidder to propose. The RFP may also be used when factors other than price must be considered in selecting a vendor. Awards are based on the evaluation of a selection committee, which rates each proposal against the published selection criteria.

Formal Competitive Sealed Bids are used for purchases valued at \$25,000 or higher. **The Invitation to Bid (ITB)** is a formal procurement method utilizing detailed specifications, advertising and a Public Bid Opening at a prescribed time and date. Bid openings are held in the Pierce County Council Chambers on Fridays at 1:00pm. Contracts resulting from the bid process may be for a one-time purchase or a term contract. All bidders registered within the commodity will be emailed a notice of an Invitation to Bid.

A **Sole Source Purchase** is exempt from quotation and bid requirements. For any commodity to be considered a sole source item, it must be the only product, which will produce the desired result, and it may be available from only one source of supply.

Getting Started

The recommended first step to doing business with Pierce County is becoming a registered Bidder. To register, go to our website at www.piercecountywa.org/bidder. Pierce County's registration process requires key pieces of information. Licensed contractors may add themselves to the Small Works Roster during the registration process.

Based on the commodity information you provide, you will receive notification, via email, of current solicitations. The type of purchasing method used will depend upon the complexity of the good or service requested and the estimated dollar values of the procurement.

You do not have to be registered to view and download the bid documents that are advertised on our website. However, registering is the only way to receive notification of bidding opportunities and to ensure that you receive updates to bid documents, if they occur.

Where to Find Bid Information

All solicitations, formal and informal, are advertised on our website. They may be viewed and/or downloaded from our website at www.piercecountywa.org/purchasing.

Pierce County's legal newspaper is The Tacoma News Tribune. All formal solicitations are advertised in our legal paper at least 13 days prior to the closing date of the solicitation.

www.piercecountywa.org/purchasing

Pierce County Government Purchasing Guide



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Office Hours: Monday - Friday, 8:30am - 4:00pm

Introduction

This guide has been prepared to familiarize you with the policies and procedures for doing business with Pierce County. The demand for goods and services within the County results in a continuous need for items of every nature and description. In an effort to stimulate competition, we want to provide all interested vendors an opportunity to offer their products and services to Pierce County. We are constantly looking for new sources of supply and encourage vendors to register with the Purchasing Division.

Equal Opportunity

Pierce County encourages all segments of the business community to participate in its purchasing program.

This guide is designed solely to provide general summary information to those wishing to do procurement business with Pierce County. As such, it is not binding in either a legal or regulatory sense. The procurement activity of Pierce County is performed in accordance with applicable laws, the Pierce County Code and other applicable rules and regulations, which govern the information in this guide.

Online Bidder Registration

Effective January 12, 2008 anyone wanting to receive announcements of bid opportunities to provide Pierce County government with goods and services will need to register online. Contractors, especially those wishing to be on the small works roster, should also register online.

To register, or to get more information, go to:
www.piercecountywa.org/bidder

Changes in Vendor Info

The Bidder Registration System is self-administered. You are responsible for the content of your account and any subsequent updates.

Qualifications of Bidders

Qualifications of Bidders are not reviewed prior to placement on the vendor list, and placement on the vendor list does not mean that the Purchasing Division considers your firm to be a “responsible” bidder.

Professional/Technical Services

The Purchasing division maintains a list of Professional and Technical Service providers. If you would like to be included on Pierce County’s list of Professional and Technical Service Providers, please send your resume of qualifications via mail, fax or email.

Helpful Tips on Doing Business with Pierce County

- ⇒ Be sure that written quotation requests and bid documents are signed by an authorized member of the firm— otherwise they are not acceptable.
- ⇒ Read bid documents thoroughly and follow all instructions and conditions. Failure to do so could result in rejection of your bid.
- ⇒ Submit your bid before the specified closing date and time. Late bids CANNOT be accepted.
- ⇒ Initial in ink all erasures and corrections in bid documents prior to bid opening. If the intent or legibility of the correction is not clear, the bid may be rejected.
- ⇒ Include Bid Deposit with bid response, if required. Include supporting literature with bid response or quote, if required.
- ⇒ Acknowledge all amendment(s) and include with bid response.
- ⇒ If faxing a response to a RFQ, call the Purchasing division (253-798-7456) to verify receipt.