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FINANCE DEPARTMENT

Purchasing Division

WATSON GOVERNMENT COMPLEX
Administration Building
240 Constitution Boulevard
Dallas, GA 30132
purchase@paulding.gov

HOW TO DO BUSINESS WITH PAULDING COUNTY GOVERNMENT

The Purchasing Division is the central procurement organization for all departments under the jurisdiction of the Paulding County Board of Commissioners and other elected officials (i.e. Sheriff). This division should be your first point of contact with the County. Our role is to bring together users and suppliers to ensure that the County receives the best value for services, materials, supplies and equipment needed to effectively and efficiently operate the County. We are here to help you understand how best to do business with Paulding County. As can be expected, there are rules to follow and we will do our best to inform you of these rules.

Vendor List

Vendors wishing to be placed on Paulding County's vendor list are encouraged to submit a vendor package. The vendor application can be downloaded from our website (www.paulding.gov).

Purchasing Thresholds

The Purchasing Division has the responsibility of conducting County business in a professional manner. The County's operating funds come from local taxpayers, State and Federal governments, various fees, grants, special activities, etc. Therefore, all purchases no matter how large or small must be made in accordance with the County's Purchasing Policy. The County's Purchasing Policy dictates the method of procurement that must be used for each type of purchase.

Purchasing Thresholds

- Small Purchases - \$2,499 or less
- Telephone Bids - \$2,500 - \$9,999
- Informal Written Bids
 - \$10,000 - \$49,999 - Need three written quotes
 - \$50,000 - \$99,999 – Need three written quotes and BOC Approval
- Formal Sealed Bids (ITB/RFP) - \$100,000 or more

Formal Solicitation

Formal Solicitation is required when the purchase is anticipated to exceed \$100,000. There are two basic types of formal solicitations:

Invitation to Bid (ITB)

Request for Proposal (RFP)

Both the ITB and RFP require advertisement in the legal organ (Dallas New Era) and on our web site. We do not send out automatic notification of bids. The intent with these solicitations is to generate as much involvement as possible with qualified suppliers. There are some significant differences between the ITB and RFP. For instance the ITB is utilized when the scope is clearly defined to provide certain product and quantity of desired purchase. Generally, the ITB is awarded to the responsive and responsible bidder whose bid meets all of the requirements and specifications with the lowest overall cost. Whereas the RFP

method is used when cost is not the primary consideration and/or the scope is less defined. It is typically awarded to the responsive and responsible respondent receiving the highest overall ranking, as decided by an Evaluation Committee. During the RFP evaluation process, the top ranked respondents may be asked to give a formal presentation to the panel. Additionally, the price and other terms of agreement may be negotiated with the firm receiving the highest overall ranking by the panel.

Insurance Requirements

The Paulding County Board of Commissioners requires all vendors performing work on behalf of the County to provide the following forms of insurance:

- General Liability
- Automobile Liability
- Workers Compensation

The amount of the coverage for each of these forms of insurance depends on the total dollar value of the contract. Please read the Bid or RFP specifications and check with your insurance agent to make sure that you comply with all of the County's insurance requirements before submitting your quote, bid or proposal.

Award

Once quotes, bids, or proposals are received, the Purchasing Division and the department requesting the purchase will be involved in evaluating the results. For purchases valued in excess of \$50,000, the Department Director and the Purchasing Division can make a recommendation to the Board of Commissioners who, in turn, will vote on the award at a scheduled County Commission Meeting. Once an award is made, a purchase order or a written contract is prepared with all the supporting documentation (i.e. insurance certificates, payment and performance bonds) attached. The appropriate parties then sign the purchase order or written contract document, and the order is placed.

Payment

Payments are made from approved invoices. To avoid delays, submit a complete invoice that includes: the purchase order number, if applicable, a description of the item(s) or service, who received the item(s) or service, and the quantity, unit price, delivery charges and total price, along with any discount terms that may apply. The County will make payments in accordance with the County's Financial Policy. The County usually makes payments within 30-45 days after receipt of an approved invoice.

Submit Invoices To:

Paulding County Board of Commissioners
Finance Department, Accounts Payable
240 Constitution Blvd
Dallas, GA 30132
770 443-7512
ap@paulding.gov

FINANCE DEPARTMENT

Tabitha Pollard, Director

Purchasing Division

Jo Hagler
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