

How to do business with The County of Orange



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Topics

- OC Purchasing
- Government Purchasing Regulations
- Methods of Solicitation
- How to become a vendor to Orange County

OC Purchasing...




- The County Buys....
 - **Commodities**
(Trucks, uniforms, paper, etc.)
 - **Services**
(Printing, auto repair, catering, etc.)
 - **Professional Services**
(Architectural, Engineering Physicians)
 - **Construction**
(Building projects, road projects)

Our Mission



- Our mission.....
 - To ensure fair and competitive purchasing in order to obtain the best value for the taxpayer.
 - Procure goods and services devoid of favoritism or special interest influence.

*What makes government
purchasing different from regular
business?*



Regulated by:



- NYS State Municipal Law

Procurement process is dictated by GML 103 & 104

- NYS Finance Law
- County of Orange Procurement Policy

In General...

GML 103

Aggregate purchases County wide **MORE** than \$20,000 must go through a formal bid

Aggregate Public Works County wide over \$35,000 must go through a formal bid

GML 104

For everything not under GML 103 the County must follow their Procurement Policy

Methods of Solicitation...



- Informal Written Quotes
- Request for Bids (RFB)
and
- RFB – Best Value / Competitive Offer
- Request for Proposals (RFP)

Request for Bid (RFB)



A bid is a formal price offering for a specified product and /or service.

Bids must be advertised.

Bids must be written and sealed.

Bids may not be faxed or emailed.

The Legal Notice...

- **Example:**

NOTICE TO BIDDERS
Department of General Services
COUNTY OF ORANGE

Sealed bids for providing Fencing Services (RFB-OC088-21) to the County of Orange will be received at PO Box 218, 255-275 Main St., Goshen, New York 10924, until 3:00 p.m. on Wednesday, June 30, 2021, when the same will be publicly opened and read. Bid forms, including specifications, may be obtained from the Department of General Services at the above address or on the Internet at www.orangecountygov.com

James P Burpoe
Commissioner of General Services
County of Orange

Public Notice of Formal Solicitations...



- The Goshen Independent
- The Wallkill Valley Times (Walden, NY)
- Warwick Advertiser (Monroe, NY)
- Hudson Valley Press (Newburgh, NY)
- News of the Highlands (Highland Falls, NY)
- Warwick Valley Dispatch (Warwick, NY)

RFB Parts

- Instructions – due date, questions, restricted period, bonding, and terms and conditions
- Specifications, term, pricing and award
- Required return documents – bid pricing form, Non-collusion, Non-responsive, Iran Divestment

RFB Basis of Award

- Award of a bid will be made to the lowest responsive and responsible bidder.

Responsive Bidder - A person whose offer meets the specifications or requirements of the solicitation

Responsible Bidder - A person who has the capability in all respects to perform fully the contract requirements, and the experience, integrity, reliability, capacity, facilities and equipment, and credit that will assure good faith performance.

Are bid openings public?



By law all bid openings (RFB) must be open to the public and must be opened on the date, at the time specified in the legal notice.

What if my bid is late?



Late bids will NOT be accepted. It is the vendor's responsibility to make sure that a bid is received on time. Hand deliver, Courier (UPS, FED EX) and USPS. Tracking is recommended.

Can a bid be faxed or emailed?



No. A bid must be received in a sealed envelope marked on the outside with the information required as per the instructions to bidders.

Can I change my bid after it is opened?



No. Once a bid is opened, no changes are allowed. The only exception is if you are the lowest bidder; the County may negotiate a lower price.

Best Value Bids

NEW

Based on formal RFB process *but....*
enables County to consider additional
factors beyond lowest price -
for example

MWBE, SDVOB, SBE

Best Value - Getting the most for Taxpayer Dollars

- In determining Best Value for the County the price and conformance to specifications are the most important considerations. The County may also consider, but not limited to:
 - Past performance
 - Time factor
 - Overall life cycle cost

Request for Proposal (RFP)

A proposal is an offer for professional services that require specialized and/or technical skills, training, licensing and/or certification, a high degree of trust and/or confidence i.e. physicians, nurses, therapist, engineers, attorneys, financial services etc. Request for Proposal are not subject to the same laws as bids.

RFP differences



- Not advertised
- No public opening
- Not based on lowest price

Proposal Award



Awarded on the Basis of Award as specified with various factors that can be considered by the evaluation committee, including but not limited to: experience, qualifications, references, technical response, service and support, proposed timelines and /or availability, price etc.

Contract Requirements...


- Insurance Requirements- Liability, Mandatory proof of NYS Workers Compensation and NYS Disability
- Bid Bonds with bid submission
- Performance, Payment, and Maintenance Bonds- with contract documents

Piggybacking



- NYS allows municipalities the ability to utilize other agencies awards

*How to sell your
product or service*



We Encourage Competition...



- The laws of the State of New York prohibit the county from offering preferences to particular segments of the business community. The County of Orange encourages all segments of the business community to participate, including local businesses.

We Encourage Competition...



- Minority, disadvantaged, women-owned, veterans, and small businesses are encouraged to participate in our purchasing program.
- Special designations like the above, can be a Best Value Bid award factor when dictated by grant requirements.

How do I become a potential supplier?



- Check your local official OC paper for legal notices
- Check our official online distribution site - BidNet
- Send an email with the products or services you offer to GeneralServices@orangecountygov.com for our review

E-Commerce...

- BidNet aka Empire State Purchasing Group

<https://www.bidnetdirect.com/vendors>

- Vendor Registration
- Bid notification
- Request for Quotes, RFB, RFP
- Award Information (bid summary)

We look forward to conducting business with you!



Visit us at
orangecountygov.com/generalservices