

HOW TO DO BUSINESS WITH LINCOLN COUNTY

The procedures listed outline "How to Do Business" with Lincoln County. They are intended for use as a guide to the County's purchasing methods and practices. While this document may not answer all questions related to doing business with Lincoln County, it does provide a foundation for our purchasing system.

It is the practice of Lincoln County to obtain the maximum value for each tax and utility dollar spent.

The basic goals of the County's purchasing program are:

1. To comply with the legal and ethical requirements of public purchasing and procurement
2. To assure vendors that impartial and equal treatment is afforded to all who wish to do business with the County
3. To receive maximum value for each dollar spent by awarding purchase orders to the lowest responsible bidder, taking into consideration quality, performance, technical support, delivery schedule, past performance and other relevant factors
4. To provide County departments the required goods, equipment, and services at the time and place needed and in the proper quantity and quality
5. To consistently expedite, in a professional manner, the search for sources of supplies, the development of new sources, the selection of suppliers, commitment, follow-up, and adjustments
6. To promote good and effective vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards
7. To effect maximum feasible standardization of products used within and among departments in order to obtain better prices.

Purchasing Procedures

Purchase Orders will be issued for all purchases of \$1,000.00 and over. To be valid, the Purchase Order must be completed and signed by the Finance Director and Purchasing Agent. The procedure outlined is designed to take full advantage of a centralized purchasing system.

The issuance of purchase orders by unauthorized County employees or officials will not be recognized by the County and payment of these obligations will not be approved. Obtaining supplies, materials, equipment or services without a purchase order is considered an unauthorized purchase. Purchase Orders will not be issued after the purchase is made except in emergency situations. In order to properly process a vendor's invoice(s) for payment, a

packing slip or vendor's delivery ticket must be signed by an authorized County employee and the purchase order number must be indicated. The County's payment terms are net 30 days and all shipments must be prepaid FOB Destination (Departments of Lincoln County Government). The County does not pay freight charges. The County only issues Blanket PO's for services and will not be for a period longer than 90 days. Any blanket PO's amount will be issued as a "Not to Exceed" (NTE) amount.

Purchases of apparatus, supplies, materials and/or equipment

All purchases of apparatus, supplies, materials and/or equipment for items with an estimated cost of \$1,000.00 or over but less than \$2,500.00 will be made only after receiving three (3) quotes by the requesting department. These quotes may be received via email, oral communication (either verbal or by telephone), fax, and/or catalog; however, a log must be kept on all verbal and telephone quotes.

All purchases of apparatus, supplies, materials and/or equipment for items with an estimated cost of \$2,500.00 or over but less than \$5,000.00 will be made only after receiving three (3) quotes by the requesting department. These quotes must be written and may be received by email.

A Request for Sealed Bid/Proposals (RFB/P) will be used for purchases of apparatus, supplies, materials, equipment with an estimated cost of \$5,000 to \$89,999.00 with or without advertising and must be sealed.

The Formal Bidding Procedures will be used for purchases of apparatus, supplies, materials, and/or equipment with an estimated cost of \$90,000.00 or more and must be advertised and sealed.

All Quotes and Bids of \$5,000.00 or more regardless of degree of formality shall be directed to the Purchasing Division.

Construction and Repair Contracts

Construction and/or repair contracts with an estimated cost of \$1,000.00 or more but less than \$2,500.00 will be made only after receiving three (3) quotes by the requesting department. These quotes may be received via email, oral communication (either verbal or by telephone), fax, and/or catalog; however, a log must be kept on all verbal and telephone quotes.

Construction and/or repair contracts with an estimated cost of \$2,500.00 or more but less than \$5,000.00 will be made only after receiving three (3) quotes by the requesting department. These quotes must be written and may be received by e-mail.

A Request for Sealed Bid/Proposals (RFB/P) will be used for construction and/or repair contracts with an estimated cost of \$5,000 to \$500,000.00 with or without advertising and must be sealed. Formal HUB requirements must be used for projects costing \$300,000 and above.

The Formal Bidding Procedures will be used for construction and/or repair with an estimated cost of \$500,000.00 or more and must be advertised and sealed.

Bid Award

Bid awards, purchase orders and or contracts will be issued to the lowest responsible, responsive bidder, taking into consideration quality, performance and time specified for the performance of the contract. Time of delivery and prompt payment discounts will be considered in breaking tie bids.

Rejection of Bids

The County reserves the right to reject any and all bids or proposals, to waive any technicalities associated with the bid or proposal, and to make the award that it deems in the best interest of the County.

Local Buying

It is the desire of the County to purchase from vendors located within Lincoln County and the state of North Carolina whenever possible. This can be accomplished by insuring that local vendors who have goods or services available which are needed by the County are included in the competitive purchasing process. To insure that maximum value is obtained for each public dollar spent, **the County cannot and will not make purchasing decisions solely on the basis of vendor residence.** Rather, the County will endeavor to encourage local, county and state vendors and suppliers to compete for all County business.