

Additional Information: For those bids requiring price lists, product literature or other information, such material must be provided in accordance with the instructions outlined in the IFB/RFB/RFP.

Pre-Bid Conference/Site Inspections: Such requirements are intended to supply vendors with valuable information or visual inspection which can help to insure the completeness and accuracy of all bids.

Terms and Conditions: All solicitation documents are subject to the specified terms and conditions. Please read the terms and conditions carefully. The bidder agrees to the terms and conditions specified in the IFB/RFB/RFP by signing the "Proposal" page.

Bid Bonds and Deposits: Formal bids or proposals will not be considered or accepted unless accompanied by a deposit of equal to no less than 5% of the proposal amount. The bid deposit may take the form of cash, cashier's check, certified check or a bid bond by a surety licensed in North Carolina and must be included in the bid. The deposit will be retained if the successful bidder fails to execute the contract within the specified number of days after the award. Bid deposits of unsuccessful bidders will be returned following an award of the specific contract.

Questions about the IFB/RFB/RFP: If you have any questions prior to submitting a bid, contact the Purchasing Agent. Once the bid opening has occurred, no changes by the vendor will be permitted unless through County originated negotiation.

BID EVALUATION, AWARD, PERFORMANCE AND PAYMENT

Bid Opening: Responses to IFBs, RFBs, or RFPs are opened and will become public record.

Evaluation: During the period of evaluation and prior to award, possession of bids and accompanying information is limited to County personnel involved in the evaluation process. At the discretion of the County, vendors may be contacted where clarification of a proposal is necessary for proper evaluation; however, in doing so, no improvement in a bidder's competitive position is permissible. Being the "low bidder" does not necessarily mean that an award will be made to that vendor. The purpose of the evaluation process is to determine the "best buy" for the County. Some factors considered in addition to price are quality, adherence to specifications, delivery, service, warranty and other factors depending on the intended use of the commodity or service required.

Award: After completion of the evaluation process, recommendations for award of the formal bidding procedures are presented to the Rockingham County Board of Commissioners for award. Awards for purchases valued at less than the amounts under formal procedures are made by the Purchasing Agent or Department Head and purchase orders/contracts are generally issued immediately.

Preference will be given to bidders only when identical bids are involved. In the case of identical bids, preference will be given to the business which resides in Rockingham County.

Purchase Order and Shipment: A purchase order will be issued to the winning vendor if the cost is \$500 or more. Shipment of goods should not be made until receipt of the official purchase order, which gives shipping and billing instructions. All deliveries should be F.O.B. destination, vendor expense.

Invoicing and Payment: All invoices should be submitted in accordance with the "Bill To" instructions included on the purchase order. Applicable sales and use tax will not be shown on the purchase order but should be added to the invoice as a separate line item.

Complaint to Vendor: County departments are encouraged to directly contact the vendor in an effort to resolve any dissatisfaction with product, warranty or service performance. When problems are not resolved to the user's satisfaction, the Purchasing Agent may be contacted to help resolve the complaint. Vendors who do not act responsibly to quickly resolve legitimate complaints may be removed from contracts and/or prohibited from bidding on future contracts with Rockingham County.

Procedure for Filing Protests: Vendor protests regarding contract awards should be submitted in writing and addressed to the Purchasing Agent as soon as possible.

GIFTS AND FAVORS

North Carolina General Statute 133-32 addresses the legal implications of governmental employees accepting gifts and favors from vendors. Briefly summarized, this statute states it is unlawful for any vendor who has a current contract with a governmental agency, has performed under such a contract within the past year, or anticipates bidding on such a contract in the future to give gifts or favors to any employee of a governmental agency who is charged with preparing plans, specifications, or estimates for public contracts, awarding or administering such contracts, or inspecting or supervising construction. It is also unlawful for a governmental employee to willfully receive or accept such gifts or favors.

A VENDOR'S GUIDE



Doing Business with Rockingham County

Physical Location:	Mailing Address:
Rockingham County	Rockingham County
Governmental Center	Purchasing Office
371 NC 65, Suite 209	PO Box 41
Reidsville, NC 27320	Wentworth, NC 27375

Phone: 336-342-8111 · Fax: 336-342-8105
E-mail: acrumpler@co.rockingham.nc.us
Website: www.co.rockingham.nc.us

INTRODUCTION

The purpose of this Vendor's Guide is to acquaint prospective vendors and contractors with the purchasing policies and procedures used by Rockingham County. It is the County's intent that its purchasing be conducted in accordance with NC State Laws so that the taxpayer receives full value for each dollar of public funds spent. To that end, the County's procedures conform to open, ethical and sound procurement policies.

Qualified suppliers are invited to compete for the County's business, which consists of a variety of goods and services. This guide is intended to provide information about the necessary steps in doing business with Rockingham County including the bidding, award and payment processes.

MARKETING PRODUCTS & SERVICES

Contacting Purchasing/Vendor Requirements: Prospective vendors/contractors are encouraged to send information about products and services offered. All vendors for Rockingham County are required to complete the Rockingham County Vendor Application, IRS W9, E-Verify and Iran Divestment Act Certification forms located on the Rockingham County website at www.co.rockingham.nc.us. All information should be sent to:

Amanda Crumpler, Purchasing Agent
Rockingham County Purchasing
PO Box 41
Wentworth, NC 27375
(336) 342-8111
(336) 342-8105 fax
acrumpler@co.rockingham.nc.us

If a vendor wishes to make personal contact with the Purchasing Office, appointments are strongly recommended.

Contacting Departments: Since County departments have authority to purchase certain items, vendors may want to consider marketing some products directly on the departmental level. Additionally, since departments are instrumental in prescribing the specifications for the equipment/supplies they require, marketing contacts are recognized as a necessary part of educating users on the capabilities and varieties of products in the marketplace.

PURCHASING METHODS

The Purchasing Agent will determine which purchasing

method will be most advantageous to Rockingham County. Those methods may include:

Invitation for Quotes (IFQ) or Request for Quotes (RFQ): The Invitation for Quotes or Request for Quotes method is used for all informal bids and may be in the form of a written request, electronic mail, by phone or by fax.

Invitation for Bid (IFB) or Request for Bid (RFB): The Invitation for Bid or Request for Bid is generally used in establishing contracts for supplies, materials, or equipment \$90,000 and above. Responses must be in writing and must be delivered in a sealed envelope to the address cited in the IFB/RFB by the date and time specified in the bid documents. Faxed bid documents are not acceptable.

Request for Proposal (RFP): The Request for Proposal may be used in establishing contracts, which seek creativity or different ways of accomplishing a task. The RFP may be handled in the same manner as an IFB/RFB, or it may be a two-step procurement process. If the two-step procurement process is used, separate sealed technical and cost responses are requested; however, the cost response is opened only if the technical response is accepted. As with an IFB/RFB, responses to an RFP must be in writing and must be delivered in a sealed envelope to the address cited in the RFP by the date and time specified in the proposal package. Faxed proposals are not accepted.

BID OPPORTUNITIES

Pursuant to the North Carolina General Statutes (NCGS), proposals (sealed for formal bids) for any items or projects are invited and will be received by Rockingham County until the bid opening date and time specified. Per NCGS 87-15, prospective bidders on construction contracts must be properly licensed. Rockingham County reserves the right to reject any or all proposals. Bidders must comply with nondiscrimination provisions. The County is an equal opportunity agency and invites small and minority contractors to bid. In accordance with NCGS 160A-20.1(b) and NCGS 147-86.55-69, Rockingham County requires all contractors/companies who does business with the County to comply with the E-Verify and Iran Divestment Act requirements.

Notice to Bidders: Vendors are encouraged to subscribe to receive Bid Notifications at www.co.rockingham.nc.us. It is the responsibility of all potential bidders to check the Bids & RFPs notices on our website regularly and obtain all addenda that may be issued to bid specifications. Rockingham County is not responsible for direct distribution of addenda posted on the website to all vendors who desire to submit a proposal. Acknowledgement of addenda shall be made on the bid form.

Communication with Vendors in Quotation/Bid Process: In order to achieve fair and equitable competition and to maintain the integrity of the purchasing process, vendor discussions with County personnel concerning a bid/quote request should be coordinated through the Purchasing Agent.

RESPONDING TO AN IFB/RFB/RFP

The Invitation for Bid, Request for Bid, or Request for Proposal provides all the necessary instructions and a complete description of the requirement with specifications, terms and conditions to enable the preparation of a bid.

Responsibility of Bidders: Prospective suppliers should be financially sound and able to perform fully according to the specifications, delivery requirements, services and other stipulations contained in the IFB/RFB/RFP at the price(s) bid. In cases where the contractor refuses to comply with the resultant contract, the County reserves the right to cancel the contract.

Bid Requirements: Each responding vendor is responsible for carefully reading the IFB/RFB/RFP and understanding its contents. Vendors who have previously submitted bids for the same commodity or service should not presume that the specifications, terms and conditions are necessarily the same. There may be slight differences that would only be realized after carefully reading the entire bid document. Any questions related to the bid should be directed to the Purchasing Agent.

Some standard requirements include the following:

Bid Delivery: Bids will be received at the address cited in the IFB/RFB/RFP before the date and time specified. The bid will not be considered for evaluation if delivered after this time. It is the vendor's responsibility to make sure the bid is submitted on time and to the proper location.

Signature: All solicitation documents must be properly signed and executed in the designated place(s). Signature in ink is required in properly executing the bid. Failure to properly execute a bid will result in that bid not being considered for award.

Changes to Bids Prior to Opening: Any price corrections on bids should be individually initialed in ink. Price corrections or bid withdrawals may only be made prior to opening. In order to make corrections or to withdraw a bid, proper identification must be presented.