

BIDDING WITH



BUYER & SELLER INFORMATION EXCHANGE

La Plata County Procurement Division
1101 E. 2nd Ave.
Durango CO 81301
970-382-6434 (Office) 970-382-6427 (Fax)

BUYER & SELLER INFORMATION EXCHANGE

WHAT WE DO.....3

HOW TO GET BID INFORMATION AND REGISTER AS A VENDOR.....4

HOW WE SELECT VENDORS5

TIPS ON BIDDING AND CONTRACTING.....6

LA PLATA COUNTY LOCAL AND REGIONAL PREFERENCE.....7

SUMMARY OF THRESHOLDS.....8

COUNTY PROCUREMENT CONTACTS9

WHY DO BUSINESS WITH US?.....10

What We Do

The goal of our division is to provide for the fair and equitable treatment of all persons involved in public purchasing, to maximize the purchasing value of public funds in purchasing, and to provide safeguards for maintaining a purchasing system of quality and integrity.

The County's staff follows the County's Procurement Code which is available for review on the County's website at

http://www.co.laplata.co.us/departments_officials/finance/procurement

Specific Goals:

- ◆ Ensure all qualified vendors have access to public contracts
- ◆ Encourage maximum competition
- ◆ Utilize the appropriate method of solicitation: Request for Quote (RFQ), Invitation for Bids (IFB), Request for Proposals (RFP) or Request for Statement of Qualifications (SOQ) (also known as Request for Professional Services)
- ◆ Encourage local participating in the procurement process
- ◆ Distribute bid results (Bid Tabulations) in a timely manner

How To Get Bid Information and Register as a Vendor

Specifications, drawings, and plans for all formal bids and proposals are available on BidNet's Rocky Mountain E-Purchasing System (RMEP).

<http://www.RockyMountainBidSystem.com>

In order to download bids and specifications vendors must register on the site. Registration is simple and there are two options for vendors including a search only option for free.

We utilize the RMEP's registered vendor data base to find up to date information about providers of good and services for our quotes or informal bids. The RMEP also contains information about the closed bids, bid amounts and awarded contracts for those items bid. Please visit the Rocky Mountain E-Purchasing System for many details about our closed and open projects.

How We Select Vendors

INFORMAL BIDDING:

Request for Quotes / Informal Bids (RFQ or INF) – Quotes are requested from multiple vendors. The award is made to the lowest responsible and responsive bidder.

FORMAL BIDDING:

Invitation for Bids (IFB) – Bids are publicly opened and read aloud at the time stated in the legal notice. Bids are evaluated primarily based on lowest price and award is made to the lowest responsible and responsive bidder meeting all terms and conditions of the specification documents.

Request for Proposals (RFP) - This process is used when available detailed specifications are not adequate to define the needs, i.e., where an award cannot be based solely on low price and/or parameters of the requirement are difficult to directly compare. This is the most commonly used method of solicitation for professional services contracts.

COUNTY: Request for Professional Services (RFP)

This process is used to determine qualifications of proposers. Proposers are asked to submit resumes, certifications, references, previous experience, and other qualifications as they relate to criteria established and set forth in the specifications. This method is used to select the most qualified individual or firm to provide technical expertise: architectural, engineering, and technical consultants.

Tips on Bidding and Contracting

1. All formal solicitations are advertised.

Where to look:

- ◆ Durango Herald
 - ◆ DurangoHerald.com – Classified/Public Legals
 - ◆ Rocky Mountain E-Purchasing System
www.rockymountainbidsystem.com
2. Read the bid documents carefully and completely.
 3. Give your best price when asked for a quote.
 4. Contact the buyer if you have questions regarding the solicitation.
 5. Partner if you don't have all of the in-house expertise or experience.
 6. If you are a subcontractor on a construction project, planholder lists are available on the Rocky Mountain E-Purchasing website.
 7. Attend Pre-Bid/Pre-Proposal Conferences -- they give you a chance to ask questions, see the potential competition, and may provide teaming opportunities,
 8. Educate yourself on bonds, insurance, contract law, and other related areas.
 9. Always meet your contractual obligations.
 10. Submit invoices in a timely manner.
 11. Meet delivery dates. Failure to meet a specified delivery date reflects on performance and could be a factor in subsequent award determinations.

La Plata County Local and Regional Preference

La Plata County has a local and regional preference on the purchase of all goods and services unless specifically waived by the Procurement Manager at the time of let of IFB or RFP. To be considered for preference, vendors must turn in this statement for each project.

The local preference on the purchase of all goods and services unless specifically waived by the procurement manager at the time of let of IFB or RFP shall be five percent or \$100,000, which ever is less, of the purchase price or five percent of the total score based on the award/evaluation criteria used. In no event shall the local preference exceed the amount of \$100,000.00.

The regional preference on the purchase of all goods and services unless specifically waived by the procurement manager at the time of the let of IFB or RFP shall be two percent or \$40,000, which ever is less, of the purchase price or two percent of the total score based on the award/evaluation criteria use. In no event shall the regional preference exceed the amount of \$40,000.00.

Requirement:

- Has maintained a business office either leased or owned in the county/region a minimum of six months prior to bid solicitation; and
- Will use county/regional residents for at least 50 percent of the total delivery of goods or services, a regional resident is defined as maintaining primary residence in one of the above counties; and

Uses a fleet for the job comprised of no less than 50 percent county/regionally licensed vehicles

Summary of Thresholds

Informal Bids: Purchases **over \$5,000 up to \$50,000** require the procurement buyer to solicit at least three informal quotes. Written specifications are encouraged but may be verbal.

Formal Bids: Goods, Services, Public Works Projects, or Construction Projects **over \$50,000** require Formal Bid/Proposal procedures including publication and formal competition.

Note: Under NO circumstances are large purchases to be artificially divided to fall within the threshold limitations.

Bid openings are held in the Purchasing Office. The County does not adhere to a standard day and time. It is the bidder's responsibility to verify the date, time, and location of each bid opening or deadline, as indicated in the bid documents. In no instance will a late bid or proposal be accepted.

County Procurement Contacts

Janalee Hogan
Contract Manager
Phone 970-382-6430
Janalee.Hogan@co.laplata.co.us

Devon Schmidt
Phone 970-382-6433
Devon.Schmidt@co.laplata.co.us

Fax: 970-382-6427

Address:
1101 E. 2nd Ave. Suite 102
Durango, Colorado 81301

Why Do Business with us?

Guaranteed, on-time payments after receipt of goods/services and proper invoices

Close proximity gives you natural advantages:

- + Lower shipping/delivery costs
- + Knowledge of the community
- + Ability to meet with the buyers and users

County Facts:

About **8 to 10 million** in procurement dollars

100 + Purchase Orders

100 + Contracts for Services