

VENDOR INFORMATION

HOW TO DO BUSINESS WITH MCKINLEY COUNTY NEW MEXICO



OFFICE OF THE COUNTY MANAGER 207 West Hill Ave. Gallup, N.M. 87305-0070

505-722-3868

505-863-6362 (FAX)

OFFICE HOURS 8:00 a.m. – 5:00 p.m.

Monday thru Friday

The basic principle of governmental purchasing and an indispensable element of the American economic system is free and vigorous competition. As public buyers expending public funds, the Office of the Board of County Commissioners and County Manager fully support this concept. This vendor information brochure was prepared with the sincere hope that it will be helpful to all vendors engaged in selling supplies, materials, equipment and/or services and who would like to do business with the County of McKinley.

RESPONSIBILITY

The Office of the County Manager is responsible for the acquisition of all supplies, materials, equipment *and/or* services for the County of McKinley, New Mexico. The county assumes no liability for payment of obligations except those incurred accordingly.

POLICY

The County of McKinley adheres to the State of New Mexico Procurement code which strictly governs the purchasing policies of governmental agencies. No political or other prejudicial consideration governs the award of McKinley County contracts or orders; rather every purchase is made in the public's interest providing all vendors a fair and equal opportunity. It is the objective of the County of McKinley to procure the necessary supplies, equipment and services at the lowest possible cost consistent with the quality needed to meet the departmental requirements and that the taxpayer receive the maximum value for each dollar expended.

BIDDER SELECTION

The Office of the County Manager maintains a current file of prospective bidders categorized by goods and services. The bidder file is continually updated and new prospective bidders are added whenever possible. Vendors who have not previously conducted business with McKinley County are invited to apply to the Office of the County Manager for a vendor application in order to be added to the bidder's file. (It is requested that you carefully review the detailed commodity code book to identify the class and item number that describe the product and/or service you can provide).

PROCUREMENT METHODS

The County of McKinley in concurrence with the State Procurement Code has five types of open market purchases. (1) A sole Source Purchase or emergency requires justification documentation; (2) \$0.00 to \$500.00, Best Obtainable Cost; (3) \$500.00 to \$2,999.00, Three Oral Quotes are Required; (4) \$3,000.00 to \$4,999.00, Three Written Bids are Required; (5) \$5000.00 and over, Sealed Bids are Required through the Request for Quotes (RFOJ Request for Proposals (RFP) or Invitation for Bid (IFB) Process.

STATE CONTRACTS

Regardless of the type of goods and/or services being sought, the Office of the County Manager may use contracts issued by the State of New Mexico, General Services Administration and County in the procurement process.

PURCHASE ORDER AWARD

Award of a purchase order will be made to the responsive bidder submitting the lowest and best bid which conforms to the specifications, terms and conditions contained in the invitation. Consideration will also be given to the bidder's potential ability to successfully perform the terms and conditions contained in the invitation and the bidder's past performance if applicable.

PURCHASE ORDER

An official purchase order with an authorized signature and purchase order number is the only method for purchase of supplies, materials, equipment and/or services obligating the County of McKinley. Vendors are cautioned not to sell materials, equipment and/or services without an official purchase order or purchase order number. Vendors should also identify the department and request the identity and departmental phone number of the person(s) purchasing for the County. Questionable purchases should refer to the Office, of the County Manager immediately at 505- 722-386g.

GENERAL INFORMATION

1. Contract Agreement: McKinley County does not sign standard contract forms which may be used by the vendors. The bid with the vendor's signature affixed thereto shall constitute an offer to sell to the County of McKinley under the conditions and terms contained therein.

THE DELIVERY OF A MCKINLEY COUNTY PURCHASE ORDER OR,
CONTRACT AWARD WITH THE VALID SIGNATURE OF THE
PROCUREMENT OFFICER CONSTITUTES ACCEPTANCE OF THE OFFER
TO SELL CONSUMMATES A BINDING CONTRACTUAL AGREEMENT.

2. Correspondence Concerning Bid Invitations: Any question concerning the IFB, RFQ, or RFP should be directed to the Contracting and Procurement Officer whose name and telephone number is listed on the document. The person corresponding should specify the bid or quotation number and the bid opening date.

3. Public Bid Openings: Generally all bid openings are conducted at 2:00 P.M. local time and are open to the public. All current Invitations to Bid are available for public viewing at the Office of the County Manager, located on the third floor of the County Courthouse,

207 West Hill Avenue, Gallup, New Mexico, between the hours of 8:00 A.M., and 5:00 P.M., Monday thru Friday excluding legal holidays.

4. Receipt of Bids: It is the bidder's sole responsibility to ensure that a bid is physically deposited with the Office of the County Manager prior to the time and date specified for closing. Vendors must ensure that submitted bids are sealed and identified upon delivery to the Office of the County Manager. The bid container must bear the official Invitation for Bid (IFB) number and the official closing date in the left hand corner. Any bid received after bid opening date and time will be returned unopened. All bid tabulation sheets are public record and kept for a period established by statute.

5. Bid Errors: Prior to submission of bids, errors may be corrected by lining out and entering the substituted words or figures. The change should be initiated by the person signing the bid. No bid shall be altered or amended after the bid opening. In the case of errors in the extension of price, the unit price will govern.

6. Modifications or Withdrawal of Bids: Bids may be modified or withdrawn by written notice received prior to the bid opening date and time specified in the IFS. A bid may also be withdrawn or modified in person by the bidder or his/her authorized representative who identifies themselves and signs a receipt for the invitation, but only if these actions are accomplished before the specified time and date for the bid opening. No tele-fax quotes will be accepted for purchases more than \$5000.00. After bid opening, a vendor will be permitted to withdraw his/her bid at the sole discretion of McKinley County, where there is an obvious error in the bid supported by cost data, or where enforcement of the bid would impose an unconscionable hardship due to an error in the bid resulting in a quotation substantially below the other bid received. Such withdrawal will be considered only after receipt of a written request from the vendor. No change in bid prices or other provision of bids shall be made.

7. Cancellation of Invitation to Bid: The Purchasing Department may cancel an Invitation to Bid any time prior to award. 8. Samples and/or Literature: Any samples or descriptive literature requested in the Invitation to Bid must be provided free of charge. Samples which are not destroyed by testing will be returned at the bidder's expense upon request. Samples which are not destroyed by testing will be returned at the bidder's expense upon request. Samples submitted by successful bidders may be kept for duration of contract for comparison of shipment received.

9. Specifications: Unless a vendor specifies otherwise in his/her bid, it is assumed that the vendor is bidding in strict accordance with the specifications in the Invitation for Bid. When merchandise is received that does not meet these specifications, it may be returned to the vendor, shipping charge collect.

10. Payment Procedure: Vendors are requested to submit invoices for payment in duplicate, one original and one copy directly to the McKinley County Finance Department. Payment will not be made to a party other than the vendor whose name appears on the official purchase order, unless specific authorization is granted by the County Manager. McKinley County will make every effort to assure that payment is made to the vendor within 30 days after receipt of the invoice of goods and/or services, whichever is later.

MISSION STATEMENT
PROVIDE FOR THE FAIR AND EQUITABLE TREATMENT OF ALL PERSONS
INVOLVED IN PUBLIC PROCUREMENT,
TO MAXIMIZE THE PURCHASING VALUE OF PUBLIC
FUNDS AND TO PROVIDE SAFEGUARDS FOR
MAINTAINING A PROCUREMENT SYSTEM OF
QUALITY AND INTEGRITY.
(13-1-29 NMSA-1978)