

# SELLING TO SNOHOMISH COUNTY

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## **FOREWARD**

Thank you for your interest in doing business with Snohomish County. The following information will help familiarize you with Snohomish County's purchasing policies and procedures.

## **OFFICE VISITS**

Vendors are a valuable source of information in obtaining bids, specifications, state of the art advancements, product improvement information, and in resolving problems in delivery, billing and payment difficulties, etc. We value your visits greatly.

A vendor's first step is to contact the Purchasing Division. If appropriate, a Purchasing staff member may arrange for meetings between vendors and representatives of other County departments. However, if possible, we recommend you call ahead to schedule an in person or phone appointment in order to productively utilize your time and ours.

## **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the County to require that firms providing goods and services to the County adhere to a policy of equal employment opportunity. Firms shall demonstrate an effort to recruit, hire, promote, and upgrade the position of employees regardless of race, color, religion, ancestry, sex, physical handicap, national origin, or marital status. See Snohomish County Code Section 2.460 [Human Rights Ordinance](#) for more information.

## **COUNTY AND VENDOR ETHICS**

### County Ethics

It is the policy of the Snohomish County Purchasing Division to promote the County's reputation for courtesy, fairness, impartiality, integrity, service, progressivism, economy, and government by law. The responsibility for implementing this policy rests with each individual who participates in the procurement process, including the using department and suppliers as well as purchasing personnel.

The Purchasing Division adheres to the ethical standards modeled after the American Bar Association (ABA) [Model Procurement code](#), the National Institute of Governmental Purchasing (NIGP) [Ethical Procurement](#), the Universal Public Procurement Certification Council (UPPCC) [Code of Ethics](#) and Snohomish County Executive Order 05-11A [Standards of Ethical Conduct for Executive Branch Appointed Officials and Employees](#).

### Vendor Ethics

1. No vendor shall employ any Snohomish County official or employee in the business of the vendor or professional activity in which the vendor is involved with the Department officer or employee.
2. No vendor shall offer or provide any interest, financial or otherwise, direct or indirect, in the business of the vendor or professional activity in which the vendor is involved with the County official or employee.
3. No vendor shall cause or influence, or attempt to cause or influence any County official or employee in his or her official capacity in any manner which might tend to impair the objectivity or independence of judgment of that County official or employee.
4. No vendor shall cause or influence, or attempt to cause or influence any County official or employee to use or attempt to use his or her official position to secure any unwarranted privileges or advantages for that vendor or for any other person.

5. No vendor shall offer any County official or employee any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such a gift, service or other thing of value was given or offered for the purpose of influencing the recipient in the discharge of his or her official duties. In addition, officials or employees of the County will not be permitted to accept breakfasts, lunches, dinners, alcoholic beverages, tickets to entertainment and/or sporting events or any other item which could be construed as having more than nominal value.

A. NOTE: This section would permit a County official or employee to accept food or refreshments of relatively low monetary value provided during the course of a meeting, conference or other occasion where the employee is properly in attendance (for example - coffee, pastry, cookie, tea or soda served during a conference break).

Acceptance of unsolicited advertising or promotional material of nominal value (such as inexpensive pens, pencils, or calendars) would also be permitted.

Any questions as to what is or is not acceptable or what constitutes proper conduct for a County official or employee should be referred to the Department's Ethics Liaison Officer or his or her designee

This code is intended to augment, not to replace, existing Snohomish County Executive Order 05-11A.

6. Architects or engineers employed by the county may not furnish building materials, supplies or equipment for any structure or project on which they are providing professional services.
7. The County does not accept bids or proposals from consultants or bidders who have solely and directly prepared specifications for a specific requirement, regardless of whether the consultant/bidder was paid for the specification

## **PROCUREMENT SOLICITATION METHODS**

### **Materials/Supplies/Equipment/Services**

Purchasing of most equipment, materials, supplies and services are solicited in accordance with the following thresholds:

1. **Small purchase (up to \$5,000)** – departments may make direct purchasing without going through the Purchasing Division.
2. **Purchases over \$5,000 to \$14,999** – Informal written or telephone quotes are solicited by departments or Purchasing staff from at least three (3) vendors.
3. **Purchases from \$15,000 up to \$25,000** – Informal written bids are solicited by the Purchasing Division.
4. **Formal Bids/Proposal \$25,000 and up** – Formal sealed bids (ITBs) and proposals (RFPs & RFQs) are solicited by Purchasing Division staff, requiring public notice (advertisement), public opening, and formal award.

### **Construction (Small Works and Public Works)**

1. **Small Construction Projects (up to \$10,000)** – departments may contract directly with a vendor without going through the Purchasing Division.
2. **Construction Projects \$10,000 to \$40,000** – Informal written quotes are solicited by departments or Purchasing staff from at least three (3) vendors.
3. **Small Works Projects \$40,000 up to \$300,000** – Sealed bids are solicited by Purchasing Division staff from contractors registered on the County's Small Works Roster.
4. **Public Works Projects \$300,000 and up** – Formal sealed bids are solicited by Purchasing Division staff, requiring public notice, public opening and formal award.

The solicitation process may be waived for:

1. Purchase from another governmental agency (piggyback)
2. Sole source / single source procurement
3. Emergency purchase when there is threat to public health, safety, or welfare.

## **TYPES OF CONTRACTS**

The County normally contracts for two types of purchases, either a one-time contract or a term contract.

One Time Contract: The County procures required services or materials on a one time basis. A firm price is requested for fixed quantities with single or multiple delivery sites. Depending on the dollar amount of the purchase, the formal sealed solicitation method or informal bid method is used.

Term Contract: The County has established, and continues to establish, term contracts for estimated quantities of materials or services commonly used in volume by specific departments or on a County-wide basis. Depending on the dollar amount of the purchase, the formal sealed solicitation method or informal bid method is used and award is for a specified period of time.

## **NOTICE OF INVITATION FOR BIDS & REQUEST FOR PROPOSALS**

### **Materials, Supplies, Equipment and Services**

If you are interested in doing business with Snohomish County, please click the [SnoCo Procureware](#) link and follow the instructions provided. When you complete the process, your firm will receive email notifications of bidding opportunities that match the commodities listed in your vendor profile. Please make sure to maintain your contact information (email addresses) and keep your vendor profile up to date to ensure you receive all matching bid opportunities.

When a wider distribution is deemed necessary for any type of solicitation, additional methods may be used to circulate the required information. One method of wider distribution is the State of Washington [WEBS vendor registration](#).

### **Small Works Projects (\$40,000 to \$300,000)**

For Small Works projects the County uses a shared small works roster (small public work / construction projects) that is maintained and administered by MRSC. If your firm wishes to be included on the shared small works roster, please register with MRSC at [www.mrscrosters.org](http://www.mrscrosters.org).

### **Public Works Projects (Over \$300,000)**

The Purchasing Division issues a formal Invitation to Bid (ITB) for projects involving public work (construction, alteration, repair, etc.) valued more than \$40,000 (unless the Small Works Roster is used). County bid packages may be viewed and obtained electronically at the [Snohomish County Projects Online](#) virtual plan room at Builders Exchange of Washington (BXWA)

### **Formal Advertising**

Formal solicitations are advertised in the legal section of The Everett Herald and many projects are also advertised in the Seattle Daily Journal of Commerce.

To ensure that you are aware of all formal bidding opportunities, periodically check our website ([www.snoco.org](http://www.snoco.org)) and click on the link titled [Current Bids Opportunities](#), then click on <https://snoco.procureware.com/Bids> and you will be redirected to Procureware. You must be registered in order to view and respond to the bid.

Bidder's and Proposer's response must comply with all specifications, terms and conditions stated in the solicitation request. The Purchasing Division will reject any and all solicitations that do not comply with all mandatory elements of the solicitation request.

## **VENDOR INVOICES**

In order to receive payment for goods or services furnished to the County, the vendor shall provide an original invoice that shows:

- County purchase order number;
- Complete descriptions of the goods or services furnished;
- Quantity
- Unit prices and extensions
- All applicable taxes;
- Discount terms;
- Name of department/division to which shipment was made;
- The vendor's invoice number

All invoices should be submitted to the name and address on the purchase order, contact information if billing is related to a contract, or directly to the department contact that placed the order.

## **HOW THE COUNTY PAYS**

The County currently pays for commodities/services through the use of a County Procurement Card, purchase order, or direct invoice that is less than \$5,000 for a one time buy.

## **PAYMENT**

The vendor receives payment from the County after delivery and acceptance of the goods, commodities, or services. After the vendor has submitted an original invoice for goods or services, the invoice is matched with the County's receiving report and a copy of the purchase order. The Finance Department then issues payment for the amount due to the vendor.

All discrepancies between the purchase order and the invoice must be resolved before payment will be made.

## **PAYMENT TERMS**

Vendors must insure that payment terms are specifically stated in their bid and the vendor's invoices reflect the same terms. The County will pay vendors within thirty (30) days following the receipt of an itemized invoice(s). County will take advantage of prompt payment discount terms whenever possible.

## **INVOICING QUESTIONS**

Payment status inquiries should be directed to the County department/representative that ordered the goods or authorized the services.

For other invoicing inquiries, please contact Accounts Payable at 425-388-3401.