

# Purchasing Guide

## How to do Business with Ottawa County



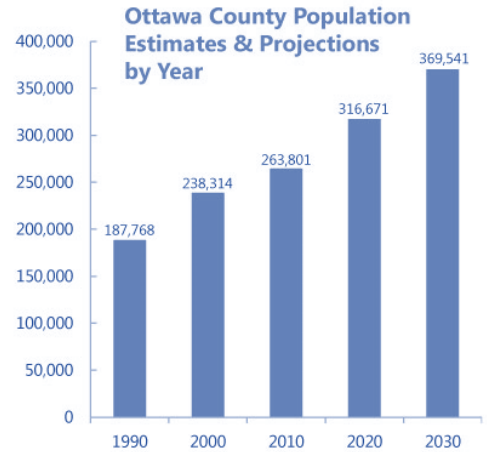
**Ottawa County**  
Where Freedom Rings

## About Ottawa County

Beautiful Ottawa County is located in the southwestern section of Michigan's lower peninsula. Its western boundary is formed by Lake Michigan and its eastern boundary is approximately 30 miles inland.

Ottawa County is composed of 17 townships, six cities and one village, with an area of 565 square miles.

Today the County has a population of 260,364 inhabitants and is the 8th most populous county in the state. In the last ten years Ottawa County has experienced the third fastest population growth of the 83 counties in Michigan. The County has a state equalized value of over \$11 billion.



## Purchasing Statement

Ottawa County Purchasing is a division of the Fiscal Services Department. Purchasing's primary responsibility is to oversee the procurement of goods and services for the departments of the County in a timely and cost-effective manner. Purchasing endeavors to maximize the value of funds expended and to provide safeguards for maintaining a procurement system of quality and integrity.

The County is committed to excellence and the delivery of cost-effective services that properly respect value of public tax dollars. To accomplish these objectives, the County engages in purchasing activities that are fair, open and equitable and implements procedures designed to support and maintain an efficient procurement system of cross-departmental collaboration, innovation, quality and integrity for all units.

The County of Ottawa posts open solicitations on the MITN Purchasing group website at [www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn). This site allows vendors to register for (free and premium subscription options available) and view the County's procurement opportunities as well as those of other governmental agencies.

*Fiscal Services Mission: To enhance the experience of residents and visitors, we provide all-encompassing financial support through partnerships and collaboration with those that deliver direct services.*

## Purchasing Overview

Purchasing is a division of the Fiscal Services Department.

Hours of Operation: Monday through Friday, 8:00 AM to 5:00 PM, excluding major holidays.

Fiscal Services Director:

Karen Karasinski, 616-738-4849, [kkarasinski@miottawa.org](mailto:kkarasinski@miottawa.org)

Purchasing Manager:

Erik Charters, 616-738-4855, [echarters@miottawa.org](mailto:echarters@miottawa.org)

Procurement Specialist:

Janice McLaren, 616-738-4670, [jmclaren@miottawa.org](mailto:jmclaren@miottawa.org)

Jon Marin, 616-738-4860, [jmarin@miottawa.org](mailto:jmarin@miottawa.org)

Steve Holden, 616-994-4778, [sholden@miottawa.org](mailto:sholden@miottawa.org)

General purchasing questions can be sent to [purchasing@miottawa.org](mailto:purchasing@miottawa.org). All questions regarding solicitation specifications are submitted by email to [purchasing.rfp@miottawa.org](mailto:purchasing.rfp@miottawa.org).

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Fair, Open and Equitable Competition: The County conducts procurement transactions by fair and open competition to reduce the opportunity for favoritism and to inspire public confidence that purchases are equitable and economical. The Purchasing Manager, in collaboration with Funded Units, will oversee the fair and equitable treatment of existing and potential vendors in their relationships with the County.

Year	2018	2019	2020	2021	2022
Approximate New Purchase Orders Issued	<b>713</b>	<b>652</b>	<b>815</b>	<b>711</b>	<b>858</b>
Year	2018	2019	2020	2021	2022
Solicitations Completed by Purchasing	<b>34</b>	<b>42</b>	<b>66</b>	<b>70</b>	<b>82</b>

*Ottawa County Purchasing  
12220 Fillmore St, Suite 331  
West Olive, MI 49460  
Fax: 616-738-4897*

*Email: [purchasing@miottawa.org](mailto:purchasing@miottawa.org)*

*Website: <https://www.miottawa.org/Departments/FiscalServices/bids.htm>*

## Procurement Methods

**Spend Thresholds:** The County will maintain procurement procedures that are determined by the dollar amount of the procurement, as follows:

- **Purchases Less than \$2,500, or “Micro Purchase”:** These purchases do not justify the administrative time and expense necessary for a competitive solicitation process and do not require documentation of quotes. Purchase requirements will not be artificially divided in order to constitute a micro purchase.
- **Purchases Between \$2,500 and \$35,000, or “Informal Solicitation”:** These purchases require a competitive price quotation or proposal for goods, services or construction in which a well-defined scope is conveyed by phone, email, or online bid system and do not require a formal sealed bid or proposal, public opening or other formalities. Purchase requirements will not be artificially divided to avoid a formal solicitation.
- **Purchases greater than \$35,000, or “Formal Solicitation”:** These purchases require a competitive bid or proposal for goods, services or construction in which a well-defined scope is conveyed by public notice. Proposal submissions must be made in conformance with a prescribed format.

Purchases greater than \$35,000 or “Formal solicitations” are facilitated by the Purchasing division and in conjunction with the respective department(s). Other methods may be used if they are determined to be in the best interest of Ottawa County

### Sourcing Methods:

- **Purchasing Card or “P-Card”:** A single purchase below the micro-purchase threshold performed at the discretion of the constituent agency, department or court to ensure best value. Individuals issued a p-card are authorized to make discretionary micro purchases on behalf of the County.
- **Request for Quote or “RFQ”:** An informal solicitation in which a well-defined scope is conveyed by phone, email, or online system and does not require a formal sealed bid, public opening or other formalities. The RFQ solicits pricing information from several sources with award to the lowest price meeting specifications.
- **Request for Proposal or “RFP (Informal)”:** An informal request made to potential vendors by phone, email or online system requiring a written proposal in response. Price is not the only evaluation factor. The RFP allows for the negotiation of proposed terms throughout the evaluation process prior to contract award.
- **Request for Proposal or “RFP (Formal)”:** A formal solicitation document distributed by public notice requiring a written proposal in conformance with a prescribed format in response. Price is not the only evaluation factor. The RFP allows for the negotiation of proposed terms throughout the evaluation process prior to contract award.
- **Invitation to Bid or “ITB”:** The formal solicitation of a competitive, sealed bid which must be submitted in conformance with a prescribed format to be opened in public at a specific date/time. The award is made to the lowest price quoted meeting specifications as set forth.

Submission to solicitations facilitated by Purchasing can be emailed via PDF to [purchasing.rfp@miottawa.org](mailto:purchasing.rfp@miottawa.org). Vendor should review the solicitation instructions to confirm the submission process.

The County of Ottawa posts open solicitations on the MITN Purchasing group website at [www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn). This site allows vendors to register for (free and premium subscription options available) and view the County's procurement opportunities as well as those of other governmental agencies.



### **Vendor Registration**

Ottawa County does not currently maintain a bidders list for the purpose of notifying prospective vendors of open bids. Vendors interested in receiving and responding to Ottawa County's Formal solicitations are encouraged register on the BidNet E-Procurement System: <https://www.bidnetdirect.com/>.

### **Vendor Insurance**

Insurance requirements can be found on the County's website.

Vendor shall provide proof of the following coverages: workers compensation, employer's liability, comprehensive general liability and if applicable, automobile and professional malpractice.

Coverage limits are to be statutory and if no statute is applicable, at least \$1,000,000 per occurrence or claim and \$2,000,000 aggregate. These limits may be provided in single lawyers or by combinations of primary and excess/umbrella policy layers. These coverages shall protect the vendor, and County and their employees, agents, representatives, invitees and subcontractors against claims arising out of the work performed or products provided. The County and its elected officials, officers, employees, agents and volunteers are to be additional insureds and a thirty-day notice is required to the County in the event of coverage termination.

## **Bonds and Securities**

Bonds may be required for different formal solicitations. Vendor should review the solicitation document for bond instructions.

**Bid Security:** Bids may require the submission to be accompanied by a bid security, which shall not be less than amount of five (5%) percent of the total amount of the bid. Form of the security may be a bid bond, certified or cashier's check made payable to Ottawa County. Personal checks are NOT acceptable. This will be a guarantee that the bid selected by Ottawa County will furnish the required performance bonds; failure to do so could mean forfeiture of the Bid Security.

**Performance and Payment Bonds:** Bids over \$50,000 may require the submission to be accompanied by a Performance Bond and a Payment Bond, each payable to the County of Ottawa and each in the amount of (100%) of the contract price with a corporate surety approved by the funding agency, for the faithful performance of the contract. All bidders must indicate the cost of all bonds covering 100% of the value of the Project. Contractor shall provide all the satisfactory bonds and insurance within 10 days of notice of intent to award or award. If the successful bidder fails to furnish satisfactory bonds and insurance within 10 days after notice of award, such guarantee shall be forfeited as liquidated damages by Ottawa County to compensate for losses due to delay and/or increased costs for the work.

## **Bid Openings**

Invitations to Bid (ITB) will have public bid openings. Bidders are not required to attend the bid opening and may alternatively request a copy of the public opening tabulation via email. No immediate decisions are rendered at a Public Bid Opening.

Other Sourcing Methods do not have a public opening in general course of business as pricing is not the only consideration in evaluation.



## **Purchase Orders**

In a form approved by Corporation Counsel, the County will issue a Purchase Order to a vendor prior to the order of all goods, services, or construction excluding micro purchases made by a purchasing card or other immediate form of compensation. Any alteration in specifications, delivery, price, quantity, or other terms will be added to the original purchase order as a change order. A change order cannot materially alter the original scope of work.

Prior to receipt of a purchase order, a request will be made to the vendor for information to be setup in the accounts payable system.

## **General Terms and Conditions**

These are the a few additional *Terms and Conditions* listed on the Purchase Order not described elsewhere in this document:

- Michigan Sales Tax Exempt under subsection (a) 4a of the Sales Tax Act. Federal Tax ID #38-6004883.
- VENDOR WARRANTS that the goods and/or services supplied will be of good workmanship and material, free from defects, and if the intended use thereof is known to the seller, that they are suitable for that intended use.
- INDEMNITY The Vendor shall hold harmless Ottawa County, its employees, agents and volunteers against and from all claims, judgments, losses, damages, payments, costs and expenses of every nature and description, including attorney's fees, arising out of or resulting from the vendor's performance of or failure to perform the work described herein.
- MATERIAL SAFETY DATA SHEET as required by law.
- MODIFICATION Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing, signed by each party or an authorized representative of each party.

## **Payments and Invoicing**

Payment Terms: In the absence of any prior arrangement, payment terms are Net 30. As a Government Entity, the County is tax exempt from Michigan Sales tax.

Invoices will be processed centrally through the Accounts Payable Division of the Fiscal Services Department upon approval by the constituent agency, department, or court and in compliance with the County's Authorization of Funds and Timing of Disbursement Policy.

Vendors are to submit invoices to the bill-to address listed on the purchase order for the ordered goods, services, or construction. Vendor invoices are to note the purchase order number.

## **Commonly Asked Questions and Answers**

### **How do I get on your vendor list?**

Ottawa County does not currently maintain a bidders list for the purpose of notifying prospective vendors of open bids.

### **How do I get notified when you are going out for solicitation for what I offer?**

Vendors interested in receiving and responding to Ottawa County's Formal solicitations are encouraged register on the BidNet E-Procurement System:

<https://www.bidnetdirect.com/>.

### **When will I get notified if I got your business?**

Vendors receive a notice of intent to award and non-award notices by email from the Buyer who is facilitating the solicitation. Vendors may also be contacted by phone from the project owner. The County does not publish award information at this time, but Vendors are welcome to email Purchasing to obtain a copy of the proposal summary or bid tabulation for any project upon award. Inquiries can be emailed to:

[purchasing.rpf@miottawa.org](mailto:purchasing.rpf@miottawa.org). The summary and tabulation will not be available until after the vendor selection has been made and an award has been announced.

### **What is the procedure for making product demonstrations and presentations?**

Vendors are welcome to reach out to the County's Purchasing Manager or Buyers to coordinate a product demonstration and/or demonstration. To schedule a product demonstration or presentation, please email your request to:

[purchasing@miottawa.org](mailto:purchasing@miottawa.org). Meetings will be scheduled based on availability.