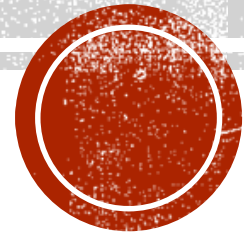


HOW TO DO BUSINESS WITH CHEMUNG COUNTY

Chemung County Purchasing Department



OUR ROLE

1. Satisfying quality and quantity
2. Ensure timely delivery
3. Protect financial interests of the County
4. Ensure proper process



PROCUREMENT POLICY

	Written Quotes		
	1 - 2	2	3
Materials And Supplies			
Under \$3,000	X		
\$3,000 - \$9,999		X	
\$10,000 - \$19,999			X
Public Works/Building Service Contracts			
Under \$7,500	X		
\$7,500 - \$19,999		X	
\$20,000 - \$35,000			X
Professional Services			
Under \$20,000		X	
\$20,000 - \$100,000			X



PURCHASE ORDERS

- Purchase orders are required for all tangible items
 - Ex. Tools, Lumber, Hardware etc.

List NYS Contract or Bid numbers on quotes

Note if prevailing wages are included



BLANKET PURCHASE ORDERS (BPO)

- Requested by the Department for purchases of routine supplies, materials, and services used.
- Shall properly identify the various commodities/services which are anticipated to be purchased and the total annual amount budgeted
- A list of signatures will be accompanied with Purchase Order authorizing individuals who can use BPO



COMPETITIVE BIDDING THRESHOLDS

Materials And Supplies
Over \$20,000
Public Works/Building Service Contracts
Over \$35,000
Procurement Of Professional Services
Over \$100,000 Individually Or Cumulative In Any Fiscal Year



BID ADVERTISEMENTS

- All Advertisements for Bids and Proposals will be located in the Star Gazette, Corning Leader and on BidNet.
 - Advertisements will be placed two weeks before the date of the opening.



BID OPENINGS

- **Sealed Bids are** received on the second floor of the Hazlett building
- Bids due at **1:45 P.M. on Bid Date**
- publicly opened and read aloud at 2:00 P.M.
- No bidder may withdraw their bid within forty-five (45) days after the date of the bid opening.



BID TABULATION

- Posted to BidNet and the Chemung County website under Purchasing Department section “Current Awarded Projects”.
- This is an example of a Bid Tabulation

CHEMUNG COUNTY-CITY OF ELMIRA PURCHASING DEPARTMENT			
RFB-TOB-002 Town of Big Flats Hot Mix Asphalt Pavements (2019)			
<i>Bid Opening May 7, 2019</i>			
Bidder	Bothar Construction	Dalrymple Gravel & Contracting	Spencer Paving
Surety	Bid Bond	Bid Bond	Check
Addenda 1 - 3	Received	Received	Received
RFB-TOB-002 Town of Big Flats PB1 - PB4			
Sum Total Bid Prices (PB1 Thru PB4)	\$414,201.40	\$326,401.00	\$433,069.10



REQUIREMENTS FOR PROFESSIONAL SERVICES



EXCEPTIONS FOR PROFESSIONAL SERVICES

- **EXCEPTIONS:** RFQs and RFPs shall not be required in the following circumstances based on the determination of the Coordinator of Purchasing:
- Providers specifically required pursuant to grants;
- Providers approved by the New York State Office of Governmental Services;
- Emergency circumstances that require the immediate provision of professional services;
- Circumstances when the services required are unique or available from only one responsible entity.



INTRODUCTION TO THE PURCHASING DEPARTMENT

- Tricia Wise (Director) – twise@chemungcountyny.gov
- Lou Spaziani – lspaziani@chemungcountyny.gov
- Jackie Crowley – jcrowley@chemungcountyny.gov
- General Questions – purchasing@chemungcountyny.gov



QUESTIONS?

