FREQUENTLY ASKED QUESTIONS

1. How do I get on your Vendor list?
   Go to our website and fill out the vendor application form.

2. Why am I not receiving any bids since being placed on your bidders list?
   There are several reasons why you may not have received bids. The most prominent reason is the number of vendors competing in your commodity code. Second, the bids may have been issued just prior to your application being received. Third, the commodity may be on a yearly or up to five year contract and not yet due for bidding. Please feel free to discuss this with a Buyer to determine the reason.

3. Does Washtenaw County have a Set-A-Side?
   No, we have a clause in our proposals for Washtenaw County businesses. If two companies submit a proposal and both are substantially equal in costs, award will be given to the Washtenaw County business. The business must have an address within the county for at least 6 months to be eligible.
INTRODUCTION

This guide is for the purpose of acquainting vendors with the County of Washtenaw purchasing practices and policies. The Purchasing Division of the Finance Department of Washtenaw County has the responsibility to review specifications, establish terms and conditions, and procure goods and services required for the operation of the County Government.

The Purchasing Division’s primary objective is to serve the citizens of Washtenaw County, the departments for which it acts as agent, and the business community using sound, prudent and consistent competitive bidding practices.

All qualified vendors, whether individuals, small businesses, or large corporations, are invited to compete for the County’s business.

The Purchasing Division is located in the Washtenaw County Administration Building, 220 N. Main Street, Ann Arbor, MI 48104. The business hours are Monday through Friday, 8:30 am to 5:00 pm. The main phone number is 734.222.6760 and the fax number is 734.222.6764. By calling the main number you can choose the buyer you would like to speak with by pressing their extension number.

The Purchasing Division has a website at http://purchasing.ewashtenaw.org. Our bids and vendor application form are available on our site.

HOW TO BECOME A VENDOR

To become a vendor you must fill out the Vendor Application Form on our website. Go to http://purchasing.ewashtenaw.org and select “Vendor Application Form.” Fill in all the required fields and submit. Once your application has been submitted and processed, you will receive an email back with your vendor number. This is your verification from accounts payable the application has been processed.

BID METHOD AND PROCEDURES

The Purchasing Division utilizes several different methods of acquisition. The selection depends on the type of product or service requested.

INFORMAL BIDS - Purchases of $5,000 but less than $25,000 require three quotations for the product or services required, which are solicited by departments. Departments receive quotes by phone, fax, email or from a website.

REQUEST FOR PROPOSAL - Purchases of $25,000 or more require a formal bid. The Purchasing Division will issue a Request for Proposal (RFP) for the goods or services required. A notice will be published in local newspapers prior to issuance of the RFP. The RFP will be available on our website, and MITN (Michigan Intergovernmental Trade Network).

SOLE SOURCE VENDOR:

Used for items or services the department says is available from only one source. Extensive research and full documentation must be provided to justify this type of purchase.

PRE-QUALIFICATION OF BIDDERS:

Normally used for highly technical and complex projects. Often a consultant is involved with the specifications and implementation of the project and assists with pre-qualification. Pre-qualified vendors and their product are then rated as equally acceptable for a specific job.

AWARDS:

The County reserves the right to award by item, group of items or total bid. The Purchasing Manager may reject any and all bids if determined to be in the best interest of the County. In determining an award, qualifications of the bidder, conformity to specifications of goods or services, costs and delivery terms will be considered.

SALES TAX EXEMPT:

Washtenaw County as a Michigan Constitutional Corporation is exempt from sales tax per Public Act 167 of 1933.

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