

“How to Do Business with Smith County”



“A Vendor’s Guide”

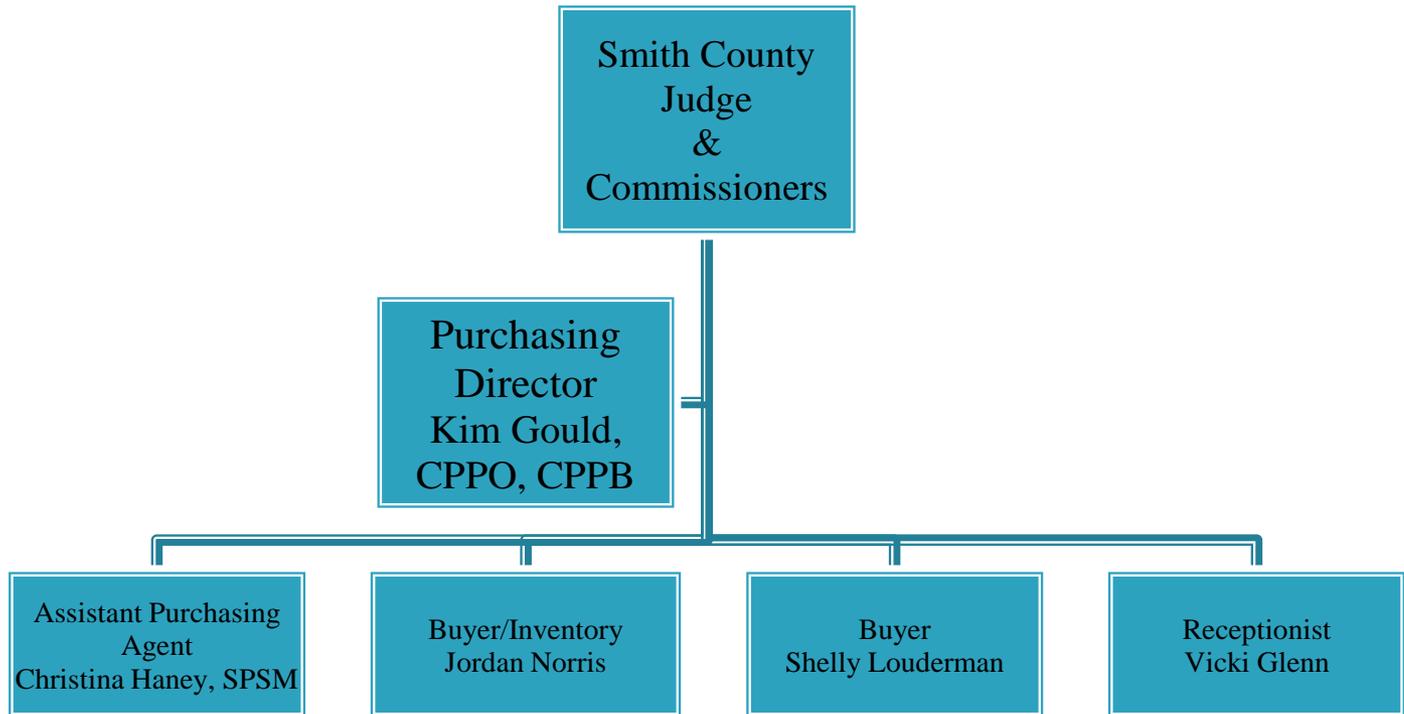
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Purchasing Department Mission

- ▶ Provide the best service possible to all County departments in a fair and equitable manner
- ▶ Ensure an atmosphere of equality to all vendors without regard to undue influence or political pressures
- ▶ Protect the interests of the Smith County taxpayers in all expenditures

Organizational Structure



Location/Business Hours

- ▶ **Location:**

Smith County Courthouse Annex
200 East Ferguson, St. 414
Tyler, Texas 75702

- ▶ **Business Hours:**

Monday – Friday 8:00am – 5:00pm

- ▶ **Contact Information:**

Phone: 903-590-4720

Fax: 903-590-4723

www.smith-county.com/purchasing



Doing Business with Smith County

Vendor Registration

All vendors interested in doing business with Smith County need to register.

- There are two ways to register:
 - Visit the purchasing department website at www.smith-county.com/purchasing and complete the vendor registration form or,
 - Contact or visit the purchasing department and request a vendor registration form.

Doing Business with Smith County

On-site Visit

- ▶ **All vendors are encouraged to visit the Smith County Purchasing Department after vendor registration process is complete.**

- ▶ **Important information to bring with you:**
 - Brochures/information about your company
 - Cooperative membership information
 - TXMAS
 - Buyboard
 - Tarrant County Coop.
 - MWBE/HUB information

- ▶ *Best to call and schedule an appointment if possible*

Doing Business with Smith County

Solicitation Process

- ▶ **All formal projects, equipment, goods and services valued at \$50,000 or more are purchased through a competitive bid process, which may include:**
 - Sealed Bids (typically annual contracts)
 - Request for Proposals RFP's (typically one year with renewal options)
 - Request for Qualifications RFQ's (typically project contracts)

- ▶ **Informal purchases or “spot purchases” are procured in the following ways:**
 - Fax quotes (three)
 - Email Quotes (three)
 - Phone quotes (three)

Website Information and Tools

www.smith-county.com/purchasing

- ▶ The purchasing website is available to aid vendors in doing business with Smith County in an easy and friendly manner.

The following tools are available:

- **Vendor Registration/Bid List Application**
- **Bid download instructions for:**
 - **Bids**
 - **Request for proposals**
 - **Request for qualifications**
- **Bid Tabulations**
- **Purchasing Manual**
- **News & Events**

Frequently Asked Questions

- ▶ **When can I see a buyer?**

8:30am – 4:30 pm, Monday – Friday

Appointments are not required, **but heavy work schedules make them advisable.**

- ▶ **Where and when can I see bids advertised?**

Tyler morning Telegraph – Online Smith County’s website

- ▶ **Where are sealed bids opened?**

Bids are opened in the Smith County Purchasing Department Conference Room unless otherwise posted or advertised.

- ▶ **Who can attend bid openings?**

Company representatives and the general public are always welcome at bid openings.

Frequently Asked Questions

continued...

▶ **How do I get on the bidder's list?**

Complete the Smith County Bidder's Application on the Purchasing website or contact purchasing to have one faxed or emailed.

▶ **Who will see my bid prices?**

All bids are public record the moment that they are opened except for certain exemptions.

▶ **What is a sealed bid?**

A formal written request for supplies, services or equipment with an estimated purchase price in excess of \$50,000.00.

▶ **What happens if I can't submit my bid on time?**

Smith County does not accept late bids, they must be received by Purchasing no later than the advertised acceptance time. The clock in the Purchasing Office is the considered Official Time.

Smith County Purchasing

Vendor Forms

- ▶ **All applicable forms needed to do business with Smith County are located on the purchasing department website or can be retrieved by contacting the purchasing department, these forms include:**
 - Vendor Registration Forms
 - MWBE Forms
 - Formal bid Forms
 - Statement of no bid forms
 - Formal Solicitation Documents

Welcome to Smith County....

- ▶ **It is only through participation of companies interested in bidding and doing business with Smith County that we can continue to:**
 - Receive competitive pricing
 - Succeed in contracting with the highest quality of vendors and receiving high quality work
 - Continue to grow and be successful for the taxpayers of Smith County