

Vendor Registration - Doing business with Pinal County:

If you are interested in becoming a Pinal County vendor, please send a letter to the Pinal County Department of Public Works, PO Box 727, Florence Arizona, 85232. In the letter please provide information about the services your business can provide, your taxpayer id number, and your mailing address along with any brochures.

The purpose of this information is to acquaint those who are interested in providing services to Pinal County with the purchasing procedures used by the County. A great variety of services support the functions of the Public Works department. If you provide a service, and you have competitive pricing, the Public Works Department is interested in providing you with opportunity to serve the County.

Procurement Policies

Because public money is involved, Pinal County Public Works Department is guided in its procurement procedures by several established policies. These policies mandates are:

- To conduct all procurement according to the Arizona State Law and the Pinal County Procurement Code;
- To obtain quantity and quality materials and performance at the right price and when needed.
- To maximize competition, and provide interested and qualified vendor with the opportunity to offer their products or services to the County.

Informal purchases are purchases of a commodity that on a County-wide bases, the County spends less than \$50,000 in a year. Quotations are solicited by Buyers for this category of purchases between \$5,000 and \$50,000. They may be made by telephone, mail, e-mail or fax. Generally the quotation process takes from three days to two weeks to complete. This includes the evaluation and award process. Quotation represents the most frequent type of buying transactions. Award of these purchases is made by purchase order to the vendor submitting the lowest responsive and responsible offer that meets specifications.

If the County spends less than \$5,000 on a commodity during the year, the Buyers are authorized to use their best judgment to select the most appropriate product and source.

Formal Purchase Procedures

Formal purchases are those buying activities that, on a County-wide basis, involve over \$50,000 of purchases for a given commodity. Buyer Invitation for Bids and Requests for Proposals to make these purchases. The formal competitive process – from the issuance and advertising to the opening of the sealed offers – generally takes three weeks. After the opening of bids or RFP's the evaluation and approval process takes an additional four to six weeks before being presented to the Board of Supervisors for authorization.

Invitation for Bids are awarded to the bidder submitting the lowest priced, responsive, and responsible offer that meets specifications. Request for Proposals are awarded to the proposer determined to have submitted the most advantageous offer to the County. With proposals, an evaluation committee evaluates and scores proposals based on factors such as cost, compliance to specifications, references of staff and capabilities of the firm.

All formal bids and RFP's are opened in a legally notice public meeting and all interested parties are invited to attend. The date, time of day, and location of the meeting to open the bids and/or RFP's is included in the formal Call for Bids (or RFP) document.

There may be bids or proposals issued for which you would consider submitting offers. All formal bids and proposals are publicly advertised prior to their due date. Pinal County recognizes that our local business community has a keen interest in doing business with the County. To that end, we advertise all Calls for Formal Bids and/or Requests for Proposals in the Florence Reminder & Blade Tribune.

Pinal County Purchasing

Supporting County operation is a complex responsibility. Public funds are a public trust. Tax dollars must be used wisely. The Pinal County Public Works Department is in the position of spending the available funds to obtain the materials and services to keep the county operating in an effective manner. It is important that purchases represent the "best value" for the cost and the products are of good quality and delivered when needed.

If you have any ideas or suggestions on how we can improve the service to our customers and business community please call 520-866-6009.