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# Haywood County Procurement Process Overview

Presented to BOCC 11/2/09  
Updated 1/17/14



**Prepared by  
Haywood County Finance Department**

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**with special thanks to  
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School of Government, UNC-CH**



# HAYWOOD COUNTY PROCUREMENT PROCESS

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## Purpose

The County purchases in accordance with North Carolina laws so that the taxpayer will receive full value for each dollar of public funds spent.

To that end, the County's procedures conform to open, ethical and sound procurement policies.



# Agenda

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- Bidding requirements
- Entities covered
- Types of contracts covered /not covered
- Competitive bidding process
- Terms & acronyms
- Doing business with Haywood County
- Responding to requests
- Standard bid requirements



# Bidding Requirements

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- Requirements for government purchasing can be found in the North Carolina General Statutes.
- Chapter 143, article 8 (Public Contracts) contains most of the provisions governing competitive bidding of public contracts.
- Specifically G.S. 143-129 describes the formal and G.S. 143-131 describes the informal bidding requirements.



## Entities Covered by N.C. Competitive Bidding Statutes

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- The state government
- Any institution of the state
- Any political subdivision of the state, including *counties*, school units and municipalities



## Types of Contracts Covered by N.C. Competitive Bidding Statutes

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- Contracts for purchasing “apparatus, supplies, materials, and equipment”
- Contracts for construction or repair work



## Types of Contracts Not Covered by N.C. Competitive Bidding Statutes

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- Contracts for *Services* (personal performance of work vs. delivery of a tangible item)
  - Engineers
  - General attorneys
  - Bond attorneys/special counsel
  - Surveyors
  - Auditors



# Competitive Bidding Process

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- **Formal bidding process required**
  - For construction \$500,000 and above
  - For purchases \$90,000 and above
  - G.S. 143-129
- **Informal process required**
  - For construction \$30,000 to the formal range
  - For purchases \$30,000 to the formal range
  - G.S. 143-131
- **Differences in Formal and Informal bidding**
  - Advertising
  - Form of Bids
  - When bids become public information

## Competitive Bidding Process (continued)

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- **Amounts under the informal range**
  - Few requirements
  - Public record when received
- **Applies to total amount of the contract to be awarded to one contractor**
- **Prohibition against dividing contracts to avoid competitive bidding**



## Terms & Acronyms for Solicitation Documents

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- **Invitation for Bid (IFB)**
- **Request for Bid (RFB)**
- **Request for Quotation or  
Request for Qualifications  
(RFQ)**
- **Request for Proposal (RFP)**



## Terms & Acronyms for Solicitation Documents (continued)

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- **Terms are not mentioned in the statutes**
- **Procurement may involve a two-step process**
  - Qualifications
  - Cost component

# Doing Business with Haywood County

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- o **Vendor registration and inquiries**

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- On the county website:

[www.haywoodnc.net](http://www.haywoodnc.net)

You can find the following:

- ▶ Postings of any current Bid Notices for RFPs/RFQs, etc.
- ▶ Vendor Guide
- ▶ Vendor Registration Form
- ▶ E-Verify Affidavit (Required for all Bidders/Suppliers with Haywood County)
- ▶ IRS W-9 (Required for all Bidders/Suppliers with Haywood County)

- County purchasing office:

Purchasing Manager  
Haywood County Finance Department  
215 N. Main Street  
Waynesville, NC 28786  
(828) 356-2612  
[dcorpening@haywoodnc.net](mailto:dcorpening@haywoodnc.net)



## Doing Business with Haywood County (continued)

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- o **Marketing To Individual Departments**
  - Certain County departments have specific purchasing needs
  - Departments instrumental in prescribing specifications for the equipment/supplies required
  - Marketing/vendor contacts recognized as experts at educating users on capabilities and varieties of products



## Responding to IFBs / RFPs

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- **To enable preparation of a bid or proposal, a formal *Invitation for Bid (IFB)* or *Request for Proposal (RFP)* provides**
  - All the necessary instructions
  - A complete description of the requirements for submission
  - Specifications of the product
  - Terms and conditions

## Responding to IFBs / RFPs (continued)

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- **North Carolina governments must award bids to:**
  - the lowest responsible, responsive bidder, per G.S. 143-128
- **A *responsible* bidder has the skill, judgment, and ability to perform.**
- **A *responsive* bidder complies with the requirements in the RFP.**



## *Responsible Bidders/Suppliers*

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- **Responsibilities of Bidders/Suppliers**
  - Should be financially sound
  - Should carefully read the IFB/RFP and understand its contents
  - Should be able to fully perform all the requirements



## ***Responsible Bidders*** **- Standard Bid Requirements**

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- **Questions about the IFB/RFP**
  - Questions prior to submitting a bid, contact the Purchasing Manager.
  - Once the bid opening has occurred, no changes by the vendor will be permitted unless through County-originated negotiation.
  
- **Conferences/Site Inspections**
  - Such requirements are intended to supply vendors with valuable information or visual inspection.
  - This will help to ensure the completeness and accuracy of all bids.



## *Responsive Bidders/Suppliers*

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- **Bid Bonds/Deposits**
  - Formal bids or proposals will not be considered or accepted unless accompanied by a deposit of equal to no less than 5 percent of the proposal amount.
  - Bid deposits of unsuccessful bidders will be returned following an award of the specific contract.
  
- **Terms/Conditions**
  - All solicitation documents are subject to the specified terms and conditions.
  - The bidder specifically agrees to the terms and conditions specified in the IFB/RFP by signing the “execution” page.



## *Responsive Bidders* - Standard Bid Requirements

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- o **Additional Information**

- For those bids requiring price lists, product literature or other information, such material must be provided according to IFB/RFP instructions.

- o **Bid Delivery**

- Bids will be received at the address cited in the IFB/RFP on or before the date and exact time specified.
- The bid will not be considered for evaluation if delivered after deadline.

- o **Price Alterations or Withdrawal of Bid Prior to Bid Opening**

- Any price corrections on bids should be individually initialed in ink.
- Price corrections may only be made or a bid withdrawn prior to opening.

# EXAMPLES

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**Formal Request**

**Informal Request**



## **Formal Request for Proposal New Landfill Expansion – Cell Three**

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- **Formal bidding procedures used – construction over \$500,000**
- **(G.S. 143-129)**
- **Professional service contract awarded to Engineering firm**
  - Request for Qualification process utilized
  - Interviews and ultimate choice of BOCC



## Formal Request for Proposal New Landfill Expansion – Cell Three (continued)

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- **Engineering firm then became responsible for**
  - RFP for contractor
  - Preliminary meeting – Required prequalification meeting
  - Qualifying license/certification of contractor
  - Sealed bid opening – Public opening
  - Recommendation to BOCC
  
- **Board of County Commissioners approved**



## **Informal Request for Proposal Janitorial Supplies**

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- **Combination of service contract and purchasing contract**
- **Informal process used - purchases under \$90,000**
- **RFP issued**
- **Sealed bids**
- **Analysis of services/product prices**
- **Award of bid**

JANITORIAL RFP ANALYSIS SUMMARY				KEY:						
HAYWOOD COUNTY				PROS/BEST PRICES/GREEN ITEMS						
RFP OPEN DATE/TIME: 10 AM 5/5/09 - CONFERENCE ROOM				CONS, HIGHER PRICES &/OR NO INFO						
FINAL RESULTS FROM UNIT COMPARISON & THIS SUMMARY				RESULTS OF LOWEST RESPONSIVE RESPONSIBLE BIDDER						
VENDOR	# CONS, HIGHER PRICES &/OR NO INFO	# PROS/ BEST PRICES AND IMPLEMENTATION PLAN	RESULTS OF LOWEST RESPONSIVE BIDDER	1	2	2	3	4	5	6, 7, 8 & 9
				NOTES ON PRICES ETC	IMPLEMENTATION PLAN	PROPOSED SERVICE CONTRACT	CHEMICAL PROPORTION SYSTEM	ORDERING OPTIONS	DELIVERY ARRANGEMENTS	TRAINING, TECH SVC, ONGOING IMPRVMTS & ED TOOLS
1	6	17	11	PRODUCTS VERY CONCENTRATED REDUCING QUANTITY	CCAP-CLEANING COST ANALYSIS PGM W/ PHASES & START & COMPLETION DATES ELIMINATING WASTE SITE MEASURING! SAVING \$	INFO INCLUDED 1 YR VERY DETAILED	WILL PROVIDE	INFO INCLUDED	W/IN 7 DAYS ARO FREE DELIVERY	5 PHASES VERY DETAILED CERTIF OF COMPLETION JOB CARDS CUST. MANUAL FLOW CHARTS
2	10 INCOMPLETE CRITERIA	12	2		NO INFO	INCOMPLETE	WILL PROVIDE AS MANY AS NEEDED	INFO INCLUDED	FLEXIBLE FREE DELIVERY COMPANY VEHICLES	LIMITED DETAILS
3	6	11	5		LIMITED DETAILS	LIMITED DETAILS	WILL PROVIDE UP TO 30 SYSTEMS	INFO INCLUDED 8000 FT WAREHSE	8 DEL VEH \$5/DEL OVR 4/MO FLEXIBLE WKLY DEL \$10/MO	2 WKS W/ HANDS ON TRAINING CUST. MANUAL CERTIF OF COMPLETION
4	9	11	2	ECO-FRIENDLY	DETAILED PLAN	INFO INCLUDED 1 YR	WILL PROVIDE	INFO INCLUDED 45,000 CFT WRHSE +IMIL-STORAGE FRM DISTRIB	WEDNESDAYS 8-12 WITH ORDERS PREVIOUS THURS CLOSER THAN OTHERS FREE DELIVERY	3 SESS:1ST-DEPT HDS 2ND-JANITORIAL SUPR 3RD: EA FACILITY BIANNUAL & SPOT CK
5	0	0	0	DIDN'T HAVE 2 SETS OF PROPOSALS	LIMITED OR NO INFO	LIMITED OR NO INFO	LIMITED OR NO INFO	LIMITED OR NO INFO	LIMITED OR NO INFO	LIMITED OR NO INFO
TOTALS	31	51	20							

JANITORIAL RFP ANALYSIS SUMMARY				KEY:			
HAYWOOD COUNTY				PROS/BEST PRICES/GREEN ITEMS			
RFP OPEN DATE/TIME: 10 AM 5/5/09 - CONFERENCE ROOM				CONS, HIGHER PRICES &/OR NO INFO			
FINAL RESULTS FROM UNIT COMPARISON & THIS SUMMARY				RESULTS OF LOWEST RESPONSIVE RESPONSIBLE BIDDER			
VENDOR	MSDS MATERIALS & CHEM PRDCTS	RISK MGMNT	PRIOR PERFORM REFERENCES	CO. REP QUALIF	2NDARY LABELING	CO: MINORITY? WOMEN? DISABLED?	COLLUSION AFFIDAVIT TAB 5 APPEND B COMPLETE?
1	WILL PROVIDE	INFO INCLUDED	27 YR EXP	INFO INCLUDED	INFO INCLUDED		YES
2	INFO INCLUDED	NO INFO	4 REFERENCES 22 YRS 3 REFERENCES HYWD CO EXP	LIMITED INFO	NO INFO	CO-OWNED BY WOMAN	YES
3	INFO INCLUDED	INFO INCLUDED	4 REFERENCES	INFO INCLUDED	INFO INCLUDED	WOMAN IS PRINCIPAL OWNER	YES
4	INFO INCLUDED	INFO INCLUDED LIABILITY INS LOW RISK PROD	1 YR EXP LIMITED REF	INFO INCLUDED LIMITED EXPER.	INFO INCLUDED	WOMAN IS PRESIDENT	YES
5	LIMITED OR NO INFO	LIMITED OR NO INFO	LIMITED OR NO INFO	LIMITED OR NO INFO	LIMITED OR NO INFO	LIMITED OR NO INFO	NO NOT NOTARIZED
TOTALS							

Page 1

KEY:			JANITORIAL RFP UNIT COMPARISON											
1 GAL=3.785411 l; 3785.4118 ml			HAYWOOD COUNTY											
PROS/BEST PRICE/GREEN ITEMS DILUTED & EXTRA INFO			RFP OPEN DATE/TIME: 10 AM, 5/5/03 - CONFERENCE ROOM											
CONS/HIGHEST PRICES &/OR NO INFO RTU = READY TO USE			<i>VENDOR 1</i>						<i>VENDOR 2</i>					
TTL COST OF PROPORTIONING SYSTEM PER GAL														
ITEM #	COMMODITY DESCRIPTION	UNIT	UNIT PRICE	BRAND	SIZE & QTY OF ITEMS IN UNIT	UNIT COMPARISON	UNIT COMPARISON DESCRIPT	DILUTED/E XTRA INFO	UNIT PRICE	BRAND	SIZE & QTY OF ITEMS IN UNIT	UNIT COMPARISON	UNIT COMPARISON DESCRIPT	DILUTED/E XTRA INFO
6	OIL BASE STAINLESS STEEL CLEANER	CASE	53.90	HILLYARD	20 oz/12=240 oz	0.25	PER OZ	RTU	37.64	PERMESOURCE	15 oz/12=180	0.21	PER OZ	
7	WOODEN MOP HANDLES	CASE	119.00	BSI	12	3.32	EACH		6.50	?	1	6.50	EACH	
8	MOP HEADS - 24 OZ.	CASE	48.20	BSI	12	4.02	EACH		35.35	?	12	2.95	EACH	
9	MOP HEADS - 16 OZ.	CASE	45.20	BSI	12	3.77	EACH		32.00	?	12	2.67	EACH	
10	3" JUMBO TOILET TISSUE 2-PLY	CASE	34.50	ADVANTAGE	1000' /2 ply/12	2.88	PER ROLL		24.20	SPRING GROVE	1000' /2 ply/12	2.02	PER ROLL	
11	3" TOILET TISSUE 2-PLY	CASE	42.95	VICTORIA BAY	500SHEETS/ 2ply/36	0.45	PER ROLL		33.95	SPRING GROVE	500 SHEETS /2ply/36	0.42	PER ROLL	
12	38" X 58" BLACK CAN LINERS	CASE	28.50	MAINT. PRO	1.3ml/100	28.50	PER CASE		27.53	JADCORE	1.5ml/100	27.53	PER CASE	
13	15"X9"X32" (OR 24"X32") WHITE CAN LINERS	CASE	21.50	MAINT. PRO	.6ml/250	0.03	PER LINER!		23.30	JADCORE	.5ml/500	0.06	PER LINER!	
14	POWDER FREE MEDIUM EXAM GLOVES	CASE	54.50	MAINT. PRO	100/10=1000	0.05	PER GLOVE		43.20	HOSPICO	100/10=1000	0.04	PER GLOVE	
15	13" X 13" PREFOLDED MULTI-PURPOSE WIPES	CASE	155.00	GP	800	0.19	PER WIPE		45.37	GSA ADVANTAGE	800	0.06	PER WIPE	



## Recap Haywood County Procurement Process

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- **Informal process required**
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