

**ADAMS COUNTY
PROCUREMENT & CONTRACTS
DIVISION STAFF**

720.523.6050

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NOTES:

**PROCUREMENT & CONTRACTS
DIVISION**

Adams County Procurement & Contracts Division is dedicated to the procurement and contracting of all products, equipment, and services at the best value within an environment of fair and open competition.

Our purchasing process is administered with the best interest of Adams County in mind. The solicitation policies adopted by the Adams County Commissioners and enforced by the Purchasing Division have been designed to:

- Promote and encourage ethical management and efficiency of County procurement.
- Encourage maximum competition to ensure expenditures are carried out in a prudent manner.
- Assure a purchasing process that is built on integrity and credibility in all phases of the process.
- Allow the Purchasing Division to perform their duties impartially to assure fair and open competition.

The Procurement & Contracts Division is also committed to providing outreach and technical assistance on our purchasing processes. Our objective is to maximize contracting opportunities within the business community.

The Board of County Commissioners (BOCC) of Adams County, Federal and State standards and regulations, and the Purchasing Policy and Procedures of Adams County govern our staff.



ADAMS COUNTY
COLORADO

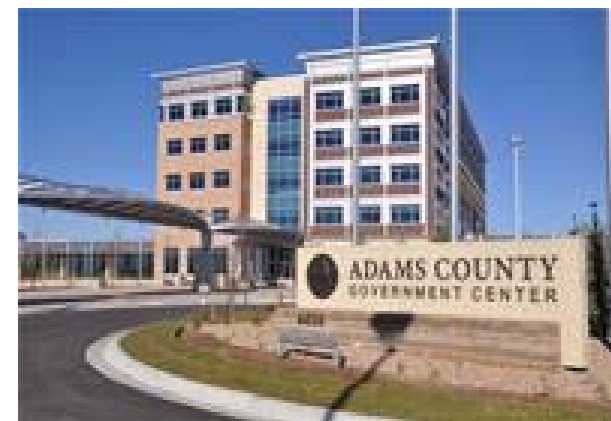
**VENDOR'S GUIDE TO
DOING BUSINESS WITH
ADAMS COUNTY**

**PROCUREMENT &
CONTRACTS DIVISION
FINANCE DEPARTMENT**

4430 South Adams County Parkway
Brighton, Colorado 80601-8212

www.adcogov.org

720.523.6050



PROCUREMENT CARD PURCHASES (P-CARD)

Adams County can procure supplies and/or services priced under \$5,000 using Procurement Cards (P-card).

Obtaining Bid Opportunities

All formal solicitations are advertised on Bidnet at:

[www.bidnetdirect.com/
colorado/solicitations/open-bids](http://www.bidnetdirect.com/colorado/solicitations/open-bids)

- Register as a paid subscriber or free registrant.
- Enter all associated Commodity Codes (business categories).
- Ensure more than one person registers from your organization.
- Electronic Notification of current Solicitations and Addendums for paid registrants.
- Direct Access to solicitation documents.
- On-Line Solicitation Award Status Reporting.
- Accessibility to other participating agency information.
- Over 100 participating agencies.

FORMAL SOLICITATIONS

Invitation for Bid (IFB):

Agreement awarded to the lowest most responsive and responsible bidder. This is a public bid opening which is conducted at the Purchasing Division Office located at 4430 South Adams County Parkway, Brighton, CO.

Request for Proposal (RFP):

Agreement awarded to the proposer whose qualifications, costs, and/or other factors provide the best value to Adams County. All submittals are reviewed for responsiveness to the solicitation documents. An evaluation team scores each submittal and conducts interviews as necessary.

INVOICING

Payment Terms:

Net 30 days or Term of Agreement.

Itemized invoices must be submitted to the user's department to ensure timely payments. Please include the contract and/or purchase order number on the invoice.



HELPFUL TIPS WHEN RESPONDING TO A SOLICITATION

- Read and understand all the solicitation documents.
- Attend the pre-bid/proposal meeting(s).
- Ask clarifying questions:
 - Submit written questions during the defined Q and A period.
 - Contact the Purchasing Agent only.
 - Questions are addressed to all respondents in an addendum format before the solicitation due date.
- Address all evaluation criteria in your response.
- Demonstrate a complete understanding of the project requirements.
- Assume Adams County knows nothing about your company – tell us why we should consider your company for the project.
- Ensure that you have answered all requirements thoroughly using the format outlined.
- Complete and submit all required forms and documents. Be sure to sign where/when required.
- Submit your response prior to the deadline.
- **Late bids will be rejected.**