

# HOW TO DO BUSINESS WITH BERNALILLO COUNTY



## Procurement & Business Services (PBS) Department Purchasing Section **VENDOR GUIDE**



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Bernalillo County welcomes the opportunity to do business with interested vendors willing to supply quality goods and services at competitive prices, meet deadlines, and become part of a team dedicated to serving the citizens of Bernalillo County. This Vendor Guide serves as a brief introduction to the basics of conducting business with Bernalillo County.

The mission of the Procurement and Business Services (PBS) Department, (“Purchasing Section”), is to provide the highest level of customer service while ensuring that purchases and vendor payments are in alignment with the Home Rule Procurement Ordinance No. 2018-11, and that solicitations are transparent, fair and competitive, while providing the utmost value to maximize public funds.

The Purchasing Section is responsible for the procurement of goods, services, and construction for user departments. The purchases range from office supplies, furniture, janitorial services and/or supplies, fleet replacement, computer hardware and/or software, consulting and professional services to multi-million dollar construction projects.

## **VENDOR REGISTRATION:**

Becoming registered provides a convenient way for vendors to obtain and/or view beneficial information regarding solicitations as follows:

- ◆ Ability to download Request for Bids (RFBs) and Request for Proposals (RFPs) without having to visit the Purchasing Section, and pay for downtown public parking.
- ◆ Ability to receive electronic notifications of new RFBs and RFPs, addendums, and updates. When registering, vendors specify the method of contact (email, mail, or fax).
- ◆ Online viewing of RFB and RFP results.

There is no cost to become a registered vendor.

**To register online, visit our website:**

[www.bernco.gov/purchasing/vendor-registration](http://www.bernco.gov/purchasing/vendor-registration)

Vendor registration does not guarantee the issuance of RFBs, RFPs and/or contracts by the County, nor is it a mandatory requirement for doing business with the County. **All** vendors and citizens are welcome to view current interest letters for RFB and RFP solicitations online at:

[www.bernco.gov/purchasing/open-solicitations](http://www.bernco.gov/purchasing/open-solicitations)

Note: Vendor registration is not related to a purchase order being issued or payment being made for a good or service.

It is the vendor's responsibility to keep the Purchasing Section informed of any changes in address or other pertinent information.

### **CONTACT INFORMATION:**

Procurement and Business Services Dept., Purchasing Section  
One Civic Plaza, NW, 10th Floor, Room 10010  
Albuquerque, NM 87102

Phone Number: (505) 468-7013

Fax: (505) 468-7067

Email: [purchasing@bernco.gov](mailto:purchasing@bernco.gov)

Normal business hours are 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m., Monday through Friday.

The Purchasing Section, **welcomes** vendors at anytime. However, it is recommended that vendors schedule an appointment to ensure the highest level of customer service.

### **PURCHASE ORDERS (POS):**

POs are approved and issued solely by the Purchasing Section. Vendors should always obtain a PO number prior to conducting business with the County. Failure to obtain a PO number, prior to the delivery of goods or rendering of services, could result in nonpayment.

## MONETARY PROCUREMENT LIMITS / METHODS OF PROCUREMENT

- ◆ Best Obtainable – One Price Quotation (Goods, Non-Professional Services & Construction) ≤ \$20,000
- ◆ Best Obtainable – Three Written Quotes (Goods, Non-Professional Services & Construction) > \$20,000 to \$100,000
- ◆ Professional Services (Including Design Services) – One Written Cost Proposal ≤ \$80,000
- ◆ Request for Proposal (RFP) (Professional Services) > \$80,000
- ◆ Request for Proposal (RFP) (Non-Professional Services, etc.) > \$100,000
- ◆ Request for Bid (RFB) (Goods, Services, or Construction)..... > \$100,000
- ◆ Sole Source N/A
- ◆ Emergency N/A
- ◆ Credit Card Purchases < \$5,000

## FEDERALLY FUNDED MONETARY PROCUREMENT LIMITS/ METHODS OF PROCUREMENT

- ◆ Best Obtainable – One Price Quotation (Goods, Non-Professional Services & Construction) ≤ \$3,500
- ◆ Best Obtainable – Three Written Quotes (Goods, Non-Professional Services & Construction) > \$3,500 to \$20,000
- ◆ Professional Services (including Design Services) – One Written Cost Proposal ≤ \$80,000
- ◆ RFBs and RFPs, Sole Source and Emergency (see above limits)
- ◆ Credit Card Purchases **(not allowed)**

## METHODS OF PROCUREMENT

**Best Obtainable:** All best obtainable quotes for goods, services, and construction (including professional services up to \$80,000), are obtained by the user departments and submitted to the Purchasing Section for review and approval; quotations are not publicly opened. Once approved, the Purchasing Section, issues a purchase order (PO) to the vendor.

**Formal Request for Bids (RFBs):** The Purchasing Section works with user departments to develop a scope of work based on need. RFBs are advertised in the Albuquerque Journal classified (legal) section and on the website at:

[www.bernco.gov/purchasing/request-for-bids](http://www.bernco.gov/purchasing/request-for-bids)

The bids are publicly opened on the closing date and time specified in the RFB bidding document. Public bid openings are open to anyone who wants to attend. RFB awards are made to the bidder submitting the lowest, responsive and responsible bid that meets all requirements specified in the bidding document. **Late bids will not be accepted and will be returned unopened.**

**Formal Request for Proposals (RFPs):** The Purchasing Section works with the user departments to develop a scope of services based on need. RFPs are advertised in the Albuquerque Journal classified (legal) section and on the website at:

[www.bernco.gov/purchasing/request-for-proposals](http://www.bernco.gov/purchasing/request-for-proposals)

RFP submittals are not publicly opened in the Purchasing Section. However, they are evaluated by both the Purchasing Section and an evaluation committee, using criteria referenced in the RFP. Awards are made to the offeror, who submits the best value and is considered both responsive and responsible. **Late proposals will not be accepted and will be returned unopened.**

**Credit Card Program:** This program is designed to make it easier and more cost effective for Bernalillo County to procure small dollar purchases of qualifying goods and services. The program streamlines the procurement process by replacing the need for petty cash and low-value approvals. It provides for quicker delivery and payment of goods and services.

**RFB and RFP documents are available for registered vendors to view and download and may be obtained as follows:**

◆ **Request for Bids**

[www.berncogov.com/purchasing/request-for-bids](http://www.berncogov.com/purchasing/request-for-bids)

◆ **Request for Proposals**

[www.berncogov.com/purchasing/request-for-proposals](http://www.berncogov.com/purchasing/request-for-proposals)

- ◆ Contact the Purchasing Section for additional assistance if needed.

**PREFERENCES:**

State of New Mexico (“State”) and County preferences are applicable to RFBs and RFPs. Preferences under the State Procurement Code §13-1-21, NMSA 1978 and § 13-4-2, NMSA 1978, shall be applied before any County preferences (County Ordinance, § 2-367).

Eligibility for State preferences are as follows:

- ◆ Resident Business and/or Resident Contractor preference (5%) – the bidder or offeror must submit with its bid or proposal a copy of its Resident Business and/or Resident Contractor Certificate issued by the State of New Mexico Taxation and Revenue Department.
- ◆ Resident Veteran’s preference (10%) – the bidder or offeror must submit with its bid or proposal a copy of the certificate of its Resident Veteran’s Business and/or Resident Veteran’s Contractor preference issued by the State of New Mexico Taxation and Revenue Department.

Eligibility for County preferences are as follows:

- ◆ Local Business preference (5%) – the bidder or offeror must submit with its bid or proposal a copy of a valid Resident Business/Contractor certificate from the New Mexico Taxation and Revenue Department pursuant to 13-1-22, NMSA 1978 and maintain its principal office and place of business in Bernalillo County, which is staffed and open to the public on a regular basis, subject to verification by the County.

- ◆ Small Business preference (5%) – the bidder or offeror must submit with its bid or proposal an Affidavit from a Certified Public Accountant, verifying the Local Business employs an average of fewer than fifty (50) full-time employees in a calendar year.
- ◆ Pay Equity preference (5%) – the business of the bidder or offeror must submit with its bid or proposal a copy of its Pay Equity Business Certificate issued by the County or any political subdivision of the State. **Note: Application of this preference is currently not in effect until the County establishes its Pay Equity Preference Certification program.**

Limitation (percentage): The total amount of all preferences applied, including the applicable State preference, for the purchase of goods, services or construction (including professional services), in any single award shall not exceed 15%, with the limit on State preferences as set forth under the State Procurement Code.

County Preference Limitation (dollar amount): When applying the County preferences, the total dollar amount of County preferences shall never exceed \$150,000.00.

Additional information regarding preferences is located in the Home Rule Procurement Ordinance:

[www.bernco.gov/uploads/files/Published%20Ordinance%202018-11.pdf](http://www.bernco.gov/uploads/files/Published%20Ordinance%202018-11.pdf)

## **PROTESTS:**

Any bidder or offeror who is aggrieved in connection with a solicitation or award of a contract may protest to the PBS Director, One Civic Plaza, NW - 10th Floor, Room 10010, Albuquerque, NM 87102, outlining the reason and merit for protest. The protest shall be submitted in writing within 15 calendar days after knowledge of the facts or occurrences giving rise to the protest.

## **OTHER PROCUREMENT REQUIREMENTS**

### **PAY EQUITY:**

Pursuant to Administrative Resolution AR-2013-62, Bernalillo County requires all vendors awarded a contract through the formal solicitation process (i.e., RFBs and RFPs), the sole source procurement process and all professional service contracts must complete and submit a Pay Equity Reporting Form to the Purchasing Section upon award of the contract and/or issuance of a purchase order.

The County has developed a worksheet to assist contractors in producing pay equity disclosure reports necessary for reporting percentage differences (pay gaps) between pay for women and men working in the same job categories. Individual names and pay amounts will not be collected.

### **INSURANCE:**

Bernalillo County may require vendors to obtain certain amounts and types of insurance coverage for goods and services. Insurance coverage such as workers' compensation, auto liability, general liability, and in some cases, professional liability, may be required prior to conducting business with the County. For further information regarding insurance requirements, please contact the Purchasing Section.

### **DELIVERY INFORMATION:**

Each purchase order (PO) will specify the appropriate delivery address.

### **DELIVERY ACCEPTANCE:**

Deliveries should be made according to the instructions noted on the PO. All deliveries are subject to inspection and approval. Deliveries that do not meet the specifications of the PO will be rejected and returned to the vendor at the vendor's expense.

## **TAX STATUS:**

Bernalillo County claims an exemption from federal excise and New Mexico sales taxes on tangible personal property (goods). Goods are not taxable, although services are taxable.

## **VENDOR MASTER REQUEST DOCUMENTS**

Prior to issuance of a PO, awarded vendors conducting business with the County must complete a Vendor Master Request Form (VMRF) and an Internal Revenue Service (IRS) Form W-9 Request for Taxpayer Identification Number (TIN) and Certification.

## **INVOICES:**

All invoices must be sent to Accounts Payable via one of the following methods:

**Mail:** Bernalillo County Accounts Payable  
One Civic Plaza NW  
10th Floor, Room 10045  
Albuquerque, NM 87102

**Email:** [accountspayable@bernco.gov](mailto:accountspayable@bernco.gov)

**Fax:** (505) 468-7201

**To avoid any delay in the payment process, each invoice must have the correct PO number listed on the invoice.**

For information regarding invoices and payments, refer to the online self-service Accounts Payable web page located at:

[www.bernco.gov/accounts-payable-vendor-information](http://www.bernco.gov/accounts-payable-vendor-information)

For additional accounts payable questions, contact Bernalillo County Accounts Payable at (505) 468-7013.

Contact information for all other County departments, access [www.bernco.gov](http://www.bernco.gov).

## **BERNCO VIEW TRANSPARENCY PORTAL**

Pursuant to the New Mexico Inspection of Public Records Act (IPRA), every person has the right to inspect the public records of Bernalillo County. The Bernco View transparency portal is a resource for viewing public documents including those that reside with the Purchasing Section (i.e., active contracts, campaign contribution disclosure forms, emergency procurements, and sole source procurements). Bernco View is designed to provide better visibility, openness and accountability to County government.

The web address is [www.berncoview.gov/Bernco-view](http://www.berncoview.gov/Bernco-view)

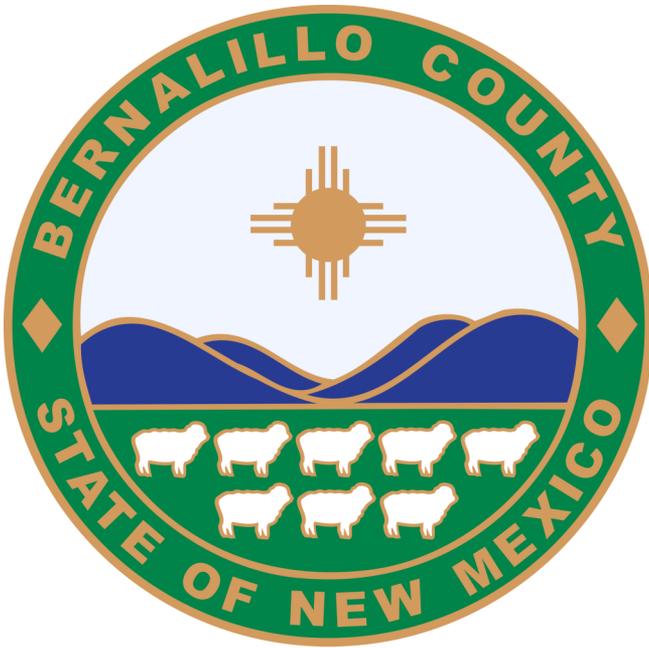
The transparency portal has a link to submit IPRA public information requests.

When submitting an IPRA public information request for procurement related documents from the PBS Department, which includes Purchasing and Accounts Payable Sections, the following information should be provided:

Description of document, i.e., contract, copy of RFB/RFP submittal(s), PO, invoice(s), a PO number issued as a result of the procurement process, or if applicable, an RFB/RFP number, etc., and timeframe, i.e., January 1, 2017 - December 31, 2017.

A fee of fifty cents (.50) per page may be charged to obtain copies of documents.

# NOTES



**Last Updated: 8/15/19**