

# **HENDRICKS COUNTY**

## ***SURVEYOR'S OFFICE***

### **CONTRACTOR/SUPPLIER/VENDOR HANDBOOK**



**DAVID L. GASTON P.S.**  
*HENDRICKS COUNTY SURVEYOR*

355 SOUTH WASHINGTON STREET  
Suite 170  
DANVILLE, IN 46122  
PHONE 317-745-9237  
FAX 317-745-9429

## **PURCHASING POLICY**

In accordance with the Hendricks County Charter, the Surveyor's Department is authorized to administer purchasing activities with regard to materials, supplies, services, and equipment. The primary function is to ensure that Hendricks County receives the best possible products and services at the lowest possible cost.

Hendricks County will not be responsible for purchases made without prior authorization from the Surveyor's Office. Goods or services should not be shipped or performed without obtaining a purchase order number.

Rules governing purchasing and contract procedures were established under the concept of open competitive bidding. Under this system, purchase awards are made to the lowest responsible supplier who meets the County's specifications and conditions and also has the capacity to deliver the service or product. These specifications and conditions are outlined in bid packages that are available to all interested suppliers.

The Hendricks County Surveyor's Office encourages all segments of the business community to participate in its purchasing program.

The Surveyor's Office coordinates supplier contracts and supervises the procurement process to ensure compliance with purchasing policies and procedures. Office hours are 8:00 AM to 4:00 PM, (Closed for lunch between 12:00 PM and 1:00 PM) Monday through Friday. Suppliers may call on the Surveyor's Office for an Appointment.

Enclosed in this handbook is a listing of our Buyers and the commodities and services for which they are responsible.

## **METHODS OF PURCHASE OF SUPPLIES OR SERVICES**

The following purchasing methods are used by the County to acquire products, services, and equipment:

### **A. INFORMAL QUOTES AND BIDS**

### **B. FORMAL SEALED QUOTES AND BIDS**

Bid packages are prepared with detailed specifications and conditions including items bid, units and total quantity desired, instructions for bidding, delivery information, and any special requirements for bidding. In some instances, the supplier may be required to submit samples with the bid. Assigned dates for advertising and for bid openings are also included.

Bids must be sealed with the contractors/vendors/ name and job ID on the envelope and

either hand delivered or mailed to the Hendricks County Surveyor's Office.

Bids arriving after the deadline set in the scope of work/notice shall be rejected and returned to bidder.

The bid packages available for pickup at the Surveyor's Office; however suppliers will have to register prior to picking up a "hard copy" of a bid package.

In accordance with Indiana Public Law, sealed bids are publicly opened and read at the time and place designated in the bid documents and legal notices. All information regarding the opening of a bid will be detailed within the bid specifications.

Bid tabulations or notices of awards are available for public inspection during regular business hours at the Surveyor's Office. Copies of bid results are available at the Surveyor's Office at a cost of \$1.00 per page. Detailed bid results will not be given over the telephone.

Purchase orders and/or contracts are awarded to the lowest responsive and responsible bidder (s) meeting County specifications.

The County reserves the right to reject all bids or parts of bids when such rejection is in the best interest of the County. The County reserves the right to award all bids on an item-by-item or aggregate basis, whichever is deemed in the best interest of the County.

These rights apply to all purchases regardless of dollar value. Bid results shall be made available for public inspection after all bids have been accepted by the Board. To arrange for inspection of bid results, contact the Surveyor's Office.

#### **C. FORMAL SEALED BIDS (\$150,000.00 AND ABOVE)**

If the purchase is greater than \$150,000.00, then it is subject to the bidding requirements set for in the Indiana Code.

#### **D. REQUEST FOR QUOTES (RFQ)**

Request for Quotes are traditionally used as a means of obtaining all types of professional services. A request for quotes and evaluation of quotes may consider price plus other factors such as experience, staffing and professional reputation.

The RFQ involves making a request for services from various firms or professionals and then evaluating the proposals received. The County Attorney will review all contracts to be executed with the firm selected.

#### **BID PRICES SUBMITTED**

The bid prices submitted shall be exclusive of Federal and State taxes and must not include any tax for which the bidder may claim exemption because of doing business with the County.

## **SECURITY IF REQUIRED:**

If security is required, the bid invitation will indicate the kind and amount of security needed. Submitted bid packages will not be considered by the County if the specified security is not enclosed.

The County uses two types of security:

### **A. BID BOND IF REQUIRED:** (Certified Check or Bid Bond)

The Deposit must be for the amount specified in the bid invitation. The Deposit will be forfeited to the County should the successful bidder fail to enter into a contract or to accept a purchase order. Bid Bonds are returned to the unsuccessful bidders within ten (10) days after the execution of a contract or purchase order between a successful bidder and the County. Bid Bonds are returned to successful bidders upon completion of contract.

### **B. PERFORMANCE BOND IF REQUIRED:**

A Performance Bond may be required from a successful bidder on certain quotes. The County will notify the successful contractor of Performance Bond requirements. The County holds performance Bonds until all contract obligations are satisfactorily met. The Performance Bond will be forfeited to the County should the successful contractor fail to comply with the terms and conditions set forth in the specifications and the award. Performance Bonds are to be made payable to the Hendricks County Drainage Board.

## **AWARD OF CONTRACT**

The award of contracts will be made to the lowest responsive and responsible qualified bidder whose proposal shall comply with all the provisions required to render it formal. The County reserves the right to waive any informality or to reject any or all proposals and advertise new proposals, if in its opinion the best interests of the County will be served. The County may require any or all bidders to present evidence of experience, ability and financial standing as well as a list of equipment that they will have available for the execution of the contract. The County reserves the right to award all contracts either on an item-by-item basis or as a total award of all items in combination.

The County's acceptance of the Contractor/Vendor offer constitutes a binding contract between the supplier and Hendricks County. Suppliers must perform in accordance with the contract or be liable to the County for damages caused by their breach.

## **QUALITY ASSURANCE PROGRAM**

All suppliers submitting quotes agree to participate in the Hendricks County Quality Assurance Program. This program is designed to ensure that Hendricks County receives goods and services as specified in the quote proposals.

The Surveyor's Office will review on a regular basis as to the quality of goods and services specified on a particular quote. Suppliers who receive unsatisfactory ratings on the goods and services they are supplying will be required to meet with the Surveyor or his designee to detail what corrective actions will be taken.

Failure to correct unsatisfactory performance will result in the repeal of quote awards. The supplier will remain responsible to Hendricks County for any additional costs incurred by the County due to Supplier's non-performance.

### **DELIVERIES**

Deliveries are to be **completed** between the hours of 8:00AM-12:00PM and 1:00PM-4:00PM Monday - Friday unless otherwise specified on the order form. All deliveries shall be considered "inside deliveries" unless stated differently on the purchase order.

All Bills of Lading are to include complete "ship to" address and purchase order numbers, as they appear on the purchase order received.

### **INVOICING AND PAYMENT**

To ensure prompt payment of a invoices containing the proper information must be submitted to the "Bill to" address indicated on the order form.

Invoices must contain the Invoice number, proper quantities, and unit and total prices as stated on the purchase order. The Surveyor's Office will issue no payments prior to receipt and acceptance of commodities and services and Approval by the Drainage Board or the Surveyor's designee.

Hendricks County is exempt from paying all Sales Tax and Compensating Use Taxes imposed by the State pursuant to Indiana Tax Law.

Upon request, a letter attesting to this fact will be executed and signed by the Hendricks County Auditor.

### **SALE OF SURPLUS AND OBSOLETE MATERIALS AND EQUIPMENT**

There are occasions when the County becomes the seller and actively seeks buyers. This happens when surplus materials, obsolete equipment, etc. become available through the various County Departments.

County policy makes the Hendricks County Government Center Facilities Manager responsible for classifying and choosing the proper method for disposal of such material. Notices of sales will be advertised in a local newspaper of general circulation when appropriate.

To assist potential purchasers of County surplus, a listing of people or firms is prepared by the Facilities Manager. People on the listing receive notice of such sales. In order to be placed on the list, those interested should contact the Government Center Facilities Department and give name, address, telephone number and the commodity of interest.

### **IMPORTANT DEFINITIONS**

**QUOTE:** The offer of a Bidder to provide specific goods and/or services in accordance with all specifications, terms and conditions indicated in the solicitation.

**BRAND NAME OR EQUAL:** A reference used to convey the general style, type, character and/or quality of the goods desired.

**RFQ = INVITATION FOR QUOTE:** A document used to solicit competitive unsealed or sealed quotes from prospective contractors/suppliers/vendors for specific goods and/or services. Resulting bids are final and non-negotiable.

**RFI = REQUEST FOR INFORMATION:** A document used to identify potential suppliers for a future RFQ, or to confirm a Sole Source determination.

**RESPONSIBLE QUOTER OR OFFEROR:** A person or supplier who has the capability and capacity in all respects to fully satisfy and perform the contractual requirements, and who has the moral, business integrity and reliability which will assure good faith performance.

**RESPONSIVE BIDDER OR OFFEROR:** A person or supplier who has submitted a bid or proposal response to an RFQ which conforms in all material respects to that specified in the solicitation.

### **IN CONCLUSION**

Doing business with a County Government can be complicated, but basic rules and procedures are necessary to protect the taxpayer. This publication is an attempt to ensure that the experience of doing business with the Hendricks County Surveyor's Office is a positive experience. Communication between the buyer and seller will invariably develop the understanding necessary to avoid confusion and inconvenience.

No single publication can answer all questions nor solve all problems occurring in even the simplest business transaction. It is hoped, however, that this effort will provide all parties with sufficient information to avoid the more common pitfalls.

For more information, please contact:

Hendricks County Surveyor's Office 355  
South Washington Street Suite 170  
Danville, IN 46122  
Phone - 317-745-9237 Fax - 317-745-9429