



Doing Business with Pinal County

This information is directed toward those companies or persons who are interested in selling products or providing services to Pinal County. Our County buys a wide variety of equipment, supplies and services in order to provide services for our residents. If you sell a product or service that we need and if pricing is competitive, we want to hear from you. The principal objective of the Pinal County Purchasing Division is to acquire quality goods and services that meet the County's needs at a reasonable price while ensuring a fair and open process. This is accomplished through the use of sound, competitive procurement procedures.

If you are interested in becoming a Pinal County vendor, please send a letter to the Pinal County Purchasing Department, PO Box 1348, Florence Arizona, 85132-1348. In the letter, you need to provide information about the commodities or service your business provides, attach a W-9 form with your taxpayer id number and give us your mailing address and contact information.

Procurement Policies

Because public money is involved, Pinal County Purchasing is guided in its procurement procedures by several policy mandates, which include:

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

Informal Purchase Procedures

Informal purchases are purchases where the County spends less than \$50,000 in a year on a County-wide basis for a particular commodity or service. 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 a few days to two weeks to complete, including the evaluation and award process. Quotations represent the most frequent type of buying transaction. 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 or service. Buyers use Invitations 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 to four weeks. After the opening of bids or proposals, the evaluation and approval process takes an additional four to six weeks before being presented to the Board of Supervisors for authorization.

FINANCE



PINAL • COUNTY
wide open opportunity

Pinal County recognizes that our local business community has a keen interest in doing business with the County and to that end, we advertise in the Florence Reminder & Blade Tribune. In addition, our Invitations for Bid and Requests for Proposal are also available for download on the Pinal County Finance Department website (<http://www.pinalcountyz.gov>). To access these documents, click on the “Department Links” section, then click on the Finance Department link, and then on the Bids, Proposals and RFQs in the Services box.

All formal Invitations for Bid and RFPs are opened in a legally noticed 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 RFPs is included in the Invitation for Bids (or RFP) document. Invitations for Bids are awarded to the bidder submitting the lowest priced, responsive and responsible offer that meets specifications. Requests for Proposal are awarded to the proposer determined to have submitted the most advantageous offer to the County. With a Request for Proposal, an evaluation committee evaluates and scores proposals based on factors such as compliance to specifications, references, experience/capabilities of the firm and cost.

Pinal County Purchasing

Supporting County operations is a complex responsibility. Public funds are a public trust and tax dollars must be used wisely. The Pinal County Purchasing Division of the Finance Department constantly strives to obtain maximum value for our purchases by obtaining quality goods and services that are delivered when needed. If you have any ideas or suggestions on how we can improve service to our customers and business community please call 520-866-6526.