



HOW TO DO BUSINESS WITH POTTER COUNTY

The Potter County Purchasing Department is located at 900 S. Polk, Suite 604, Amarillo, Texas. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Telephone 806/349-4815, Fax 806/349-4825.

MISSION STATEMENT

Our goal is to ensure Potter County taxpayers receive the maximum value for every expenditure and all purchases be conducted in a manner that preserves the public trust. Toward that goal, we encourage qualified vendors to participate in doing business with Potter County.

PURCHASING PROCESS

The Purchasing Agent supervises the procuring of the products and services necessary to support the departments of Potter County. Most purchases are initiated by a request from one of the user departments. Buyers may arrange to have products or services demonstrated to user departments as applicable. Vendors must have a purchase order issued by the Purchasing Department **prior** to shipping items or performing services.

VENDOR REGISTRATION

Suppliers may register online at the Purchasing Website at <http://www.co.potter.tx.us> (search "Bid Opportunities"). The site has the ability to notify suppliers by commodity when a formal competition has been placed on the site. Suppliers downloading specifications are instructed to register their company. Using this system will enable timely review and receipt of bid /proposal documents. Suppliers **must** keep their registration data current in order to receive timely updates concerning documents that have downloaded. As more than 90 percent of purchasing jobs are downloaded utilizing the purchasing site, current information is essential to receive timely addendas, etc. concerning downloaded documents. Email is the preferred way of communication from this office in regards to bid/proposal documentation.

FORMAL COMPETITIONS (Normally Over \$50,000)

Generally, competitions exceeding \$50,000.00 are advertised in the Amarillo Globe News, Friday edition, in the classified section under Legal notices. Most bid packages will be available for downloading from the Purchasing website or maybe picked up in the purchasing office; however, construction projects must be picked up. Suppliers owing taxes to the County may not be considered for bid recommendations.

INFORMAL BIDS (\$50,000.00 and less)

Informal bids may be taken by e-mail, telephone, fax, in person or may be written. Bid results may be obtained from the buyer. It is at the discretion of the purchasing Agent as to how to properly handle a purchase request which does not involve the advertised competitive process.

ADDITIONAL INFORMATION

A person other than the Potter County Purchasing Agent may not contract for supplies or services. Certain county employees may be authorized to act as an assistant to the Purchasing Agent and use a County purchasing card (credit card) to purchase supplies. The card is issued in the individual's name and can only be used by that person. The purchase may not exceed \$500. All other purchases require a Purchase Order issued by the Purchasing Department **prior** to the purchase of goods or services.

Protests – County purchasing law allows for a lower bidder meeting specifications and being bypassed for an award the opportunity to appear at Commissioners Court. It is the policy of this office to make the appointment to appear at Commissioners court and to discuss the nature of the protest prior to the appearance. The award recommendation letters submitted to Commissioners Court by this office are copied to all vendors responding to a bid. (rev. 7-13)