



Doing Business with Union County



The Union County Procurement & Contract Management Department provides centralized procurement services to all County departments. We follow applicable North Carolina General Statutes and Union County Procurement Policy and Procedures when purchasing goods (apparatus, supplies, materials, and equipment), construction and repair services and other services based on the dollar amount of the purchase. To view high level information regarding “Doing Business with Union County”, follow the links below.

Union County’s procurement practices are based on the principle of open competition and transparency in support of the dual goals of securing value and promoting fairness.

- [Doing Business with Union County](#) *(Located in Documents Section)*
- [Current Bid Opportunities](#)
- [Bid Tabulations](#) *(Located in Documents Section)*
- [Upcoming Bid Opportunities](#)
- [Vendor Registration](#)
- [Union County Minority and Small Business Guidelines and Outreach Plan](#) *(Located in Documents Section)*
- [Archived Bids](#)

Procurement Threshold Overview Guide

The “Procurement Threshold Overview Guide” listed below, identifies the amount of spend for various purchasing levels.

Purchase of Goods (apparatus, supplies, materials and equipment)

\$5,000 – Less Than \$30,000

Departments may secure one or three quotes for purchases over \$5,000 up to the informal limit of \$30,000. Departments or a procurement representative may, call, email or fax a request for quotes. The departments will identify the item, the quantity they need and any special delivery instructions in the rest of the quote document. Make sure you understand exactly what the department is looking for. As you prepare your quotation, be sure to figure in all your cost, freight to your location, and handling by your employees, freight from your location to where the department expects delivery and any special equipment needed to make the delivery. Your quote should be written clearly so there can be no misunderstanding. Check your figures before submitting the quote. If a Purchase Order (a form of purchasing contract) is issued based on a quotation, the PO becomes a legally binding contract.

INFORMAL BIDS \$30,000 – Less than \$90,000

When the dollar spend reaches \$30,000 for purchases, certain State of NC requirements kick in. The \$30,000 dollar threshold starts the Informal Bid process. The informal bid process may require sealed bids in the form of an Invitation for Bid (IFB) or quotes, depending on what the department is buying.

The IFB is used when the department knows exactly what they need, i.e., a new truck or 6 cubic yards of cement. The IFB will list the material or item required, the quantity needed and any special delivery instructions, much like a request for quote. The IFB will be a sealed bid, meaning you will need to seal the quote or bid in an envelope before submitting/mailling it. There will be special instructions on how to submit your bid and a date and time it must be turned in by to be eligible to be opened. **Make sure you follow all instructions – failure to do so will result in your bid being rejected.**

FORMAL BIDS \$90,000 and Over

The formal bid process to purchase goods is the same as the informal process *except* for seal bids are required (the use of quotes is not available) and advertising requirements.

Construction and Repair Services

Union County is required to follow various guidelines for the purchase of Construction and Repair Services, Building Construction or Repair Services and more.

The information listed below is an overview of dollar thresholds used for Construction and Repair Services.

Less than \$30,000: Departments may secure one or three quotes at this level and document accordingly. Departments work with procurement to prepare the contract document.

Informal Bidding: Construction and Repair Services and Building Construction and Repair \$30,000 to \$500,000**

- Potential bidders are notified of bid opportunities by posting on the Union County and/or State of NC web sites (if applicable). Bidders list may be used to contact potential bidders.
- Bidders submit sealed bids on the specified due date, time and location listed in bid document. Late bids are not accepted.
- Public bid opening may occur (if applicable). Not required.
- Pre-bid only occurs if stated in bid documents.
- Award is made to the lowest, responsive and responsible bidder.
- Refer to N.C.G.S. 143-129 and 143-131 (see other applicable statutes)

**Note: Per State of NC law, formal bidding requirements apply to certain construction or repair contracts valued at \$300,000 and above items. Refer to NC HUB guidelines for details.

Formal Bidding: Construction and Repair Services -**Building Construction and Repair \$500,000 and Above

- Potential bidders are notified of bid opportunities by advertising in newspaper and/or posting on the Union County and/or State of NC web sites (if applicable). Bidders list may be used to contact potential bidders.
- Bidders submit sealed bids on the specified due date, time and location listed in bid document. Late bids are not accepted.
- Public bid opening occurs.
- Pre-bid only occurs if stated in bid document.
- Award is made to the lowest, responsive, and responsible bidder.
- Minimum of three bids required.
- Refer to N.C.G.S. 143-129 and 143-132 (see other applicable statutes)

**Note: Minority HUB requirements apply.

Other Services

The Request for Proposal (RFP) is used to solicit proposals to purchase "Other Services" (i.e., non-a/e/s consulting, technology, etc.). RFP's \$30,000 and above are submitted electronically or in a sealed envelope on the date, time and location specified in the RFP document. The RFP ask firms to provide various information specific to the project (i.e., experience of firm, background of assigned staff, price, etc.) including price. Evaluation criteria is used to select the best solution. Price is not the primary selection factor.

Less Than \$50,000

Departments may award to one vendor at this level and document accordingly. Departments work with procurement to prepare the contract document.

\$50,000 but Less than \$90,000

Departments may secure three quotes or work with procurement to issue an RFP and document accordingly. Departments work with procurement to prepare the RFP document.

\$90,000 and Above

- A Request for Proposal (RFP) is issued via advertisement on the Union County and/or State of NC web sites (if applicable).
- Offerors submit sealed proposals on the specified due date, time and location listed in the RFP document. Late proposals are not accepted.
- No public bid opening.
- Pre-bid only occurs if stated in RFP document.
- An evaluation team reviews responsive proposals in accordance with evaluation criteria listed in the RFP and prepares a recommendation to award in accordance with County guidelines.
- Award is based on the best value.

Architectural, Engineering and Surveying Services (A/E/S)

The Request for Qualifications (RFQ) process is used to solicit services from A/E/S firms in accordance with N.C.G.S. 143-64.31. For additional information regarding the RFQ process, contact a procurement representative.

**Note: If federal funds are used, different policies and procedures may apply.*

Procurement and Contract Management Contact Information

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Procurement and Contract Management Department

Web Site: www.unioncountync.us/divisions/procurement