

“How to Do Business with Ellis County”



“A Vendor’s Guide”

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Purchasing Agent

Purchasing Department

Why do we exist?

- The Purchasing Department is a member of the administrative team of Ellis County. We exist to protect the interest of the Ellis County taxpayers and are responsible for assuring fair and equitable treatment to all vendors without regard to political pressure. The Purchasing Agent is charged with the responsibility of purchasing all supplies, materials, and equipment, required and contracts for all repairs to property and supervises all purchases made on competitive bid.

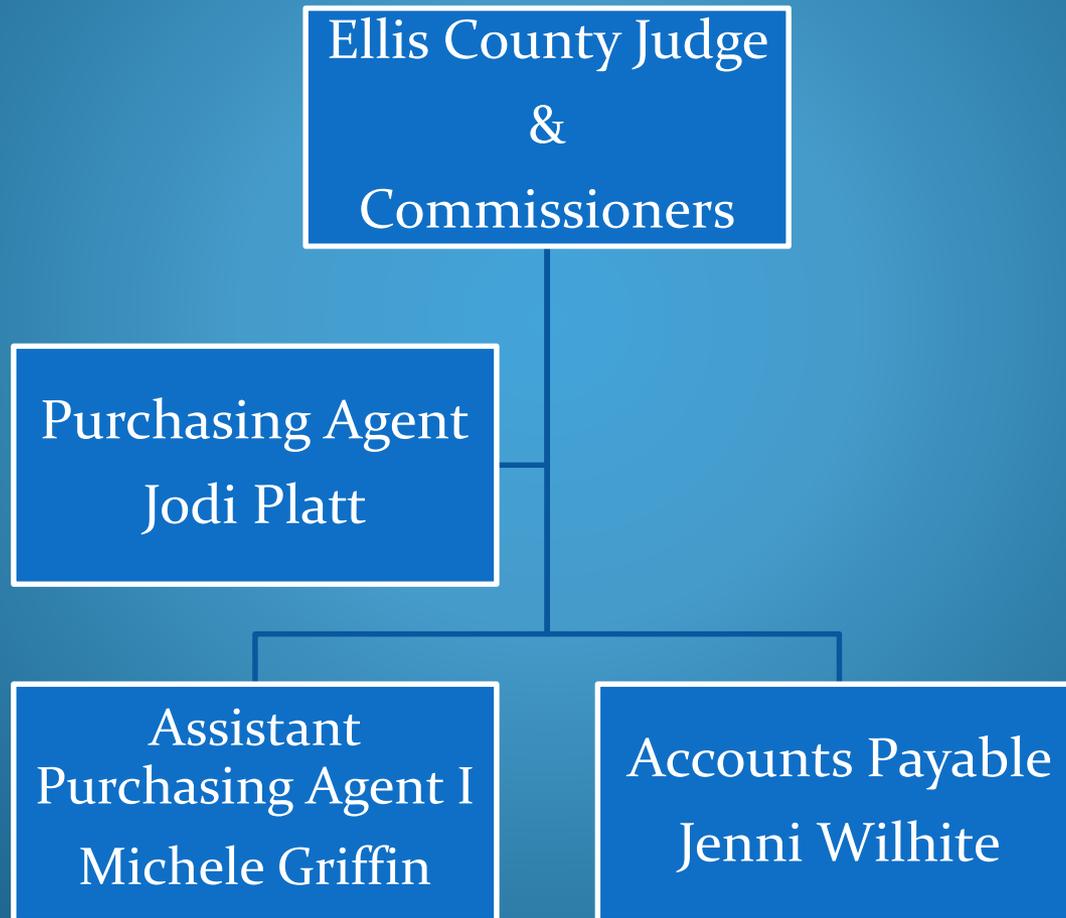
Purchasing Department Mission

- Provide the best service possible to all County departments in a fair and equitable manner
- Ensure an atmosphere of equality to all vendors without regard to undue influence or political pressures
- Protect the interest of the Ellis County taxpayers in all expenditures

Overview

- **About the Purchasing Department**
 - Mission Statement
 - Organizational Structure
 - Location & Office Hours
- **Doing Business with Ellis County**
 - Vendor Registration
 - On-site Visits
 - Bid Openings
 - Downloading Formal Bids
 - Where to Find Bid Tabulations
 - Formal & Informal Solicitation Process
 - Local Preference
 - HUB/MWBE Program Policy & Information
- **Purchasing Tools**
 - Website Information & Contact Information
 - FAQ's
 - Forms

Organizational Structure



Location/Business Hours

- Location
 - Historic Ellis County Court House
101 W Main Street, Suite 203
Waxahachie, TX 75165
- Hours
 - 8 am - 5 pm Monday – Friday
 - Closed for lunch 12-1
- Contact Information
 - Phone: 972-825-5117
 - 972-825-5119
 - <http://co.ellis.tx.us/index.aspx?NID=102>



Doing Business with Ellis County

How to register

All vendors interested in doing business with Ellis County need to register.

- There are three ways to register:
 - Visit the purchasing department website at <http://co.ellis.tx.us/index.aspx?NID=102>
 - Visit www.publicpurchase.com to register.
 - Contact or visit the purchasing department and request a vendor registration form.

Doing Business with Ellis County

On-site Visit

- All vendors are encouraged to visit the Ellis County Purchasing Department after vendor registration is complete.
- Important information to bring with you:
 - Brochures/information about your company
 - MWBE/HUB information
 - Cooperative membership information (if applicable)
 - TXMAS
 - DIR
 - Buyboard
 - Tarrant County Co-op
 - TPCN
 - HGAC, etc...

Due to heavy workload, it is advisable to call and schedule an appointment.

Doing Business with Ellis County

Solicitation Process

- All formal projects, equipment, goods and services valued at \$50,000 or more are purchased through a competitive bid process, which may include:
 - Sealed Bids (typically annual contracts)
 - Request for Proposals RFP's (typically one year with renewal options)
 - Request for Qualifications RFQ's (typically project contracts)
 - Informal purchases or “spot purchases” are procured in the following ways:
 - Fax quotes
 - Email quotes
 - Phone quotes
 - Written quotes

Website Information and Tools

<http://co.ellis.tx.us/index.aspx?NID=102>

- The purchasing website is available to aid vendors in doing business with Ellis County in an easy, friendly manner.

The following tools are available:

- Vendor Registration/Bid List Application
- Bid download instructions for:
 - Bids
 - Request for Proposals
 - Request for Qualifications

Bid Tabulations – click on the link to see current bid tabulations.

Purchasing Manual – click on the link to review all adopted Policies.

New & Events

Frequently Asked Questions

- **When can I meet with purchasing staff?**
8:30 am – 4:30pm, Monday – Friday
Appointments are not required, but heavy work schedules make them advisable.
- **Where and when can I see bids advertised?**
Waxahachie Daily Light – Online Ellis County Website
Ennis Daily News
- **Where are sealed bids open?**
Bids are opened in the Ellis County Purchasing Department Conference Room unless otherwise posted or advertised.
- **Who can attend bid openings?**
Company representatives and the general public are always welcome at bid openings.

Frequently Asked Questions

continued...

- **How do I get on the bidder's list?**
 - Go the main Purchasing page at <http://co.ellis.tx.us/index.aspx?nid=102> and click on vendor registration.
- **Who will see my bid prices?**
 - All bids are public record the moment that they are opened except for certain exemptions.
- **What is a sealed bid?**
 - A formal written request for supplies, services or equipment with an estimated purchase price in excess of \$50,000.00
- **What happens if I can't submit my bid on time?**
 - Ellis County does not accept late bids, they must be received by Purchasing no later than the advertised acceptance time. The clock in the Purchasing Department is the official time.

Ellis County Purchasing

Vendor information available 24/7

- All applicable forms needed to do business with Ellis County are located on the Purchasing Department website or can be obtained by contacting the purchasing department.
 - Vendor Registrations Forms
 - MWBE Forms
 - Formal Bid Forms
 - Statement of No Bid
 - Formal Solicitation Documents

Let's do business...

- It is only through participation of companies interested in bidding and doing business with Ellis County that we can continue to:
 - Receive competitive pricing.
 - Succeed in contracting with the highest quality of vendors and receiving high quality work.
 - Continue to grow and be successful for the taxpayers of Ellis County.