

ADDRESS

County of Orange
County Procurement Office
1300 S. Grand Avenue
Building A, 2nd Floor
Santa Ana, CA 92705

PHONE

(714) 567-7314

FAX

(714) 567-7307

E-MAIL

CPO@ocgov.com

WEBSITE

<http://olb.ocgov.com/>

BOARD OF SUPERVISORS

- District 1 Andrew Do
- District 2 Michelle Steel
- District 3 Donald P. Wagner
- District 4 Doug Chaffee
- District 5 Lisa Bartlett

DIRECT DEPOSIT PAYMENTS VIA EFT

The County of Orange offers vendors the option of receiving payment directly to their bank account via an Electronic Fund Transfer (EFT) process in lieu of a check payment. Payment made via EFT will also receive an Electronic Remittance Advice with the payment details via e-mail. An e-mail address will need to be provided to the County of Orange via an EFT Authorization Form. To request a form, please email us at Admin.Vendor@ac.ocgov.com.

LOCAL SMALL BUSINESS

The County of Orange Board of Supervisors passed the Local Small (LSB) preference policy on August 13, 2019 and will be effective on January 1, 2020. The LSB preference policy supports local business opportunity, economy and the development of the County's tax base.

ENVIRONMENTALLY PREFERABLE PURCHASING

The County's Environmentally Preferable Purchasing (EPP) Policy is intended to assist



in the procurement of goods, services, and materials that have the lowest life cycle cost. The regulation provides the basis for securing environmentally friendly and sustainable

purchasing practices through the EPP Best Practices Guide. The EPP Policy and Guide are available to view at: <http://olb.ocgov.com/green>

Environmentally Preferable Purchasing refers to the procurement of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose. This comparison shall take into consideration such things as: raw materials acquisition, production, manufacturing, packaging, distribution, reuse, disposal, energy efficiency, performance, safety and cost.

SURPLUS PROPERTY AND DISPOSAL

Surplus is tangible property that is no longer of use to any County department. Surplus property may include anything from office supplies and furniture to vehicles and heavy equipment. The County Surplus Policy allows the allocation of surplus to county schools and non-profit organizations.

The County's Surplus School Donation Program allows surplus items to be donated to local schools operating under the Orange County Department of Education.

The County also donates surplus items to a pre-approved list of 501 (c) (3) non-profits serving the citizens of Orange County. All surplus items can be viewed at: <http://www.govdeals.com>.

For more information regarding these County Surplus Programs and how to apply, please contact the Surplus Program Manager at (714) 567-7341 or at surplus@ocgov.com.



ORANGE
COUNTY

PROCUREMENT



Doing Business
WITH THE
County of Orange



COUNTY PURCHASING AGENT LEGAL AUTHORITY

Title 3, Division 2, Part 2, Chapter 5, Article 7 (§25500 et seq.) of the California Government Code authorizes the County Board of Supervisors to employ a County Purchasing Agent to perform certain duties on behalf of the County. These duties are defined in Government Code §25501 and the Codified Ordinances of the County of Orange, Title 1, Division 4, Article 2, §1-4-12 through 1-4-38

ABOUT COUNTY OF ORANGE PROCUREMENT

Thank you for your interest in doing business with the County of Orange. The County Procurement Office (CPO) is a division of the County Executive Office. The County's purchasing operations are decentralized, granting delegated authority to each County department. Each department is responsible for acquiring goods and services to meet their business and operational needs.

As the corporate office for procurement services, CPO maintains the Contract Policy Manual, issues County-wide master agreements known as Regional Cooperative Agreements (RCAs), implements and enforces Board policies and establishes procedures. CPO also provides oversight and consulting support services to all departments.

CPO is committed to ensuring a fair, ethical and competitive procurement process. We encourage vendors to register with our bid notification service provider, BidSync.

VENDOR REGISTRATION



All prospective vendors must first register with BidSync. Registration on BidSync is free of charge.

To register with BidSync, follow these steps:

1. Go to <https://www.periscopeholdings.com/bidsync/bidsync-links>. Click on "REGISTER FOR FREE", then complete the contact information form and create your own user name & password. At least one NIGP code (commodity or service) is required to be selected to complete the registration.
2. BidSync will send a confirmation e-mail of your activated account within 24 hours.
3. The email will contain a link to log-in and access your account.
4. Once logged in, select the "Tools" tab to edit your account profile, e.g. add NIGP codes; update company information.
5. BidSync will send email notifications when bids/solicitations match the NIGP codes selected in the profile.

Please contact BidSync's support staff at 1-800-990-9339 or via email at support@bidsync.com to address questions or concerns.

VENDOR INFORMATION DAY



The County of Orange hosts a Vendor Information Day each month to provide prospective vendors an opportunity to learn how to do business with the County and to provide a forum to answer questions regarding the County's procurement process. Vendors are required to RSVP to attend this event. RSVP at: <http://olb.ocgov.com/business/vid>

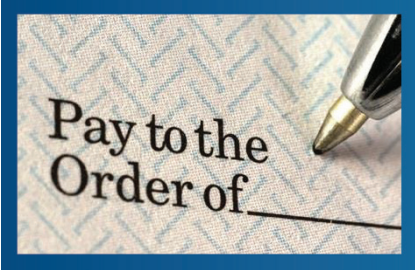
WHEN: First Thursday of each month
(Except holidays)
WHERE: County Procurement Office
1300 S. Grand Ave.
Bldg. A, 2nd Floor, Training Center
Santa Ana, CA 92705
TIME: 9:00 a.m. – 11:00 a.m.
(RSVP Required)

SUBMITTING YOUR INVOICE

Unless otherwise directed and authorized, invoices are to be submitted in arrears upon satisfactory completion and acceptance of commodity/service. Contractor shall reference contract number and Tax Identification Number (TIN) or Employer's Identification Number (EIN) on invoice. Payment will be paid within the negotiated terms of the contract after receipt of an acceptable invoice.

PAYMENTS

The County of Orange requires the following four steps to be met before payment can be issued:



1. The vendor must have a W-9 form on file. Out-of-state vendors may be required to submit a 587/590 Form.
2. The goods and services must be received and accepted by a County employee.
3. The vendor must submit a properly completed invoice to the address indicated on the contract/purchase order.
4. The receiving department must validate and approve the invoice before submitting to the Auditor-Controller's Office. Once the Auditor-Controller has processed the invoice, a payment will be generated and issued.

Note for out-of-state vendors: Failure to submit a completed FTB Form 587 or 590 may result in back up withholding on payments per California Revenue and Taxation Code Section 18662.

Submit the appropriate form(s) to the Contract Administrator/Project Manager listed on the contract.

PAYMENT INQUIRIES

Any questions concerning the status of a payment should be directed to the department that received the goods or services.