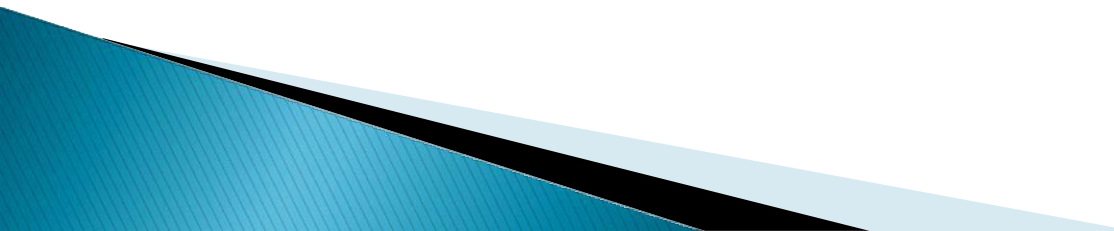




**COMAL COUNTY**

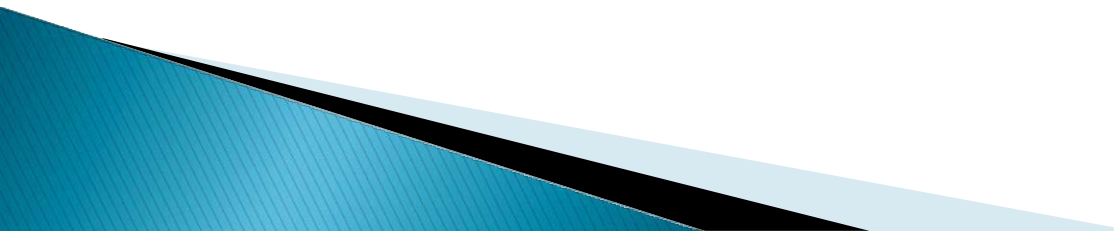
# **A Vendor's Guide on How to Do Business with Comal County**

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# Purchasing Office Mission

The mission of the Comal County Purchasing Office is to:

- Ensure compliance with the Purchasing Act, as well as other state and federal laws applying to county purchasing;
  - Provide fair and equal access to all vendors participating through competitive acquisition of goods and services;
  - Provide an ongoing supply of quality goods and services to all County offices;
  - Account for all County assets through an effective fixed asset management system; and
  - Protect the interests of Comal County taxpayers without regard to any undue influence or political pressure.
- 

# Location/Business Hours

- ▶ **Location:**

Comal County – Goodwin Annex

1297 Church Hill Drive

New Braunfels, Texas 78130

- ▶ **Business Hours:**

Monday – Friday 8:00am – 5:00pm

- ▶ **Contact Information:**

Phone: 830-643-5850

Fax: 830-608-2031

<http://www.co.comal.tx.us/PUR.htm>



# Doing Business with Comal County

## *Bidding*

All vendors interested in responding to a Comal County solicitation may register at BidNet.

- Visit the Purchasing Office website at <http://www.co.comal.tx.us/PUR.htm> and click on “Bidding Opportunities”, then click “Vendor Registration” and complete registration to view bidding opportunities.

# Doing Business with Comal County

## *On-site Visit*

- ▶ **Vendors may visit the Comal County Purchasing Office during normal business hours.**
- ▶ **Important information to bring with you:**
  - Brochures/information about your company
  - State or Cooperative membership information.
  - MWBE/HUB information
- ▶ *Best to call and schedule an appointment if possible*

# Doing Business with Comal County

## *Solicitation Process*

- ▶ **All formal projects, equipment, goods and services valued at \$50,000 or more are purchased through a competitive solicitation 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)
  - Use of State Contract or Cooperative Purchasing Contract
  
- ▶ **Informal purchases or “spot purchases” are procured in the following ways:**
  - Email quotes
  - Phone quotes

# Website Information and Tools

The purchasing website is available to aid vendors in doing business with Comal County in an easy and friendly manner.

*<http://www.co.comal.tx.us/PUR.htm>*

The following tools are available:

- **BIDNET Vendor Registration**
- **Bid download instructions for:**
  - **Bids**
  - **Request for proposals**
  - **Request for qualifications**
- **Bid Tabulations**
- **Purchasing Policy**
- **Surplus Auction Information**
- **News & Events**



# Frequently Asked Questions

- ▶ **When can I see a buyer?**

8:30am – 4:30 pm, Monday – Friday

Appointments are not required, **but heavy work schedules make them advisable.**

- ▶ **Where and when can I see bids advertised?**

Herald Zeitung, or online on the Comal County website

- ▶ **Where are sealed bids opened?**

Bids are opened in the Comal County Purchasing Office 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?**

Register with BidNet online at the Comal County Purchasing website:

<http://www.co.comal.tx.us/PUR.htm>

### ▶ **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?**

Comal County does not accept late bids, they must be received by the Purchasing Office as outlined in the bid documents no later than the advertised acceptance time. The time clock in the Purchasing Office is the considered the Official Time.

# Welcome to Comal County!

- ▶ **It is only through participation of companies interested in bidding and doing business with Comal 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 Comal County