

Vendor Purchasing Guidelines

Spartanburg County Procurement Department –

We work as a liaison between County departments and vendors to assist in procuring the required goods and services needed to operate while securing the best value for the taxpayer's dollar. In addition, we also make sure that purchasing activities are performed in accordance with Spartanburg County Procurement Ordinance, policies and procedures and afford equal opportunity to all vendors. Total responsibility to County tax payers in using County funds is expected for each purchase.

Cost determines procedure – *Purchases may not be split to avoid compliance with Procurement procedures.*

County purchasing procedures are determined by the total cost of goods or services for each purchase.

Below is a general description:

- **Purchases under \$1,000** Requires (1) written quote
- **Purchases from \$1,000 to \$4,999.99** Requires (2) written competitive quotes
- **Purchases from \$5,000 to \$29,999.99** Requires (3) written competitive quotes

Purchases over \$30,000 –

In accordance with the Spartanburg County Procurement Ordinance, purchases exceeding \$30,000 must be solicited by the formal sealed bid/proposal process for specific goods and/or services.

After Purchase Order Issued –

Change Order - Any changes to the scope of work already specified and established on an issued purchase order are considered *change orders* and must go through the proper approval procedures PRIOR to any additional work/changes to be performed.

Discrepancy in PO and actual Invoice - No changes to the purchase order should occur without consulting with the Purchasing Department. Invoices should always match PO issued.

Invoices & Payments –

Invoices for payment against an issued purchase order must be mailed to the invoicing address found on the specified Purchase Order: Finance Department/Accounts Payable, PO Box 5666, Spartanburg, SC 29304 OR the “Ship To” address located on the Purchase Order.

Always reference the issued purchase order number on any invoices. Do not send invoices to the Purchasing Dept.

Spartanburg County Taxes –

Spartanburg County is not a tax free entity. All purchases of goods and materials are taxed; labor or downloaded software is not taxed. Our Federal Tax ID # is 57-6000401.

Deliveries –

Purchases made by Spartanburg County are to be F.O.B. Destination; we do not accept any other type of F.O.B. deliveries.

Contracts protect the County –

Depending upon the goods/service or project certain terms and conditions are written to protect and support the interest of Spartanburg County. Contact Purchasing for contract development and approval.

Only the authorized signature of the County Administrator, Deputy County Administrator or their designee is permitted on contracts or agreements.