

- FAIR COMPETITION
- COMPLIANCE
- COST
- QUALITY
- EFFICIENCY
- ACCOUNTABILITY
- TRANSPARENCY

Excellence in Achievement
Agency Certification Award
2017 - 2021



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DOING BUSINESS
WITH

Spartanburg County
Purchasing Department

Email: procurement@spartanburgcounty.org
Telephone: 864-596-2519

Spartanburg County Purchasing Department

We work as a liaison between County departments and vendors to assist in procuring the required goods and services needed to operate while getting the best value for the 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

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) quote
- **Purchases from \$1,000 to \$4,999.99**
Requires (2) valid competitive quotes
- **Purchases from \$5,000 to \$29,999.99**
Requires (3) valid competitive quotes
- **Sole/Single Source**
Requires quote and a dated letterhead from vendor with explanation of Sole/Single Source details
- **Sealed Bids**
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.

Purchases may not be split to avoid compliance with Procurement procedures.

Vendor Information

In order to conduct business with Spartanburg County, suppliers must first register in the County's vendor registration system. This process alerts the County as to the products and services that a supplier has to offer. The registration process only takes a few minutes and may be done electronically at the provided link.

Spartanburg County Vendor Self Service Website at – <https://selfservice.spartanburg-county.org/vss/Vendors/default.aspx>

As a registered supplier, you will become part of the County's vendor data base giving your business visibility to information posted on the County's website. This data will be shared with all County departments to assist them in securing various quotes from time to time.

As part of the formal bid/proposal process, Spartanburg County will send a courtesy email notification to those Bidders/Proposers and registered vendors that may be interested in a solicitation that is advertised on the County's website. This courtesy email notification is not a complete list of all interested Proposers, registered vendors, or vendors that may have conducted business with Spartanburg County in the past. Therefore, we encourage all vendors to check the Spartanburg County website regularly for any upcoming projects that may be of interest to them.

Details in regards to upcoming projects can be found at www.spartanburgcounty.org under the Purchasing Department, choose "Bids and Proposals" and on the Spartanburg County Vendor Self Service Website at – <https://selfservice.spartanburgcounty.org/vss/Vendors/default.aspx>, select "open bids only", then click search.

Bid Awards

Awards will be made to that responsible bidder whose bid will be most advantageous to the County. Prices will not necessarily be controlling, but quality, equality, efficiency, delivery, suitability of item(s) offered, maintainability, and reputation of item(s) in general use will also be considered with any other relevant factors. The County reserves the right to reject any and/or all bids submitted and to waive any technicalities or minor irregularities in bids received.

Insurance Requirement

All vendors involved in construction or service purchases that will be on County property, either by issued purchase order or contract, must have the appropriate insurance as required by Spartanburg County.

Billing

All invoices should reference the PO # or Contract # to ensure prompt payment and sent directly by email to the BILL TO information of purchase order.

A vendor is defined as any general contractor, subcontractor, consultant, person, firm, corporation, or organization engaging in or seeking to conduct business with Spartanburg County.