



Doing Business with Bernalillo County

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Purchasing Manager



Bernalillo County

We're More Than You Think

Bernalillo County welcomes the opportunity to do business with interested vendors willing to supply quality goods & services at competitive prices, meet deadlines, and become part of a team dedicated to serving the citizens of Bernalillo County.



Procurement & Business Services

The Procurement & Business Services Department is responsible for the acquisition of tangible personal property, services and construction for all user departments.

Our Responsibilities include:

- ❑ Management & oversight of all procurements utilizing local, state and federal funds;
 - ❑ Contract management;
 - ❑ Issuance of all County purchase orders; and
- ❑ Accurate & timely disbursement of payments to external vendors and service providers

Procurement & Business Services

The Purchasing Section is the proud recipient of the **Achievement in Excellence in Procurement (AEP)** award for 11 consecutive years. The AEP program established by the National Procurement Institute, is designed to recognize **organizational excellence** in public procurement.



Our Mission

The mission of the Purchasing Section is to provide efficient and timely procurement services while maintaining the highest level of professional ethics and integrity. We strive for excellence in serving our internal and external customers with courteous and dedicated assistance while offering the best quality, performance and overall value.





Become a Registered Vendor



Registered Vendors

Benefits of Being a Registered Vendor:

- ❑ **Notifications of formal solicitations (Request for Bids/Request for Proposals);**
- ❑ **Automatic addenda/update notifications to your business's registered email address; and**
- ❑ **Full online viewing and downloading of bid & proposal documentation, results and scores.**

Vendor Registration

Visit www.berncoco.gov

- Go to the Procurement & Business Services Homepage
- Under Purchasing, Click on “*Doing Business with the County (Vendor Info)*”
- Go to Vendor Registration
- Create a Log-in & Password
- Complete Vendor Application and select your business’s Commodity Codes



Procurements

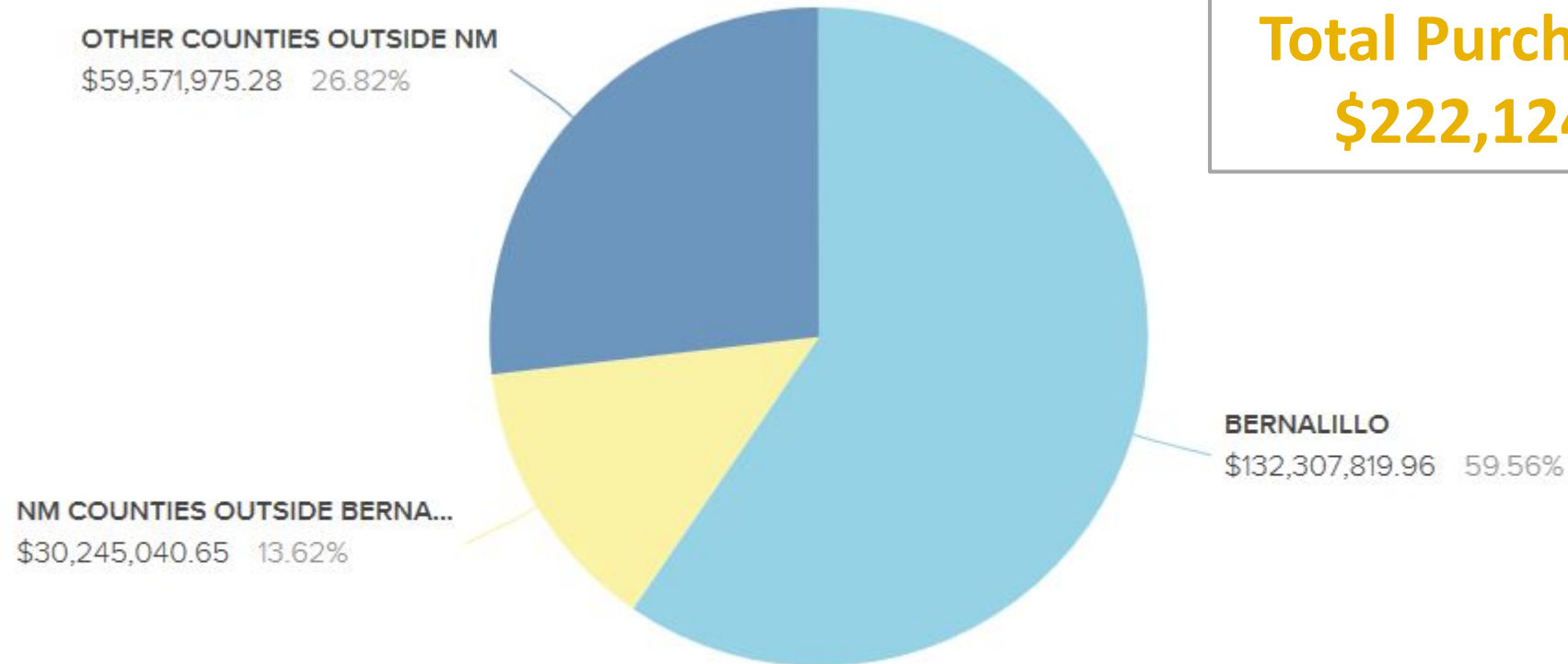
The County purchases approximately \$220 million of goods and services each year.



Fiscal Year 2018 Purchase Orders

All States (Excluding Governmental Entities)

Total Purchase Orders
\$222,124,835.89

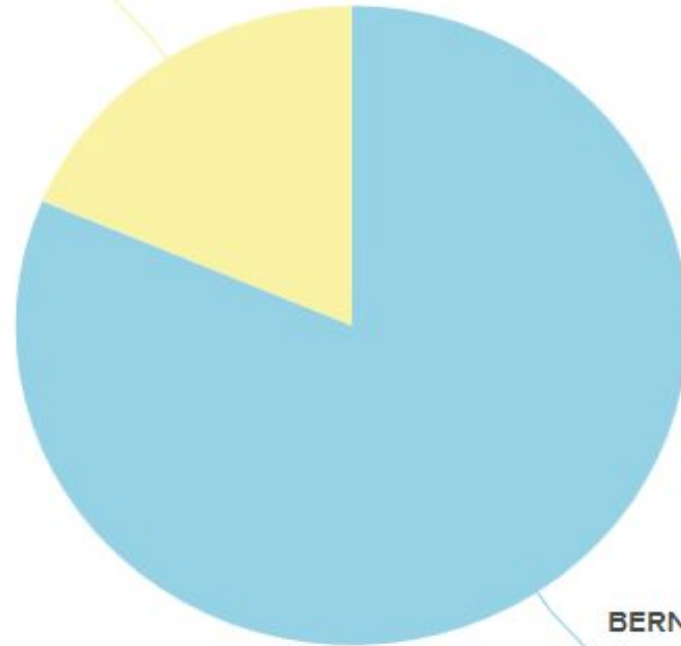




Fiscal Year 2018 Purchase Orders

State of New Mexico (Excluding Governmental Entities)

NM COUNTIES OUTSIDE BERNA...
\$30,245,040.65 18.61%



BERNALILLO
\$132,307,819.96 81.39%

Total NM Purchase Orders
\$162,552,860.61





Procurements

Methods & Monetary Limits

- Best Obtainable – One Price Quotation ≤ \$20,000
- Best Obtainable – Three Written Quotes..... > \$20,000 to \$100,000
- Professional Services (Incl. Design Services)..... ≤ \$80,000
- Request for Proposal (RFP) (Professional Services)..... > \$80,000
- Request for Proposal (RFP) (Non- Professional Services)..... >\$100,000
- Request for Bid (RFB) (Goods/Services/Construction)..... >\$100,000
- Sole Source
- Emergency



Procurement Preferences

State Preferences

Resident Veteran Business/Contractor Preference

- Must submit a valid Resident Veteran Business/Contractor certificate issued by the NM Tax & Revenue Department
- A 10% preference shall be applied to a qualified bid
- A 10 % preference shall be applied to a qualified proposal

Resident Business/Contractor Preference

- Must submit a valid Resident Business/Contractor certificate issued by the NM Tax & Revenue Department
- A 5% preference shall be applied to a qualified bid
- A 5% preference shall be applied to a qualified proposal

Procurement Preferences

County Preference

Local Business Preference

- A business that holds a valid Resident Business/Contractor Certificate & maintains its principle office and place of business in Bernalillo County
- A 5% preference shall be applied to a qualified bid
- A 5% preference shall be applied to a qualified proposal



Procurement Preferences

County Preference

Small Business Preference

- A local business which employs an average of fewer than 50 full-time employees in a calendar year
- Must submit an affidavit from a CPA verifying business size
- A 5% preference shall be applied to a qualified bid
- A 5% preference shall be applied to a qualified proposal





Procurement Preferences

County Preference

Pay Equity Preference

- Any business that maintains a deviation of 7% or less between the salaries paid to men and the salaries paid to women & holds a valid Pay Equity Business Certificate
- Must submit a Pay Equity Reporting Form
- A 5% preference shall be applied to a qualified bid
- A 5% preference shall be applied to a qualified proposal

*Pay Equity Certification has not yet been established; therefore, the Pay Equity Preference is not yet in effect

Procurement Preferences

State Preference



Recycled Content Goods Preference

- Supplies & materials are composed of 25% or more recycled materials; provided that the recycled materials content meets or exceeds the minimum content standards required by bid/proposal specifications
- A 10% preference shall be applied to a qualified bid/proposal from a Resident Veteran Business with annual gross revenues of up to \$3,000,000 in the preceding tax year in accordance with state law.
- A 5% preference shall be applied to a qualified bid/proposal from any business in accordance with state law, except a Resident Veteran Business



Procurement Preferences

Additional Information

- Preferences only apply to formal solicitations (RFB/RFP)
- The total amount of all preferences applied shall not exceed 15%
- The total amount of County preferences applied shall not exceed \$150,000
- Preferences only apply to the Bidder, not a subcontractor
- Preferences do not apply when federal funds are being used



Standard Insurance Requirements

Kinds & amounts of insurance required are as follows:

- **Commercial General Liability:** \$1,000,000 per occurrence, \$2,000,000 Policy Aggregate
- **Automobile Liability Insurance:** \$1,000,000 combined single limit
- **Workers' Compensation Insurance:** Statutory - in accordance with the Workers Compensation Act of NM



Standard Insurance Requirements

Optional Coverages when applicable:

- **Professional Liability:** \$1,000,000 each occurrence, \$2,000,000 General Aggregate
- **Pollution Legal Liability:** \$1,000,000 each occurrence
- **Technology Errors & Omissions:** \$1,000,000 each occurrence, \$2,000,000 General Aggregate
- **Builders Risk**

BernCo View

Transparency Portal



www.bernco.gov/BernCo-View/

Every person has the right to inspect the public records of Bernalillo County. The BernCo View Transparency Portal is a resource for viewing public documents, including;

- Active contracts
- Campaign Contribution Disclosure forms
 - Emergency procurements
 - Sole Source procurements, etc.

The Portal has a link to submit a public records request form.

County Highlights

- Alvarado Square
- Behavioral Health Initiative
- Upcoming Procurement Opportunities

Alvarado Square



In an effort to consolidate the various departments located throughout the County and to reduce our environmental footprint, Bernalillo County has purchased the Alvarado Square property located at 415 Silver Ave.

Currently, the County is in the process of procuring a Design-Build team for the design and renovation of the facility. The move is expected to take place December 2020.



FUTURE HOME OF BERNALILLO COUNTY





Behavioral **Health** INITIATIVE

Bernalillo County, along with the City of Albuquerque and the State of New Mexico have committed themselves to improving residents' lives and the public's safety by strategically evaluating and enhancing resources for mental health and substance abuse treatment.



The goal is to develop a comprehensive, well networked, and accessible continuum of care for children, youth, and adults in need of behavioral health services--from prevention through education and early intervention, to crisis response and long term stabilization.

Procurement Opportunities

Public Works

- Janitorial Services
- Pest Control Services
- On-Call Construction Services
- On-Call Architectural & Engineering Services
- Equipment Rental

MDC

- Jail Linen Products
- Inmate/Resident Apparel
- Medical, Dental, Mental Health & Psychiatric Services for MDC

Others

- Propane Delivery & Services
- Building Glass Repairs & Replacement
- Legal Services-Labor Relations Advice & Assistance in Defense Grievances

BERNALILLO COUNTY



WE'RE MORE THAN YOU THINK

THANK YOU!

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