



Doing Business with Clark County Government

A Vendor's Guide

This page is provided to help acquaint potential suppliers with policies and procedures for doing business with Clark County.

The Purchasing Division

The primary objectives of the Purchasing office are as follows:

1. to provide supplies, materials, equipment, public work and services to all county departments, in a timely manner;
2. to generate broad participation and competition among potential suppliers and contractors;
3. to comply with the comprehensive state and county procurement / contracting laws which govern expenditure of public funds;
4. to ensure good quality products and services at competitive prices;
5. to ensure equal opportunity to all qualified vendors and contractors wishing to compete for County contracts.

Doing Business with the County is really very easy. The primary purchases are awarded as a result of competitive bids based on objective performance specifications.

Business Relations

Location

The Clark County Purchasing office is located at 1300 Franklin Street, Suite 650, Vancouver, WA 98660. Office hours are 8:00 am to 5:00 pm. Monday through Friday. For appointments, please call (360) 397-2323.

Vendor Reference List

Clark County maintains a vendors list. Vendors are encouraged to register online at <http://www.clark.wa.gov/vendorreg/default.html>.

Direct Purchase - (\$5,000 or Less)

Departments are not required to obtain quotes for goods and services under \$5000. However, quotations are advisable for unfamiliar items.

Competitive Quotations - (>\$5,000 - ≤\$25,000)

The Purchasing office and departments issue Request for Quotations (RFQ) up to \$25,000 for supplies, materials, equipment, and common services.

Formal Sealed Bids - (\$25,000 and over)

The Purchasing office issues formal, sealed bids for supplies, materials, equipment, and common services valued \$25,000 or more.

Public Work

Clark County has entered into a cooperative agreement that will allow the use of the City of Vancouver's Small Works Work Roster. Once established, Clark County will begin contracting for Public Works projects under \$300,000 with contractors that are registered on the City of Vancouver Small Works roster. Registration Information can be found on the City of Vancouver web site at: <http://www.cityofvancouver.us/purchasing.asp>

For Public Works projects (i.e. construction, alteration, repair etc.), over \$300,000 Clark County will use the formal competitive bid process.

Professional Services

Professional service contracts are awarded as a result of a competitive selection process (Request for Proposals).

Taxes

Clark County Government is required to pay sales tax on acquisitions.

Purchase Orders

All purchases require a purchase order to be issued. Suppliers should not ship goods or provide services without obtaining a purchase order.

Payment

Payment to suppliers is typically made within 30 days after receipt of invoice. Submit invoices to the ordering department.

Equal Opportunity

Firms owned by the disabled, women, and minorities are encouraged to participate and compete for County contracts.

Advertising

Formal solicitations are advertised in the legal section of The Columbian and many projects are also advertised in the Portland Daily Journal. In addition, the latest list of Formal Bids and RFP/RFQ's can be found on-line @ www.clark.wa.gov/purchase/genserv/htm.

Plans and specifications for projects involving public work may be reviewed at major plan centers throughout the Portland Metropolitan area.

We are always interested in meeting new potential suppliers and learning about the commodities or services which your firm has to offer. You are invited to drop us a note about your company or drop by and visit the County Purchasing Office to learn more about our organization, and to provide information about your products or services.