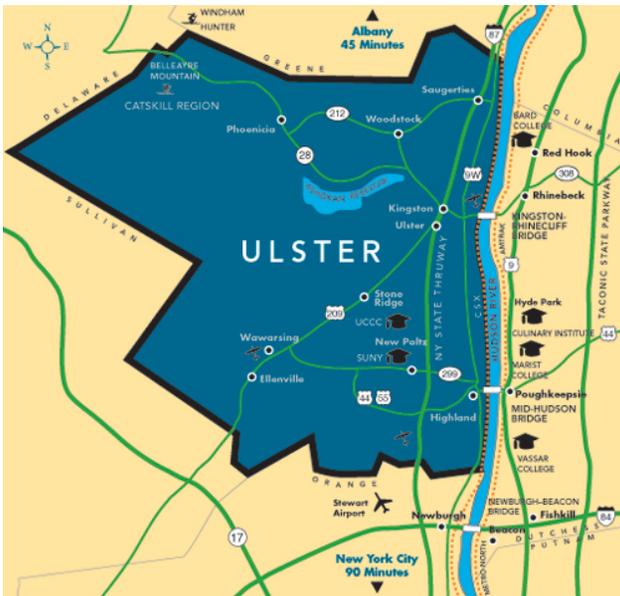


Doing Business with Ulster County

Ulster County wants to do business with local vendors and we encourage Ulster County businesses to do business with us. We welcome your comments, suggestions or questions. Feel free to call 845.340.3400, fax 845.340.3434 or e-mail us any time at: purchasing@co.ulster.ny.us.

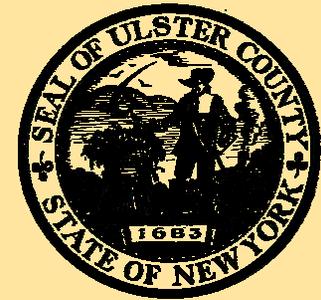
To best protect the interest of taxpayers, doing business with county government is different from conducting business in the private sector. New York State and County Law dictate the policies of Ulster County Purchasing. Generally, the purchasing staff must obtain quotes for most purchases and services and must issue purchase orders to the Vendor offering the lowest price while making sure that the required product specifications are met.



“My administration is committed to buying local whenever and wherever possible.”
COUNTY EXECUTIVE
MICHAEL P. HEIN

PURCHASING DEPARTMENT
310 Flatbush Avenue, 3rd Floor
Kingston, NY 12401

How to do Business with Ulster County



“My administration is committed to buying local whenever and wherever possible.”

COUNTY EXECUTIVE
MICHAEL P. HEIN

www.ulstercountyny.gov

What are the steps?

Q. How does a vendor become part of Ulster County's bidder's list?

A. You can contact the Purchasing Department by phone, at 845.340.3400 or go to: www.ulstercountyny.gov/purchasing

Q. Are all bid openings public?

A. By law, all bid openings must be opened in a public room and witnessed.

Q. Can you change your bid after it is opened?

A. No. If your bid is deemed the low bid the municipality may negotiate with you to lower your prices, but never to raise them.

Q. If only one bid is received, is it an automatic award?

A. No. The Purchasing Agent has the right to reject any and all bids; to rebid; to change the bid specifications, or in some cases, award the bid, whichever is in the best interest of the taxpayer.

Q. How late can a bid be to be accepted?

A. No late bids are accepted.

Q. Can a bid be faxed?

A. Bids must be received in a sealed, marked envelope. No faxed bids can be accepted.

Q. Must quotes be advertised?

A. Quotes do not have to be advertised by law, but they may be if the Purchaser feels it will bring in more vendors.

Q. What are the current bid limits for purchases?

A. As of 2009, \$10,000 for purchase of commodities \$20,000 for public works projects (those that include majority labor costs).

Q. Does a quote always go to the lowest bidder?

A. No. There are criteria such as delivery date, quantity discounts, insurance provisions, which could affect the award of the quote.

Q. Can you see past bid results?

A. Yes, you must file a request through the Purchasing Office.

1. Determine if Ulster County buys what you sell by reviewing our open solicitations at:

www.ulstercountyny.gov/purchasing

2. Register with the municipal bidding service to obtain up-to-date bid solicitation materials, at:

www.govbids.com/scripts/hvmpg/public/info/regoptions.asp

By phone, contact us at 1.800.677.1997 or call the Purchasing Department directly at 845.340.3400.

3. Obtain the materials needed to prepare your bid which may include a site visit.

4. Read our Policy Manual and Vendors Handbook available on our website at:

www.ulstercountyny.gov/purchasing

5. Prepare your bid packet.

6. Submit your bid before the deadline.

7. Come to the bid opening if you choose to do so.

- | | |
|-----------------------------|----------------------------|
| A/C & Heating | Medical Supplies |
| Answering Services | Microfilm Supplies |
| Archival Supplies | Milk & Ice Cream |
| Audit Services | Motor & Hydraulic Oil |
| Auto Parts | OTC Pharmaceuticals |
| Basic Office Supplies | Door Maintenance |
| Bottled Water | Paper Goods |
| Bread | Parts Washing/Recycling |
| Bus Tires | Pharmacy Program |
| Concrete Bridge Deck Panels | Plastic Bags |
| Copy Paper | Portable Oxygen |
| Deer Carcass Removal | Printing |
| Diet Desserts | Produce |
| Drug & Alcohol Testing | Reclamation |
| Elevator Services | Rental of New Uniforms |
| Fire Extinguishers | Respite Care |
| Fresh Shell Eggs | Road Materials |
| Grant Writing Services | Snow Plow Shoes |
| Graphic Design Services | Steel Bridge Materials |
| Groceries | Tee-shirts & Tanks |
| Guide Rail & Bridge Steel | Temp Employment Svcs |
| Heat Pump Maintenance | Title Searches |
| Highway Signs /Materials | Transit Shelters |
| Integrated Pest Mgmt | Transport of Pre-Schoolers |
| Janitorial Services | Travel Guides |
| Laundry Services | Typewriter Maintenance |
| Law Officer Uniforms | Uniform Shirts |
| Meat | Uniform Sweatshirts |
| | Vending Machines |



A complete list of open solicitations is available at:

www.ulstercountyny.gov/purchasing/bids/opensolicitations.pdf

or call 845.340.3400.