

DOING BUSINESS WITH THE COUNTY OF MACOMB



*A Vendor's Guide to Purchasing Procedures
for the County of Macomb*

Introduction

The purpose of this handbook is to provide vendors with information about how purchasing is conducted by Macomb County's Central Purchasing Division; and to use this information to successfully develop their business' relationship with the County. It is the Purchasing Division's philosophy that an informed, cooperative spirit is desirable and necessary to ensure growth of existing business and industry within Macomb County.

The purchasing function is important not only to businesses that wish to participate, but to all taxpayers who are concerned about the prudent expenditure of public funds. It is imperative that the purchasing process be conducted in a fair and open environment.

Macomb County spends approximately 22 million dollars annually on supplies, equipment and services which support County operations.

The procurement process is very simple, straightforward, and easily accessible to all businesses. The employees of the Macomb County Purchasing Division are constantly striving to improve the procurement process, and ensure prompt payment for goods and services. This continued focus on improvement allows Macomb County to secure

the greatest value for each and every taxpayer dollar.

This publication is designed to improve communications and participation in the County procurement process. If you need any further information, please contact the Central Purchasing offices; or if applicable, one of the other County Procurement Centers listed in this booklet.

Sincerely,

Macomb County Executive's Office

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County Procurement Centers

Central Purchasing

Macomb County Finance Department
Purchasing Division
117 South Groesbeck Highway
Mt. Clemens, MI 48043
Contact Purchasing Agent: 586-469-5255
www.purchasing@macombgov.org

Note to Sales Representatives:

All sales representatives seeking to do business with Central Purchasing must contact the Purchasing Division office. Adhering to this policy will ensure that the vendor's time is productive, and it will minimize potential confusion about the purchasing process.

Other Purchasing Centers

The Purchasing Centers listed below may have established guidelines for securing goods and services from businesses which are tailored to the type of purchase, or dollar amount particular to their specific needs. These guidelines may differ from the guidelines established by Central Purchasing. Each Purchasing Center should be contacted separately for their respective procedures.

Macomb County Public Works
21777 Dunham Road
Clinton Twp., MI 48036
586-469-5325

Macomb Community Action
21885 Dunham Road, Suite 10
Clinton Twp., MI 48036
586-469-6999

Martha T. Berry Memorial Medical Care Facility
43533 Elizabeth
Mt. Clemens, MI 48043
586-469-5584

Macomb County Mental Health Department
19800 Hall Road
Clinton Twp., MI 48036
855-99-MCCMH 855-99-62264

Bidding Opportunities

Macomb County Central Purchasing publishes bidding opportunities on the MITN website. Registered vendors may access bidding documents and award information through this website. Vendor lists are not maintained by the Purchasing Division.



Vendor Registration

Macomb County Central Purchasing is a member of the Michigan Inter-governmental Trade Network (MITN). Vendors interested in doing business with Central Purchasing should register as a vendor on MITN website at www.bidnetdirect.com/MITN and click on the “Vendor Registration” tab. This website provides instructions on how to fill out the vendor registration form and also offers a vendor support department.

Vendor registration is free on MITN. An automatic notification option is offered for a fee.

Single Source

The term that is used when the Purchasing Manager has determined, through extensive research and documentation, that only one source is available to meet the County’s product or service requirement.

All single source purchases must be approved by the Purchasing Manager.

Cooperative Purchasing

This method of purchasing may be used to procure items from a cooperatively bid State and/or Local contract.

Standard Terms

F.O.B. Dest. (Freight on Board) – The selling price is to include all freight charges. Vendors are also responsible for merchandise until it is delivered to Macomb County’s receiving dock. This is clearly stated on all Macomb County standard quotation forms.

Payment Terms – Net 30 or an offer of a discount for early payment.

Prompt Payment – To ensure prompt payment, the purchase order number must appear on all invoices submitted for payment. All invoices must be mailed to:

Macomb County Finance Department
Accounting Division
120 North Main Street – 2nd Floor
Mt. Clemens, MI 48043
Payment Inquiry: 586-469-5786

Tax Exemption – The County of Macomb is a Michigan Municipal Corporation and as such is exempt for Federal Excise and Michigan Sales Taxes.

Interview and Hours – The Purchasing Department is located at 117 S. Groesbeck Highway, Mount Clemens, MI 48043. Hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Appointments are appreciated.

Purchasing Regulations – The purchasing function of Macomb County is regulated by the Macomb County' Executive Office, resolutions, common law, uniform codes, state and federal statutes, local ordinances, and customs and usages of the trade.

Delivery and Receiving



The County of Macomb operates a centralized receiving operation for departments operating through Central Purchasing. Unless otherwise specified, to ensure proper handling and distribution all shipments are to be delivered to this location. All freight must be prepaid by the vendor and delivered F.O.B. Destination, Macomb County.

Location and Hours of Operation

CENTRAL RECEIVING
Hall Road Warehouse
44900 Vic Wertz Drive
Clinton Twp., MI 48036

**Hours of Operation: 8 a.m. to 4 p.m.
weekdays**

