

# HOW TO DO BUSINESS WITH HAMILTON COUNTY



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**The mission of the Hamilton County Purchasing Department is to educate and provide assistance and direction to the Administrators, Vendors, and Community through all phases of the procurement process. Our goal is to be proactively concerned about our customers' needs in a manner that adds value and builds respect for the continued growth of the current and future relationships.**

## How is Hamilton County Structured?

Hamilton County has approximately 4500 employees in 30 separate departments. The Purchasing Department is responsible for all purchasing in Hamilton County. Additionally, the Purchasing Department is offering its services to other political subdivisions within the state. This program is called the Master Bid Service. Hamilton County is permitting Master Bid members to “piggy back” on opportunities bid by the County and we are independently soliciting quotes on behalf of our Master Bid Clients as well.

## What are the basic procurement rules for Hamilton County?

The basic rules for procurement in Hamilton County are as follows:

- Three price quotes are required for any purchase valued at \$1,000 to \$49,999.
- At \$50,000 County Departments are required to competitively bid for services.
- If the value of the order is over \$1,000, the department must give the vendor a purchase order before the order can be placed.
- These basic rules may be different when making purchases with federal funds or grant funds.
- Departments are permitted to use State Term pricing and GSA pricing or the pricing of associations that the County belongs to such as NACO. Permission to utilize these services comes from Section 9.48 of the Ohio Revised Code.
- The general rules for procurement are based on the County’s Purchasing Manual, Section 307.86 of the Ohio Revised Code, and the Code of Federal regulations as applicable.

## How do I find out bid and quote opportunities for Hamilton County?

Periscope S2G (Bid Sync) is a tool that allows Hamilton County to electronically post and distribute bid and quote information. This system is available 24 hours per day, seven days per week from any computer that has internet access.

To register for Periscope S2G, call 1-800-990-9339 or visit <https://www.bidsync.com/hamilton-county>

What does this mean for you?

- Instant access to information when you want it
- Greater access to the individuals who are buying, when they want to buy
- Bid History
- Notification of when a bid is posted that meets your commodities

There is **no** charge for Hamilton County solicitations. Responders will receive notification of all postings made by Hamilton County for the commodity selections made.

Or visit [https://www.hamiltoncountyohio.gov/government/departments/purchasing/county\\_bid\\_opportunities](https://www.hamiltoncountyohio.gov/government/departments/purchasing/county_bid_opportunities) to view Hamilton County’s current bids.

If you see something you are interested in, you can also request a free bid packet by emailing [HamcoPurchasingQuotes@hamilton-co.org](mailto:HamcoPurchasingQuotes@hamilton-co.org)

Advertisements for bids can also be found in the Cincinnati Court Index Press.