How To Do Business With New Castle County Government

Department of Administrative Services

Michael Hojnicki

Chief of Technology & Administrative Services
Welcome

Senior Procurement Agent

Clifton Crawford, CPPB

A copy of this presentation is on our website at: https://www.newcastlede.gov/148/Purchasing
Welcome

Introduction of Participants
Introductions

- New Castle County Procurement Team
  - Michael Hojnicki, Chief of Technology and Administrative Services
    - Clifton Crawford, CPPB – Sr. Procurement Agent
    - Robin Allen, MPA – Procurement Agent
    - Jack Wolos – Procurement Agent (Construction)
    - Susan Smith – Assistant Procurement Agent

Phone: (302) 395-5250    Email: Purchasing@newcastlede.gov
MONTHLY MEETING INFORMATION

- When: Second Tuesday of Each Month
- Time: 10:00 to 11:00 a.m.
- Dates: 2022:
  - Today – September 13 and future dates for 2022 and 2023 are listed below
  - October 11, November 8 and December 13
  - Dates for 2023: January 10; February 14; March 14, April 11; May 9; June 13; July 11, August 8; September 12; October 10; November 14 and December 12, 2023
Ethics

New Castle County Code Gift Rules

Section 2.03.104

H. New Castle County discourages the acceptance of gifts from the public by County employees or County officials. No County employee or County official shall accept any compensation, gift, payment of expenses, promise of future financial benefit, or any other thing of monetary value which is intended or received to influence the vote, official action or judgment of the recipient or which creates the reasonable perception in the public that the vote, official action or judgment of the recipient would be influenced or impaired by the gift.
Expanding our Supplier Diversity

Our objective is to improve outreach and communication to prospective vendors.

- Improving our website
- Consistent outreach initiatives
- Reviewing our processes and County Code revisions
State of Delaware Office of Supplier Diversity

Shavonne White, Director

https://business.delaware.gov/osd/

(302) 577-8477
OSD@Delaware.gov
Delaware PTAC

- Walter Blaney—PTAC Director
- Dana Reece – Program Support Specialist
- David Baldini – Procurement Counselor

https://www.delawareptac.org
The New Castle County Office of Economic Development (OED) is especially focused on supporting its innovation ecosystem. Top initiatives include prioritizing new job creation through entrepreneurship, startup companies, small businesses and providing a predictable land use planning process.

Contact Us

Charuni Patibanda
Director
Office Economic Development
Charuni.Patibanda@newcastledele.gov
(302) 395-5959
Ways to Learn About Bid Opportunities

- Visit [https://www.newcastlede.gov/Bids.aspx](https://www.newcastlede.gov/Bids.aspx) to review open bids.

- Join an e-mail list to receive notices of all open bids for County goods and services and construction contracts. [https://www.newcastlede.gov/148/Purchasing](https://www.newcastlede.gov/148/Purchasing) - Click on Sign up for Notifications

- Receive targeted notices of open bids for specific commodities by registering as a vendor. Vendor registration application is online at [https://www.newcastlede.gov/2000/Vendor-Self-Service](https://www.newcastlede.gov/2000/Vendor-Self-Service)

- The News Journal
  - In the Classified section
  - Runs once a week for two consecutive weeks
Vendor Self Service

- New Castle County migrated to a new vendor management system in 2020. This new platform allows your company to manage its own vendor information, view contracts, add attachments, and identify the types of commodities you offer. Additionally, you may view your associated PO, invoice, and payment data.

- Your vendor self-service profile will allow you to enter your business’s banking information in a secure format. By completing this action, you will be able to receive your payments in a more direct and expeditious manner.

- Please go to VENDOR SELF SERVICE PORTAL PAGE LINK Vendor Self Service. Here you will establish your vendor profile. You will be registering as a vendor, regardless of whether you have previously done business with the County. This will ensure that we have the most up to date and accurate information for your business.

- System User Guide which will assist you in registration instructions.

- Existing vendors guide: Click Here

- New vendors guide: Click Here

- Fillable Direct Deposit Form: Click Here
How to Find Bids

https://www.newcastlede.gov/Bids.aspx

The following is a listing of various bid postings. Click on any of the titles for the details on that particular bid.

<table>
<thead>
<tr>
<th>Construction Contracts</th>
<th>1 Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-2213 - Fox Meadow Stormwater Management Basin Improvements</td>
<td>Status: Open 5/17/2022 2:00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goods and Services</th>
<th>2 Bids</th>
</tr>
</thead>
<tbody>
<tr>
<td>23A-012 - Odor, Corrosion and H2S Control - Transmission System</td>
<td>Status: Open 4/6/2022 2:00 PM</td>
</tr>
<tr>
<td>23A-056 - Stormwater Facility Maintenance</td>
<td>Status: Open 4/27/2022 2:00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Services (RFPs)</th>
<th>5 Bids</th>
</tr>
</thead>
<tbody>
<tr>
<td>22P-006 - Professional Engineering Services for Sanitary Sewer Design and UDC Work</td>
<td>Status: Open 4/27/2022 2:00 PM</td>
</tr>
<tr>
<td>22PP-008 - Consultant Services for future strategic and operational planning for the Hope Center</td>
<td>Status: Open 4/20/2022 2:00 PM</td>
</tr>
<tr>
<td>22PP-009 - Consultant to Develop and Analyze Performance Metrics for the Hope Center</td>
<td>Status: Open 5/11/2022 2:00 PM</td>
</tr>
<tr>
<td>22PP-010 - ADMINISTRATIVE/MANAGED CARE SERVICES FOR GROUPS MEDICAL PLANS</td>
<td>Status: Open 5/4/2022 2:00 PM</td>
</tr>
<tr>
<td>22PP-011 - Post 65 Retiree Insurance Plans</td>
<td>Status: Open 5/4/2022 2:00 PM</td>
</tr>
</tbody>
</table>
Type of Bids/Solicitations

- Construction - $50,000 and over
- Materials and Non-Professional (Regular Goods and Services - Price driven) - $25,000 and over
- Professional Services - $50,000 and over
- Sealed Competitive (RFP – Request for Proposals)
- Informal (Request for Quotes from Registered Vendors)
Bid Costs

- There is no charge for bid specifications for non-construction contracts.

- Construction plans and specifications are subject to a fee dependent on project size.

- However, if the costs provide an undue financial burden, vendors may be permitted to review the bid specifications by contacting Jack Wolos.

- Plans and specs for Construction bids range from $25 to $200+.
The Bid Process

- Advertisement
  - Registered vendors are emailed a notice of opportunity to bid
  - Non-registered vendors may find the solicitation in the News Journal or monitor the County’s website

- Bidders may ask questions by following the instructions listed in the bid specifications

- If an addendum is required, it will be posted with the bid information on the County’s website
  - Vendors are responsible for checking the website for addendums

- Bid opening
- Bids are evaluated
- Bidders are notified of awards/non-awards
Bid Openings

Bid openings are open to the public and are held at the New Castle County Government Center located at 87 Reads Way, New Castle, DE 19720. Bid openings can also be viewed during a live video conference upon request.

All Bids (Construction and Non-Construction)

◦ All bids must be received in a sealed envelope with hard copy(ies), delivered to 87 Reads Way, New Castle, DE, by mail, in person or placed in the Purchasing Bid Drop Off Box in the vestibule of the Government Center Lobby no later than the date/time advertised.

◦ Sealed bid envelopes must have the Bid name and Bid number on the outside of the envelope, no later than the date/time advertised on the solicitation.

◦ Electronic and/or faxed bids are not acceptable.

◦ No late bids will be accepted.
Contracts Used for Goods & Services

Types of contracts used by New Castle County:
- New Castle County bids
- State bids
- Certain schedules as permitted by GSA
- Cooperative contracts
  - NASPO ValuePoint
  - Omnia Partners
  - Sourcewell
  - Other government contracts that were publicly bid
Some of the factors used to determine if a vendor is a responsible bidder are as follows:

- Qualifications
- Experience
- Ability to furnish the supplies and/or to perform the contract for contractual services
- Capacity
- Capability to perform the contractual services promptly or within the time specified, without delay or interference
- Familiarity with public work
- Location of firm
- Prior work with New Castle County
Construction Opportunities

- Register as a vendor with NCC
- Become prequalified if/when required
- If estimated cost of job is over $500,000, complete a Contractor Responsibility Certification and submit with bid
- Obtain plans and specifications for the project (subject to a fee)
- Provide a bid bond

- NCCO Code 2.05.305 – Alcohol and Drug Testing of Employees of Contractors and Subcontractors working on Public Works Projects and Jobsites – code must be followed
Contact Information
PUBLIC WORKS DEPARTMENT

◦ Prequalification
  • Hap Ryan, P.E., Chief of Project Management
  • Harry.Ryan@newcastlede.gov; (302) 395-5705

◦ Bid Process
  • Jack Wolos, Procurement Agent
  • john.wolos@newcastlede.gov; (302) 395-5749

◦ General
  • Eric Laramore, Engineering Services Manager
    • eric.laramore@newcastlede.gov; (302) 395-5741
  • Jason Zern, P.E., Senior Manager
    • jason.zern@newcastlede.gov; (302) 395-5780
  • Tracy Surles, General Manager
    • tracy.surles@newcastlede.gov; (302) 395-5791
Contact Information
Administrative Services – Procurement Team

- Clifton Crawford, CPPB, Senior Procurement Agent
  - clifton.crawford@newcastlede.gov; (302) 395-5262

- Robin Allen, MPA, Procurement Agent
  - robin.allen@newcastlede.gov; (302) 395-5254

- Susan Smith, Assistant Procurement Agent
  - susan.smith@newcastlede.gov; (302) 395-5562

- Michael Hojnicki, Chief of Technology & Administrative Services
  - michael.hojnicki@newcastlede.gov; (302) 395-5260
How Can My Company Do Business with New Castle County?
Submit a bid! Bids must be received by the date, time and location in the bid notice.
Certain construction bids may require a bidder to be prequalified.
Minority and Women Business Enterprises are provided full opportunity to submit proposals and New Castle County is committed to providing opportunities to all, without regard to race, color, national origin, religion, age, disability or sexual orientation.

Ways to Learn of New Castle County Bid Opportunities:
1. Review Open Bids Online.
2. Join an Email List to receive notices of all open bids for county goods, services and construction contracts.
3. Register as a Vendor to receive targeted notices of open bids for specific commodities and to be contacted for contracts that fall below formal bid thresholds.

Is There a Fee to Receive Bid Specifications?
Goods and Services Contracts: No. Bid specifications are provided free of charge in the bid documentation.
Construction Contracts: Yes. Construction plans and specifications are provided for a nominal fee.

Formal Bid Thresholds
Materials and Non-Professional Services: $25,000 and over
Professional Services: $50,000 and over
Construction: $50,000 and over

Purchasing Division
Email

Physical Address
87 Reads Way
New Castle, DE 19720
Phone: (302) 395-5250
Fax: (302) 395-5252

“New Castle County government is working hard to efficiently use our limited tax dollars. That includes expanding apprenticeship opportunities and expanding opportunities for local employers to bid on contracts to improve our parks, libraries, sewers and basic infrastructure, to enhance our quality of life and keep our communities safe.”

— County Executive
Matthew Meyer
QUESTIONS & ANSWERS

Thank You