

HOW TO DO BUSINESS WITH HAMILTON COUNTY



Hamilton County BOCC
[care + commit + enhance]



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How is Hamilton County Structured?

Hamilton County is located in the Southwest corner of the State of Ohio and is made up of 49 communities including the City of Cincinnati.

Hamilton County has approximately 4,500 employees and is made up of separate departments under the Board of County Commissioners and other elected officials. The Purchasing Department is a division under the Board of County Commissioner and part of County Administration. The Purchasing Department is responsible for all purchasing in Hamilton County except for the County Engineer's Capital Projects.

Hamilton County Purchasing works with all departments to solicit Quotes, Invitation to Bids (ITB), Request for Proposals (RFP) and Request for Qualifications (RFQ). Purchasing monitors for correct procurement processes and follows the Ohio Revised Code.

Purchasing also assists with the Small/Minority/Women Owned Business Participation requirements and goals, works with the Economic Inclusion and Equity Department, assists in vendor selection, processes contracts, perform record retention, handles request for public information, and runs the County Surplus Auction.

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 \$2,500 to \$74,999.99.
- At \$75,000 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, GSA pricing, or other cooperative agreements such as Omnia, Sourcewell, and 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 register to become a vendor?

- 1.) To register to Hamilton County's Online Vendor List you will have to go to [Hamilton County's Purchasing and Inclusion Management site](#) with B2Gnow, log in to your profile or create a new account, and then register to become a vendor with Hamilton County. Please be sure to watch this [recorded vendor training](#) which will walk you through each step to completing the vendor registration with Hamilton County. Registering to this new online vendor list will be essential for us to be able to connect with your business about potential opportunities, trainings, and events as well as ensuring your profile is visible to County staff and other businesses and organizations who use our vendor list as a resource.
- 2.) Make sure you're signed up to receive Hamilton County notices of contracting opportunities in your area of services by registering through Periscope. Visit [this website](#) or call 1-800-990-9339, extension 100, and indicate you want to be a "Hamilton County, Ohio" subscriber. Periscope, a national service, may try to sell you a subscription for their wider services, but you don't have to do that if you just want notifications for opportunities with Hamilton County.
- 3.) Sign up for Hamilton County's Job & Family Services purchasing department to receive notices of solicitations for your type of services. Visit [this website](#) to complete and submit a form with your company information. This puts you on their radar as well.
- 4.) If you're looking for resources to help your business, you can also visit Hamilton County's [513Relief Small Business site](#). If you'd like to receive alerts for small businesses [sign up for email notifications](#) and select the "Small Business Alerts" option.

For further questions, please contact purchasing@hamilton-co.org

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.