



Purchasing Mission Statement

The mission of the Kent County Purchasing Division is to provide cost-effective, quality goods and services for all County Departments in accordance with public procurement guidelines established by the Board of Commissioners. This responsibility includes the evaluation and standardization of goods and services, the disposition of obsolete or surplus goods, and providing equal opportunities for vendors.

Kent County Purchasing
300 Monroe Ave. NW
Grand Rapids, MI 49503-2289
Phone: 616.632.7720
Email: purchasing@kentcountymi.gov
Website: accesskent.com/purchasing

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County of Kent
Michigan

Purchasing Guide

*"Kent County... where diversity
and inclusion matter."*

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Centralized Purchasing Policy

Kent County Government is committed to centralized purchasing. The centralized purchasing process shall use open market procedures that foster fair competition with the objective of obtaining the lowest overall cost for the citizens of Kent County. Open market procedures shall be implemented without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or a disability unrelated to the individual's ability to provide required goods or services.

Collaborative Purchasing

Kent County regularly collaborates with other local units of government for the procurement of goods or services. These collaborative solicitations are posted on the Kent County Purchasing website.

Vendor Registration

The Purchasing Division e-mails notifications of business opportunities to vendors who successfully complete and maintain a vendor registration.

- Complete your registration by editing your commodity codes. This customizes the types of notifications you receive.
- Maintain your registration by keeping all contact information up to date.

Contact the Purchasing Division by phone or e-mail with any questions about how to navigate the system.



Procurement Methods

The Purchasing Division uses four (4) main procurement methods:

1. **Request for Quote (RFQ)** – An informal solicitation of pricing for purchases of commodities or services estimated under \$50,000.
2. **Invitation for Bid (BID)** – A formal request for sealed bids for purchases of commodities or services estimated over \$50,000.
3. **Request for Proposal (RFP)** – A formal request for sealed proposals of functional specifications or scope of work.
4. **Reverse Auction (RA)** – A real-time e-auction for purchases of commodities or services.

Other methods may be used if they are determined to be in the best interest of Kent County.

Opening of Invitation to Bid

Bidders and the public are allowed, but not required, to attend the formal opening of Invitation to Bid (BID) solicitations. Submitted pricing will be read aloud to the public.

AccessKent.com

Visit the Purchasing website at accesskent.com/purchasing for more information.

Specifications

ALL solicitation specifications, drawings, addendums, and sign-in sheets are posted on the Purchasing website as applicable.

Inquiries

ALL questions regarding solicitation specifications are submitted on the Purchasing website by clicking "Inquiries" for that solicitation.

Submission

ALL responses are submitted via the Purchasing website or as hard copy delivery only (depending on the response specifications).

Results and Award

Tabulation Sheets and Solicitation Award information are posted on the Purchasing website as soon as available.

Vendor Resources

Terms and Conditions, Insurance Requirements, and other valuable information for vendors are located on the Purchasing website.

Contact the Purchasing Division by phone or e-mail if you have any additional questions.

Thank you for your interest in doing business with Kent County.