

## Methods of Procurement

UNDER \$100 – Petty Cash or Procurement Card may be used

UNDER \$5,000 – Procurement Card or Non- Purchase Order Payment

\$5,000-\$9,999.99 - Purchase Order Required

\$10,000-\$24,999.99– Requires 3 Informal Quotes and Purchase Order

OVER \$25,000 – Formal Solicitation & Purchase Order



ARAPAHOE COUNTY  
COLORADO'S FIRST

## PURCHASING DIVISION

How to do  
Business with  
Arapahoe County



ARAPAHOE COUNTY  
COLORADO'S FIRST

### DEPARTMENT OF FINANCE

#### PURCHASING DIVISION

5334 S. PRINCE STREET  
LITTLETON, CO 80120-1136  
303-795-4430  
WWW.ARAPAHOEGOV.COM

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## Welcome

Welcome to the Purchasing Division of Arapahoe County. We are pleased you are interested in providing products and services to the County. This document provides background on who we are and how to do business with us.

## Who We Are

Arapahoe County spans 806 square miles and is a land of contrast. Arapahoe County has 2,160 employees and a \$361.7 million dollar budget. The western part of the County is mostly urban with residential, retail, office and industrial areas, while the eastern portion is relatively rural. Littleton, along with Sheridan, Englewood, Aurora, Foxfield, Glendale, Cherry Hills Village, Columbine Valley, Deer Trail, Bow Mar, Greenwood Village, Centennial, and Bennett make up the 13 incorporated communities of Arapahoe County. The Board of County Commissioners governs Arapahoe County. The Commissioners, along with the County Clerk and Recorder, Assessor, Treasurer, Sheriff, Coroner and District Attorney are elected by voters to administer County services.

## Basic Purchasing Policy

The principle objective of the Arapahoe County Purchasing Division is to acquire quality goods and services for all Offices/ Departments through an open, competitive solicitation process while adhering to all State of Colorado statutes and County Policies.

The Arapahoe County Purchasing Division is a member of the National Institute for Governmental Purchasing (NIGP), which is dedicated to the establishment and maintenance of ethical standards and professionalism in public purchasing. We are also members of the Multiple Assembly of Procurement Officials (MAPO), The geography of the MAPO lies along the front range of the Rocky Mountains from the Fort Collins/Greeley area in the north to Colorado Springs in the south. This membership with NIGP and MAPO represents approximately seventy percent (70%) of the public purchasing officials in the State of Colorado. It is the goal of the Multiple Assembly of Procurement Officials to protect the public trust through intergovernmental cooperation, intelligent action and fair dealing.

The Purchasing Division uses several solicitation methods: Invitation to Bid (IFB), Invitation To Bid (ITB), Request for Proposal (RFP), Statement of Qualifications (SOQ), Request for Quote (RFQ) and Request for Information (RFI). These instruments allow the County to purchase goods and services that meet definitive specifications and quality standards.

We are most interested in ensuring ALL Vendors have an opportunity to do business with Arapahoe County, thus strengthening and widening product and service choices while optimizing use of public funds.

## How to Start

Vendors can obtain all Arapahoe County solicitations via our web site at <http://www.arapahoegov.com> It is incumbent upon each vendor to check the Purchasing web site on a regular basis to ensure they do not miss a bidding opportunity. It is also the Vendor's responsibility to check our web site periodically to ensure that Addendums have not been issued against a solicitation.

To protect the staff and program against undue invasion of the workday, sales representatives shall not be permitted in offices or departments for the purpose of making sales unless authorized to do so by the Manager of Purchasing or his/her designee. If special or technical details concerning goods or services to be purchased are required, the involvement of vendors should be coordinated through the Purchasing Division.

The Purchasing Division is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. Offices are closed for major national holidays and other County approved holidays.