

Do Not Start Work Without an Authorized Contract

The authority and responsibility of purchasing for the County rests with the Purchasing Department. No service should be provided, and no goods should be delivered, before you receive a written contract from the County. Until the County executes a contract, purchase order, or blanket purchase order, the County has no legal obligation to pay for the order. If you begin work without the required authorization, your later options may include taking back your merchandise or filing a claim.

W-9

All vendors being awarded a purchase order or contract must submit a W-9 to the department in charge of the purchase. A W-9 is required so that a vendor can be established in the County's financial enterprise system (FAS). The department requesting the W-9 will have the vendor established in FAS. In order for a vendor to be awarded a purchase order and issued a payment, the vendor must be registered in this system. Failure to submit this document will result in the delay of awarding a purchase order or contract, as well as payment.

Electronic Fund Transfer Program:

Some awarded contracts will require the vendor to accept payments from County via electronic funds transfer (EFT) by having payment directly deposited into the Vendor's designated checking or other bank account. Vendor shall promptly comply with directions and accurately complete forms provided by the County to process EFT payments.

Local Preference:

The County has adopted a preference for vendors whose principal place of business is located within the boundaries of the County. A five percent (5%) preference may be applied prior to approval of any purchase or acquisition of services, equipment, goods or supplies. To qualify for this preference, a vendor must meet the following criteria:

- Business established and open minimum 6 months
- Can demonstrate ongoing business activity
- Minimum 25% of the full-time regular and management employees working from locations inside San Bernardino County