

## INTRODUCTION TO THE PROCUREMENT & CONTRACTS DEPARTMENT

The Board of County Commissioners (BOCC) of El Paso County established the Purchasing Department in 1978, renaming it the Procurement & Contracts Department in 1999 to better identify with the advancement of the purchasing profession.

El Paso County purchases over **\$70,000,000** worth of commodities, services and equipment annually. Purchases range from office supplies to construction equipment, vehicles and professional services. It is the responsibility of this department to procure goods and services for all county departments while ensuring that taxpayers receive the maximum dollar value for each tax dollar spent.

**Solicitations:** Procedures have been established for soliciting quotes, bids and proposals from qualified contractors, vendors and service firms. Quotes are obtained for goods or services having a value of less than \$25,000. Bids (Invitation for Bids) and proposals (Request for Proposals) are issued through this department for construction projects, goods or services exceeding \$25,000.

Information on Open Solicitations is available on this website and may also be obtained by calling (719) 520-6390. Bids and proposals are advertised in the weekly publication of the Shopper Press (El Paso County News), and are posted on the bulletin board located on the wall outside the department main entrance.

**BOCC Agenda for Approval of Purchases:** Purchases exceeding \$25,000 are presented to the Board of County Commissioners for approval on their regularly-scheduled agendas. The BOCC Agenda may be viewed on this website or you may contact (719) 520-6320.

**Vendor Applications and Other Information:** Vendor applications and other information may be obtained by calling the department main number (719) 520-6390.

