

How To Do Business With New Castle County Government

Department of Administrative Services

Michael Hojnicky

Chief of Technology & Administrative Services



Welcome

**New Castle County Chief of Technology &
Administrative Services**

Michel Hojnicky



Introductions

- ▶ **New Castle County Procurement Team**
- ▶ Michael Hojnicky, Chief of Technology and Administrative Services
 - Ruth Kowalski, CPPB – Chief Purchasing Agent
 - Clifton Crawford, CPPB – Sr. Purchasing Agent
 - Robin Allen, MPA – Purchasing Agent
 - Jack Wolos – Purchasing Agent (Construction)
 - Susan Smith – Assistant Purchasing Agent

Phone: 302-395-5250

Email: Purchasing@newcastlede.gov



Ethics

New Castle County Code Gift Rules

Section 2.03.104

H. New Castle County discourages the acceptance of gifts from the public by County employees or County officials. No County employee or County official shall accept any compensation, gift, payment of expenses, promise of future financial benefit, or any other thing of monetary value which is intended or received to influence the vote, official action or judgment of the recipient or which creates the reasonable perception in the public that the vote, official action or judgment of the recipient would be influenced or impaired by the gift.



Expanding our Supplier Diversity

Our objective is to improve outreach and communication to prospective vendors.

- ▶ Improving our website
- ▶ Consistent outreach initiatives
- ▶ Reviewing our processes and County Code revisions



State of Delaware Office of Supplier Diversity

Shavonne White, Director



OFFICE OF SUPPLIER
DIVERSITY

<https://business.delaware.gov/osd/>

302-577-8477
OSD@Delaware.gov



Delaware PTAC

- ▶ Walter Blaney – PTAC Director
- ▶ Dana Reece – Program Support Specialist
- ▶ David Baldini – Procurement Counselor

<https://www.delawareptac.org>





Office Of Economic Development

- ▶ The New Castle County Office of Economic Development (OED) is especially focused on supporting its innovation ecosystem. Top initiatives include prioritizing new job creation through **entrepreneurship**, **startup companies**, **small businesses** and providing a predictable land use planning process.

Contact Us

Charuni Patibanda

Director

Office Economic Development

Charuni.Patibanda@newcastlede.gov

302-395-5959

Ways to Learn About Bid Opportunities

- ▶ Visit <https://www.newcastlede.gov/Bids.aspx> to review open bids.
- ▶ Join an e-mail list to receive notices of all open bids for County goods and services and construction contracts.
<https://www.newcastlede.gov/148/Purchasing> - Click on Signup for Notifications
- ▶ Receive targeted notices of open bids for specific commodities by registering as a vendor. Vendor registration application is online at <https://www.newcastlede.gov/2000/Vendor-Self-Service>
- ▶ The News Journal
 - In the Classified section
 - Runs once a week for two consecutive weeks



Vendor Self Service

- ▶ New Castle County is pleased to announce that we have migrated to a new vendor management system. This exciting new platform will allow your company to manage its own vendor information, view contracts, add attachments, and identify the types of commodities you offer. Additionally, you may view your associated PO, invoice, and payment data.
- ▶ Your vendor self-service profile will allow you to enter your business's banking information in a secure format. By completing this action, you will be able to receive your payments in a more direct and expeditious manner.
- ▶ Please go to VENDOR SELF SERVICE PORTAL PAGE LINK [Vendor Self Service](#). Here you will establish your vendor profile. You will be registering as a vendor, regardless of whether you have previously done business with the County. This will ensure that we have the most up to date and accurate information for your business.
- ▶ System User Guide which will assist you in registration instructions.
- ▶ Existing vendors guide: [Click Here](#)
- ▶ New vendors guide: [Click Here](#)
- ▶ Fillable Direct Deposit Form: [Click Here](#)





How to Find Bids

<https://www.newcastlede.gov/Bids.aspx>

Home > Bid Postings

[Home](#) > Bid Postings

We are currently accepting bids or RFPs for the following services.

Sealed bids must be received by 2:00 p.m. on the closing date indicated for each bid. Immediately following the closing, the bids will be publicly opened. Bids will not be accepted after 2:00 p.m.

Please Note: It is the responsibility of each vendor to periodically revisit this site prior to the closing date to check for any addendums to the original request.

Show Me
 Sorted By

Show Closed/Awarded/Cancelled Bids:

The following is a listing of various bid postings. Click on any of the titles for the details on that particular bid.

Construction Contracts		2 Bids
21-2100 - Stormwater Management Basin Improvements Various Locations	Status: Open Closes: 5/18/2021 2:00 PM	
21-2114 - Banning Park Soccer Field No. 2	Status: Open Closes: 5/11/2021 2:00 PM	
Goods and Services		4 Bids
21-2116 - Crime Scene Investigations Vehicle	Status: Open Closes: 5/12/2021 2:00 PM	
21S-007R - RETROFIT ABOVE GROUND STORAGE TANK AND FUEL ISLAND	Status: Open Closes: 5/12/2021 2:00 PM	
22A-067 - Standard Motor Repair	Status: Open Closes: 5/26/2021 2:00 PM	
22A-150 - RENTAL OF VARIOUS PUMPS AND RELATED PRODUCTS	Status: Open Closes: 5/26/2021 2:00 PM	
Professional Services (RFPs)		2 Bids
21-001 RFI FOR MANAGEMENT & OPERATION OF NEW CASTLE AIRPORT (ILG) WILMINGTON, DELAWARE	Status: Open Closes: 6/4/2021 2:00 PM	
21PP-004 - OPERATION AND MANAGEMENT OF THE CARRIAGE HOUSE AT ROCKWOOD PARK	Status: Open Closes: 6/9/2021 2:00 PM	

Government
 Business
 Services
 How Do I
 Disclaimer

Type of Bids/Solicitations

- ▶ Construction - \$50,000 and over
- ▶ Materials and Non-Professional {Regular Goods and Services -Price driven} - \$25,000 and over
- ▶ Professional Services - \$50,000 and over
- ▶ Sealed Competitive (RFP – Request for Proposals)
- ▶ Informal (Request for Quotes from registered vendors)



Bid Costs

- ▶ There is no charge for bid specifications for non-construction contracts.
- ▶ Construction plans and specifications are subject to a fee dependent on project size.
- ▶ Plans and specs for Construction bids range from \$25 to \$200+.



The Bid Process

- ▶ Advertisement
 - Registered vendors are emailed a notice of opportunity to bid
 - Non-registered vendors may find the solicitation in the News Journal or monitor the County's website
- ▶ Bidders may ask questions by following the instructions listed in the bid specifications
- ▶ If an addendum is required, it will be posted with the bid information on the County's website
 - Vendors are responsible for checking the website for addendums
- ▶ Bid opening
- ▶ Bids are evaluated
- ▶ Bidders are notified of awards/non-awards



Bid Openings

- ▶ Normally, bid openings are open to the public and are held at the New Castle County Government Center located at 87 Reads Way, New Castle, DE 19720

- ▶ Due to the coronavirus (COVID-19) emergency declared by the State of Delaware, New Castle County bid responses for non-construction bids only may be accepted electronically at bids@newcastlede.gov and the electronic receipt will serve as the official time stamp with hard copies to follow by mail, provided that the hard copy mailed shall match the electronic submission without exception.

- ▶ All bids must be received in the Purchasing Office no later than the date/time advertised on the solicitation
 - No late bids will be accepted
 - Faxed or electronic bids are not normally acceptable, except during the COVID emergency we are accepting non-construction bids at bids@newcastlede.gov
 - Bid envelopes must have the name of the bid and bid number on the outside of the envelope



Contracts Used for Goods & Services

- ▶ Types of contracts used by New Castle County:
 - New Castle County bids
 - State bids
 - Certain schedules as permitted by GSA
 - Cooperative contracts
 - NASPO ValuePoint
 - Omnia Partners
 - Sourcewell
 - Other government contracts that were publicly bid



Responsible Bidder

- ▶ Some of the factors used to determine if a vendor is a responsible bidder are as follows:
 - Qualifications
 - Experience
 - Ability to furnish the supplies and/or to perform the contract for contractual services
 - Capacity
 - Capability to perform the contractual services promptly or within the time specified, without delay or interference



Construction Opportunities

- ▶ Register as a vendor with NCC
- ▶ Become prequalified if/when required
- ▶ If estimated cost of job is over \$500,000, complete a Contractor Responsibility Certification and submit with bid
- ▶ Obtain plans and specifications for the project (subject to a fee)
- ▶ Provide a bid bond
- ▶ NCCO Code 2.05.305 – Alcohol and Drug Testing of Employees of Contractors and Subcontractors working on Public Works Projects and Jobsites – code must be followed



Contact Information

PUBLIC WORKS DEPARTMENT

○ Prequalification

- David Clark, P.E., Chief of Project Management
 - david.clark@newcastlede.gov; 395-5705

○ Bid Process

- Jack Wolos, Purchasing Agent
 - john.wolos@newcastlede.gov; 395-5749

○ General

- Eric Laramore, Engineering Services Manager
 - eric.laramore@newcastlede.gov; 302-395-5741
- Jason Zern, P.E., Senior Manager
 - jason.zern@newcastlede.gov; 395-5780
- Tracy Surles, General Manager
 - tracy.surles@newcastlede.gov; 395-5791



Contact Information

Administrative Services – Procurement Team

- Ruth Kowalski, CPPB, Chief Purchasing Agent
 - ruth.kowalski@newcastlede.gov; 302-395-5259
- Clifton Crawford, CPPB, Senior Purchasing Agent
 - clifton.crawford@newcastlede.gov; 302-395-5262
- Robin Allen, MPA, Purchasing Agent
 - robin.allen@newcastlede.gov; 302-395-5254
- Susan Smith, Assistant Purchasing Agent
 - susan.smith@newcastlede.gov; 302-395-5562
- Michael Hojnicky, Chief of Technology & Administrative Services
 - michael.hojnicky@newcastlede.gov; 302-395-5260



Purchasing Department Web Page

<https://www.newcastlede.gov/148/Purchasing>

▶ **How Can My Company Do Business with New Castle County?**

- ▶ Submit a bid! Bids must be received by the date, time and location in the bid notice.
- ▶ Certain construction bids may require a bidder to be prequalified.
- ▶ Minority and Women Business Enterprises are provided full opportunity to submit proposals and New Castle County is committed to providing opportunities to all, without regard to race, color, national origin, religion, age, disability or sexual orientation.

▶ **Ways to Learn of New Castle County Bid Opportunities:**

- ▶ 1. [Review Open Bids Online](#).
- ▶ 2. [Join an email List](#) to receive notices of all open bids for county goods, services and construction contracts.
- ▶ 3. [Register as a Vendor](#) to receive targeted notices of open bids for specific commodities and to be contacted for contracts that fall below formal bid thresholds.

▶ **Is There a Fee to Receive Bid Specifications?**

- ▶ **Goods and Services Contracts:** No. Bid specifications are provided free of charge in the bid documentation.
- ▶ **Construction Contracts:** Yes. Construction plans and specifications are provided for a nominal fee.
- ▶ **Formal Bid Thresholds**
- ▶ **Materials and Non-Professional Services:** \$25,000 and over
- ▶ **Professional Services:** \$50,000 and over
- ▶ **Construction:** \$50,000 and over

▶ **Purchasing Division**

▶ [Email](#)

▶

▶ **Physical Address**

87 Reads Way
New Castle, DE 19720

▶

Phone: 302-395-5250

▶

Fax: 302-395-5252

▶

“New Castle County government is working hard to efficiently use our limited tax dollars. That includes expanding apprenticeship opportunities and expanding opportunities for local employers to bid on contracts to improve our parks, libraries, sewers and basic infrastructure, to enhance our quality of life and keep our communities safe.”

— County Executive
Matthew Meyer



QUESTIONS & ANSWERS

Thank You

