



The Central Purchasing Department is the County's procurement office for the acquisition of supplies and services relative to all County departments and business.



Doing Business with Delaware County

Delaware County would like to do business with you! The County maintains a list of qualified companies we contact when looking to make purchases or contract services. **Please use this resource information if you are interested in doing business with us.**

Contact

-  www.delcopa.gov
-  centralpurchasing@co.delaware.pa.us
-  (610) 891-4425

Central Purchasing Department:
Government Center, Room 228
201 W. Front Street, Media, PA 19063

How to Do Business with Delaware County

A Simplified Guide for New Vendors

Follow These Useful Steps to Help You Do Business With Us

STEP 1

Email the following information to centralpurchasing@co.delaware.pa.us

- W9 form (signed)
- Contact information (email, phone, fax)
- Office address or remittance address
- List of products/services offered

For projects over \$25,000, also include:

- Recent Tax Audit report
- Certificate of Insurance
- Relevant bonds (Labor, Materials, Construction, Maintenance) and DBE certification (if applicable)
- Prepare for an invitation to bid (ITB) or Request for Proposal (RFP)



STEP 2

Search for Info on Bid Opportunities

- Locate bid advertisements at delcopa.gov/purchasing/invitbid
- Register on the PennBid website at <https://pennbid.bonfirehub.com> to access the bid packet of your interest
- To view additional opportunities, search the Delaware County Council meeting agenda packets for current and potential upcoming opportunities by visiting delcopa.gov/council/meetings
- The public notice inviting submissions is posted in the classified sections of the Delco Times and Philadelphia Inquirer

STEP 3

Apply to do business:

For projects under \$25,000, the County will request a quote from vendors on the county vendor list.

- Be prepared to provide a detailed quote as required
- Pending approval invoices must be emailed to Central Purchasing at Invoices@co.delaware.pa.us

For projects over \$25,000, you will need to submit a proposal

- Submit your bid through the PennBid website at <https://pennbid.bonfirehub.com> before the deadline
- Include all required documentation
- Attend required scheduled bid opening conferences



Important Tips

- Do not begin work without a signed contract and/or purchase order
- Keep your vendor info up to date with Central Purchasing by email at centralpurchasing@co.delaware.pa.us
- Stay informed of County purchasing policies and procedures at <https://ecode360.com/13339303#13339333>



Scan the QR code to visit
the Central Purchasing Department Website
DelcoPa.Gov/purchasing