

LEGACY PROJECT



Cochise County Procurement Department

Services



Purchasing by definition is the process of procuring the required goods and services in the correct amount, at the time needed, from a reliable source for the best value possible.

Our goal is to ensure that Cochise County taxpayers receive the maximum value for their tax dollars. The Purchasing Department has the authority and responsibility for procuring the requirements for all material, equipment and services within the County under a Centralized Purchasing Model. The Department is charged with the responsibility of conducting the purchasing function in a manner which results in the most efficient, economical and effective use of County funds. The Purchasing Department is organized to serve and facilitate the objectives of the County; to make procurement commitments in a consistent and orderly fashion; to maintain accurate and detailed records regarding purchasing; and, to foster a high standard of business relations with the Departments we support as well as our vendors and the general public.

Customer Service is our first priority! As a service department, our goal is to develop and maintain an excellent working relationship with County employees, departments, and vendors. The conduct of the County procurement policy shall be accomplished in accordance with practices of the purchasing profession. We strive to ensure that all procurement transactions are conducted in a legal, ethical, and professional manner. We abide by the procurement laws and regulations set forth by the State of Arizona and the Policies and Procedures as established by the Cochise County Board of Supervisors. We offer all businesses an opportunity to compete for our requirements on an equal basis.

Vision Statement:

- Achieve excellence in customer service by working closely with our end users and vendors to improve the procurement support of our using departments and be good stewards of taxpayer's dollars.

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- Embrace change as a means for continuous improvement and effectiveness. We will consistently seek ‘Best Value’ procurement solutions for our customers through innovation.
 - Harness the constantly changing environment of technology in order to maximize the Department’s efficiency, productivity, and property accountability.
 - Integrate ecommerce processes into the overall procurement process where feasible to reduce operating costs and provide quick, effective and efficient services to our customers.

We understand that our Customers are the other Departments within the County. We will work to maintain a customer service relationship that consistently exceeds their expectations – We believe High expectations produce High results!

The Procurement Department is also the custodian of surplus property. County property no longer required by the using department is turned over to the Procurement Department for safekeeping before it is put up for auction or used as a trade in on the purchase of other personal property.

The Procurement Director is authorized to offer for sale at public auction, or as otherwise authorized by law, any property belonging to the County which the Board of Supervisors deems advantageous for the County to sell, or which the Board deems unnecessary for use by the County. A record of all sales and an accounting of the proceeds shall be filed with the Clerk of the Board.