



PURCHASING DIVISION
1400 W Lacey Blvd, Hanford CA 93230
TELE 559-582-3211, x2589 or FAX 559-584-8371

September 4, 2009

To: Vendors/Contractors wishing to do business with the County of Kings

From: Dan Willhite, Purchasing Manager, County of Kings

Re: How to do business with the County of Kings

As we continue to improve processes and efficiencies within the County of Kings, I invite you to take a look at our Purchasing Division pages online at <http://www.countyofkings.com/purchasing/index.html> - here you will hopefully find useful information and tools on how to do business with the County and also be able to register online for our vendor database.

I cannot stress enough the importance of requiring a valid purchase order for any purchase, including services. If you have staff demanding release of goods or services without an authorized purchase order, please ask that they contact the Purchasing Division immediately to resolve the situation, or feel free to contact me directly at the number above.

Should you have any questions or concerns regarding the information provided here or online, please do not hesitate to contact me. Telephone and fax information is above, and my email address is dan.willhite@co.kings.ca.us

On page 2 of this letter, you will find some current/updated tips on how you can help the County (and your organization) succeed. I thank you in advance for your assistance. If you have any questions, please contact me directly.

Sincerely,

Dan Willhite
Purchasing Manager

- **Do not deliver goods or services to County of Kings without a valid purchase order number.** If you question the validity of a PO number, call the Purchasing Division.

Note: Invoices cannot be paid without a valid purchase order. Expect possible significant delays should you invoice the County without a valid purchase order number referenced, as our accounting department must expend resources to track and identify the source of the expenditure and validate it.

- Tell us if our specifications for a product can be improved to provide better performance, a longer product life, and/or lower cost.
- Keep us supplied with your latest catalogs and current prices.
- Keep us informed of any problems with shipments, back-order situations, plant closings or impending shortages.
- Deliver on-time the exact items described in the purchase order.
- Refrain from offering gifts or gratuities or anything that could be construed as such.
- Call the Purchasing Department for appointments to discuss potential opportunities to do business with the County.
- Notify the Purchasing Department of any address/contact changes/updates.