

Title: CONSUMPTION INFORMATION		Contents: PP-1300
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		Approved By: Purchasing Agent
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Consumption Information

In order to establish agreements for commodities, it is important to provide accurate consumption information for the bidders to provide proper pricing information. Information is generally based on consumption during the last 12 months or the anticipated consumption for the next 12 months or other stated periods.

Consumption Not Guaranteed

Regardless of the annual consumption, the County does not guarantee minimum purchases or to purchase excess inventory from vendors at the end of the term.

Right To Re-solicit the Requirement

The County may re-bid the commodity when total consumption exceeds the estimated consumption by more than 10%. On large orders (where a contract is in place), the County may bid the commodity when deemed in the County's best interest.

Method of Showing Consumption Data

Quantity: listing quantities of individual items is the preferred method.

Dollar Value: generally used when quotations are requested based on a trade discount or cost plus factor against the manufacturer's published price list. Purchasing Agent evaluation must consist of items and quantities equal to or greater than 50% of the value of the estimated dollar consumption.

Obtaining Consumption Data From Departments

Request will be in written form to the departments.

The Purchasing Agent will request the consumption in advance so that departments have sufficient time to compile the information and to allow adequate time to prepare the bid solicitation and establish an agreement.