

CUSTOMER QUESTIONNAIRE FREQUENTLY ASKED QUESTIONS

1. How can I register my business with Fulton County Government?

Response: You can register your business via the internet at www.fultoncountyga.gov, and select Bid Opportunities and then Vendor Relations. On the Vendor Relations page click on "Vendor Self Service Application" title to open the application page to register your business. The VSS system will provide information on where to mail copies of your business license and W-9 form.

2. How will I be notified of bid solicitations?

Response: You will be notified via e-mail of procurement opportunities based on the NIGP (National Institute of Governmental Purchasing) codes (a five digit numeric code) which is used to identify the goods/services that your business can provide. Bid solicitations are also posted in Fulton County Daily Report, Atlanta Daily World and Daily Inquirer newspapers, Fulton County Television, Georgia Procurement Registry at <http://statepurchasing.doas.georgia.gov>, and Fulton County's website.

3. What is the Vendor Self Service System?

Response: The Fulton County Vendor Self-Service system enables vendors to register and maintain information about their organization for the purpose of doing business with the County and receive notifications of business opportunities via the Internet.

4. How can I receive a copy of a bid?

Response: You may receive a copy of a bid by either of the following methods. (1) You may visit the county's website at www.fultoncountyga.gov, select Bid Opportunities, Bid Board and then select All Current Solicitations. You may download a copy of the solicitation, if there is no fee for the solicitation. If there is a fee to obtain a copy of the solicitation, there will be instructions on who to contact to obtain a copy and the fee for such copy. (2) You may contact our office and request a copy of the solicitation be mailed to you.

5. How can I view a previously awarded bid?

Response: A previously awarded bid may be reviewed by accessing the website at www.fultoncountyga.gov, select Bid Opportunities, Bid Board and then select Bid/RFP Results or an archive folder.

6. What are the requirements for being able to bid on a solicitation?

Response: There are no requirements for being able to bid on a solicitation, however; vendors are encouraged to register their business with Fulton County using the Vendor Self Service application in order to receive payment for their goods and services provided to Fulton County.

7. How can I learn what the county is buying?

Response: By marketing your products and services directly to the Fulton County Departments when such products or services are not under an active county solicitation or by attending Fulton County sponsored Vendor Fairs.

8. What are the competitive requirements for the county?

Response: Competitive requirements for the county are:

Purchasing Cards, Small Dollar Purchases (P-Cards)

▶ \$.01 to \$2,499.99 No bids or quotes required; however, competition is obtained whenever practical.

Request for Quotes

▶ \$2,500 to \$49,999.99 Minimum of five quotations must be obtained.

Informal and Formal

▶ \$50,000 or greater Formal sealed Invitation to Bid or Request for Proposal.

- Construction Services
- Professional Services
- Commodities

9. What resources are available to Minority Business Enterprise, Disadvantaged Business Enterprises, or Female Business Enterprises and how do I certify my company?

Response: Contact the Office of Contract Compliance at
Office of Contract Compliance
130 Peachtree Street, SW
Suite 1167
Atlanta, Georgia 30303
Phone - (404) 730-6300
Fax - (404) 730-6311

10. How can I get a business license?

Response: A business license may be obtained from the city or county in which the business is located.

11. Do you offer a seminar or class which informs the public on how to conduct business with Fulton County Government?

Response: Yes. Several events are scheduled throughout the year. On the county's website at www.fultoncountyga.gov, under Bid Opportunities, select Calendar and Events to find information about seminars and classes. Also, please contact the Purchasing Department at (404) 730-5800 or the Office of Contract Compliance at (404) 730-6300 to find out more information about the schedule for these events.

12. How can I obtain a list of minority businesses in the State of Georgia?

Response: Georgia Department of Administrative Services at <http://doas.georgia.gov>

13. What are your office hours of operation?

Response: Our office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, except for Fulton County holidays.

14. Does the County release the estimated cost of projects being bid?

Response: No.

15. Must a company be resident of Georgia to submit a bid or proposal?

Response: No.

16. May I receive or send a bid package by facsimile?

Response: No. Formal advertised sealed bids/proposals will not be issued nor accepted by the Department of Purchasing & Contract Compliance.