**WELCOME TO** 

"HOW TO DO BUSINESS"

WITH

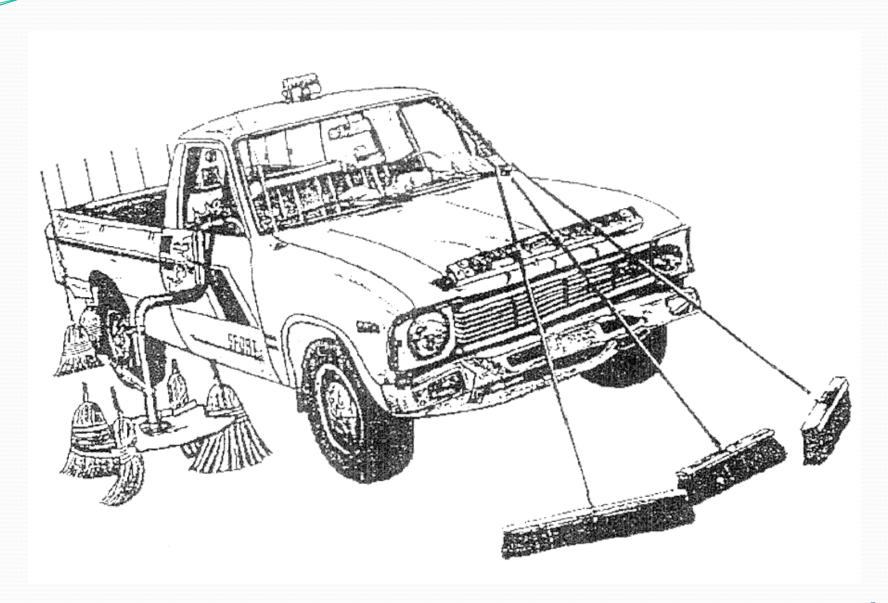
COBB COUNTY GOVERNMENT

- Welcome
- Government Purchasing Overview

- Cobb County Purchasing Department is central procurement organization for County Government
- Assist County Departments with Defining Need, Solicitation of Quotations, Bids or Responses from Qualified Vendors
- Structure Terms and Conditions/Specifications
- Issue Contracts or Purchase Orders
- Ensure timely delivery and monitor service quality

### Street Sweeper

- Minimum sweeping width: 6'
- Lead brush for initial movement of debris
- Circular brush device to dislodge material from curb area, with additional following brush for final cleaning
- To be mounted on standard commercial chassis; and
- Furnished with standard chassis, drive train and motor warranties.



### **Qualified Vendor Registration**

- Vendors are encouraged to register with the County Finance Department
- Cobb County maintains a Master Vendor List
- Vendor Master Registration form includes vendor name, address, phone, FAX, email, contact persons: VENDOR SELF SERVICE (VSS)
- Commodity Code Information about what the vendor sells (goods or services)

# The Vendor Self Service System (VSS) will allow vendors to submit their application on line.

- The Vendor Self Service (VSS) link is available on the Cobb County Purchasing Website: **purchasing.cobbcountyga.gov**
- If you are a Registered User, sign in using your User ID and Password
- •If you are a **New User**, you may enter by clicking on the Register button to start your application

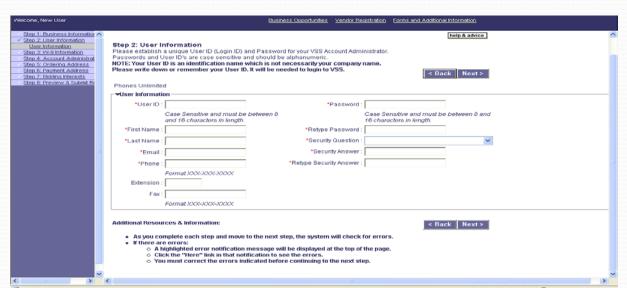


#### During the Registration Process Vendors will submit the following information

- Tax ID Number
- Legal Business Name
- Contact Information
  - Account Administrator
  - Ordering
  - Payment
- Commodity Information (types of goods and/or services your company can provide)

#### This information is required in Step 1 – Vendor Registration process

 Step 2 of the vendor registration will allow you to Establish your User ID (login ID) and Password for access to your account and to update or change information



# W-9 Information Required

- This information is required in Step 3 of the Vendor registration process
- W-9 information is enter on this screen
- A hard copy must be submitted to the Finance Department before your registration is completed

Cobb County Finance Department 100 Cherokee Street, Suite 410 Marietta, GA 30090 Fax: 770-528-1501

Business Opportunities Vendor Registration Forms and Additional Information help & advice Step 3: W-9 Information Please enter information from your W-9 form (Request for Taxpayer Identification Number and Certification) Please forward the W-9 form completed and signed to Cobb County Finance, 100 Cherokee Street, STE 410, Marietta, GA 30090-4610. You account will NOT be activated until the completed hard copy is received. Step 7: Bidding Interests Phones Unlimited ▼Add New Taxpaver ID Number add a new Taxpayer ID Number by completing the information below \*Taxpaver ID Number: No spaces or dashes \*Taxpayer ID Number Type : Business Name (If different from Legal Name) Additional Resources & Information < Back Next > As you complete each step and move to the next step, the system will check for errors. o A highlighted error notification message will be displayed at the top of the page Click the "Here" link in that notification to see the errors. You must correct the errors indicated before continuing to the next step

#### Step 4 of the Vendor Registration Process

#### Enter Account Administrator Address

Your account administrator is the individual authorized to access your account information to make changes or update your account

#### Step 5 of the Vendor Registration Process

#### Enter Ordering Address

This is the address where your company's purchase orders and solicitation/bid information is sent

#### Step 6 of the Vendor Registration Process

#### Payment Address

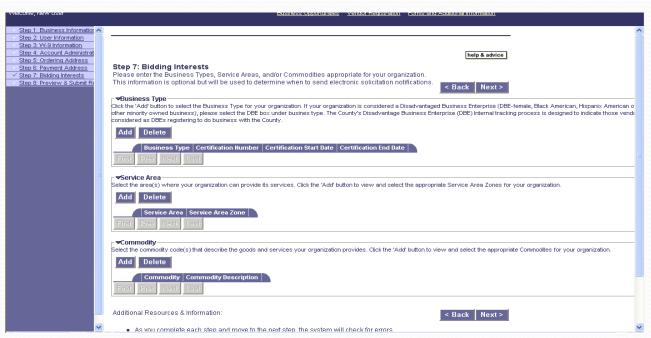
This information is your company's remittance address and Accounts Receivable or Bookkeeping. Finance will use this information to contact you about invoice and payment information

# **Bidding Interest**

Step 7 of the vendor registration process

This screen allows you to enter the Business Type(s), Service Area(s), and Commodities

- **Business Type** enter the Business Type for your organization. If your organization is considered a Disadvantage Business Enterprise (DBE) please enter here
- **Service Area** where your organization can provide Service
- Commodities select the commodities that describe the goods and services your organization provides



# <u>Prequalification Required For Certain</u> <u>Business Categories</u>

- Pipeline Contractors for Water System
- •General Building Contractors for Property Management and Parks/Recreation Departments
- Engineering Services for Water System and DOT

### Prequalified General Contractors

The Cobb County Board of Commissioners solicits qualifications from experienced firms for prequalified General Contracting services work.

- The initial qualifications are solicited through Cobb County's Sealed Bid Process
- Contractors are required to select one or more of the following Tiers within the pre-qualification application to indicate the size of projects for which the contractor is seeking qualification:
  - Tier A Covered projects valued at greater than \$250,000 but less than \$1,000,000
  - Tier B Covered projects valued at greater than \$1,000,000 but less than \$10,000,000
  - Tier C Covered projects valued at greater than \$10,000,000

### Prequalified General Contractors

- An evaluation committee will determine the construction companies believed to be most qualified to provide full general contracting services
- The list is awarded for 2 years and requires Board of Commissioners' approval
- After the initial list is established, additional vendors can apply quarterly to be added to the list

### Prequalified General Contractors

**Cobb County has two Prequalified General Contractor Lists** 

Group #1 – Property Management Building Construction and/or Renovation Projects

► The list expires December 31, 2011

Group #2 – Parks, Recreation and Cultural Affairs Non-Building Sports or Recreational Facility Construction and/or Renovation Projects

Does not have an active list - Revising specifications to re-bid

- < \$2,000 Departmental Purchase Orders
- No formal quotes required, Orders come directly from Departments
- Departments are encouraged to obtain best pricing possible

- \$2,000 to \$9,999.99 Telephone Quotations from Vendors solicited by Purchasing or User Department for goods and services
- \$10,000.00 to \$49,999.99 Written Quotations (FAX, Email, Hand Delivery)
- Timeliness of Vendor Response is Critical

- \$50,000.00 or Greater –Sealed Invitations to Bid (ITB) or Request for Proposals (RFP)
- Requires solicitation response to be "sealed" and delivered by 12 Noon on the specified date
- Formally Advertised in Marietta Daily Journal and on Cobb Website – www.cobbcounty.org
- Formal Opening 2 p.m. on same day as specified delivery; televised live on TV 23 Cable Channel and live streaming video on Internet website www.cobbcounty.org

- Master Price Agreements Per unit priced term contract of generally one (1) year with option for two (2) additional one year extensions
- Commonly used goods or services ordered from contract on an as needed basis
- Procured by Sealed Bid or Written Quotations depending on the anticipated annual dollar volume

# **Typical Bid Award Criteria**

- Total Cost (Lowest Bid)
- Responsive to Requirements of Specifications
- Responsible Capability and Dependability of Vendor
- Service and Parts Availability

Description:	No. Issued	% of Total	Value	Avg. Value	% of Value
PD's	15,874	55.16%	\$8,254,133.28	\$519.98	6.67%
DO's	10,823	37.61%	\$71,810,825.80	\$6,635.02	58.06%
PO's \$1,999 or less	313	1.09%	\$320,727.51	\$1,024.69	0.26%
PO's \$2,000-\$9,999.99	1,104	3.84%	\$5,229,131.84	\$4,736.53	4.23%
PO's \$10,000.00-\$49,999.99	548	1.90%	\$11,697,194.36	\$21,345.25	9.46%
PO's \$50,000.00 and more	118	0.41%	\$26,378,605.22	\$223,547.50	21.33%
Totals (including PD's)	28,780	100.00%	\$123,690,618.01	\$4,297.80	100.00%
Totals (excluding PD's)	12,906		<b>\$ 115,436,484.73</b>	\$8,944.40	

- PD-Department Purchase Order
  - Used to obtain "quick purchases" and may not exceed \$2,000
- DO-Delivery Order
  - Used to order goods which are part of an annual contract between Cobb County and particular vendors
- PO-Purchase Order
  - An award document that is a contractual agreement between Cobb County and a vendor to provide goods/services at pre-arranged prices and delivery dates

# Payment and Invoicing Policy

Vendors must submit invoices for goods and or/services

- •Invoice is submitted directly to Finance Department with pertinent id information
- Clearly indicate "Back Orders"
- No prepayment for goods or services

### Tips For Successful Vendors

- Monitor bid information outlets regularly: MDJ, Cobb County website, TV23
- Maintain contact with our Buyers
- Review your vendor commodity registration regularly and update often
- Many bids have cooperative purchasing program opportunities for business with cities and/or BOE

# How to Do Business with Cobb County Government

Questions & Answers

