



City of Concord Purchasing Department

Vendor Quick Guide

**City of Concord
Purchasing Department
Alfred M Brown Operations Center
850 Warren C. Coleman Blvd S
Concord, N. C. 28025**

Q. HOW DO I DO BUSINESS WITH THE CITY OF CONCORD?

A. Contact the Purchasing Department at 704-920-5441 for questions and information and or visit our web site for a list of departmental personnel, vendor forms and more information. (www.concordnc.gov)

Q. WHAT IS AN INFORMAL PURCHASE?

A. Apparatus, supplies, materials, equipment \$5000-\$89,999-- Construction or repair \$5000-\$299,999

Q. WHAT IS A FORMAL PURCHASE?

A. Purchase of apparatus, supplies, materials and equipment \$90,000 and above-- Construction or repair \$300,000 and above.

Q. WHAT IS THE CRITERIA FOR A PURCHASE ORDER?

A. Purchase orders are issued for dollar amounts of \$500 and over.
Some purchases below this threshold are made by use of the City Procurement Card.

Q. HOW ARE PURCHASE ORDERS ORIGINATED?

A. Requisitions are made from the City departments, whereas, then reviewed by the Purchasing Department.
(A valid purchase order must be signed by the Finance Director or authorized person.)

Q. DO I CHARGE THE CITY OF CONCORD TAXES?

A. The City of Concord is not exempt from North Carolina sales taxes. The City is however, exempt from excise tax.
Sales tax should be listed on a separate line item on invoices.

Q. WHAT ARE THE PAYMENT TERMS?

A. Net 30, unless otherwise noted on invoice. and vendor form.

Q WHERE ARE CURRENT BIDS ADVERTISED?

A. Formal bids are advertised www.concordnc.gov (see **BUSINESS TAB**). Piggyback bids are advertised in local newspaper.

Q. WHERE CAN I OBTAIN BID RESULTS FOR BID OPENINGS?

A. You can view results on our web site www.concordnc.gov. See **BUSINESS** tab, RFP & BID results.

Q. HOW ARE BIDS AWARDED?

A. Bids are awarded to the lowest responsive, responsible bidder taking into consideration, quality, performance, and time specified in proposal for performances of the contract.

Q. HOW CAN I BUY SURPLUS ITEMS?

A. Surplus items are listed with GOV DEALS at www.govdeals.com (unless otherwise advertised)

Q. DO YOU REQUIRE A BID BOND?

A. All formal bids for construction or repair must be accompanied by a deposit equal to but not less than 5% of proposal. Bid bond is waived for equipment unless otherwise specified.

Q. WHO CAN I CONTACT WITH ACCOUNTS PAYABLE?

A. Carrie Deal 704-920-5225, Jill Chunn 704-920-5226 Crystal Howell 704-920-5224
Mailing address for correspondence and remittance is P.O. Box 308, Concord, N.C. 28026-0308

Q. CAN THE CITY MAKE ELECTRONIC PAYMENTS?

A Yes. Please contact our Accounts Payable Department or Purchasing Department for an electronic funds transfer form to complete or visit our web site.

Q. HOW DO I GET A VENDOR FORM AND W9, AND OR OTHER RELATED FORMS?

A.Vendors doing business with the City of Concord complete our vendor form, and w9. Formal Bids will also require an E-Verify Affidavit. Please send a letter requesting to be part of our vendor listing, along with a list or products and or services you provide. when possible. These forms can be obtained by contacting our Purchasing Department. We can email or fax and they are located on our web site. They can be used for updates as well.
Contact our office, as well, for any updates in your information Examples of updates would be name changes, tax identification change, contacts, etc.

Q. WHAT IS A PRIVILEGE LICENSE AND DO I NEED ONE?

A. Vendors located within the City limits of Concord should contact the tax office for all information regarding the privilege license requirements, as well as forms. You can also get information from our web site/ Tax office phone is 704-920-5216.

Q. DO YOU REQUIRE A PACKING LIST?

A. All department and warehouse deliveries should have a packing list with the purchase order number, listed, when applicable. If an attention person is requested, this should be listed as well.

Q. WHAT ARE THE WARHOUSE RECEIVING HOURS?

A. Receiving is from 7:00 A.M. until 3:00 P.M., unless otherwise arranged. Appointments for truck deliveries are recommended. Contact Warehouse Supervisor for information or questions.

Q. DO YOU REQUIRE VENDOR APPOINTMENTS TIMES WHEN MAKING VISITS TO PERSONNEL?

A. Appointments are suggested, for preparation, scheduling, time efficiency, and availability. Thank you.

PURCHASING DEPARTMENT CONTACTS:

Sid Talbert, Purchasing Manager 704-920-5441
Sheila Almond, Purchasing Technician 704-920-5444
Shane Russ, Purchasing Technician 704-920-5447
Carson Carroll, Warehouse Supervisor 704-920-5448
Fax: 704-785-8856

NOTE:

THE CITY OF CONCORD RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO WAIVE ANY INFORMALITY IN ANY PROPOSAL. IT SHALL BE THE CITY'S POLICY TO AWARD ALL BIDS IN ACCORDANCE WITH THE N.C. GENERAL STATUES 143-129 (b) THE AWARD WILL BE MADE TO THE LOWEST, RESPONSIBLE BIDDER TAKING INTO CONSIDERATION, QUALITY, PERFORMANCE, AND TIME SPECIFIED IN PROPOSAL FOR THE PERFORMANCE OF THE CONTRACT.