



# **City of Concord Purchasing Department**

# **Vendor Quick Guide**

City of Concord  
Purchasing Department  
Alfred M Brown Operations Center  
635 Alfred Brown Jr Court SW  
Concord, N. C. 28025

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

A. Contact the Purchasing Department at 704-920-5447 for questions and information and or visit our web site for a list of departmental personnel. ([www.concordnc.gov](http://www.concordnc.gov)) The Purchasing Department can also help arrange a meeting with related City departments. Appointment times are encouraged. All active vendors must have a current privilege license, when applicable.

**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 \$1000.00 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](http://www.concordnc.gov). 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 for a period of time, or contact the Purchasing Department.

**Q. HOW ARE BIDS AWARDED?**

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

**Q. HOW CAN I BUY SURPLUS ITEMS?**

•  
**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

**A. 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.

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

A. Vendors doing business with the City of Concord should complete our vendor form and w9. Please send a letter also requesting to be part of our vendor listing, along with a list or products and or services you provide. These forms can be obtained by contacting our Purchasing Department or checking our web site. We can email or fax it as well.. All areas of the forms should be completed. Contact our office, for any updates in your information. Examples of update would be company or tax id changes.

**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.

**PURCHASING DEPARTMENT CONTACTS:**

**Purchasing Manager 704-920-5447**

**Ryan LeClear**

**Sheila Almond, Purchasing Technician: 704-920-5444**

**Blake Burriss. Purchasing Technician: 704-920-5441**

**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.**