



## Purchasing Department Frequently Asked Questions

- **How do I get on the Bidder's List for Hall County?**  
*Register by completing an application found on the Purchasing Division's "Doing Business in Hall County" page on the county's website [www.hallcounty.org](http://www.hallcounty.org) and e-mail or fax it back to us.*
- **After I have Registered does this mean I will automatically receive notifications of bids that pertain to my company?**  
*Hall County cannot guarantee that every registered vendor will receive a notification. Given that Hall County has over 8,000 registered vendors; vendors are strongly encouraged to visit the County website weekly for new opportunities. Most major projects are uploaded to the website on Mondays while other bids may be posted through the week.*
- **I do not have access to the Web: how can I register my company?**  
*Contact the Purchasing Department at 770-535-8270 for an application, which can be sent in by mail or fax.*
- **My company can provide several services to the County; however which Commodity Code do I choose?**  
*Hall County uses the class-level commodity code, which usually encompasses several areas of interest. If your service(s) fall under several different commodity codes, Hall County does allow for up to ten commodity codes to be listed on your application, just pick the ten that best suit the service(s) that your company provides.*
- **I cannot find a commodity codes that matches what my company does...**  
*If you need assistance in determining what commodity code best suits your company, contact the Purchasing Department for assistance.*
- **I have registered my company several months ago and have not heard anything nor received any solicitations. Can you tell me if my company is indeed registered?**  
*We strive to get applications into the bidder's list within two business days after receiving them. If you have not received any solicitations, it usually means that there have been no bids issued for the commodities that you listed on your application. Please call or email the Purchasing Department to verify your status.*
- **Does Hall County have a MBE/WBE program?**  
*No*
- **My Company has a new product that we would like to present to you. How can I get set up to do that?**  
*Such requests can be set up with the User Department. If there is a desire/need to meet with the Purchasing Department, an appointment should be made with the responsible Purchasing Associate.*

- **I am a small company and the bids I would be interested in are smaller in nature. How do I find out about these?**  
*Informal quotes are posted on the Purchasing website. You may also call the Purchasing Division to find which Associate handles that commodity.*
- **Are pre-bid/proposal conferences mandatory?**  
*Occasionally they are mandatory. It depends upon the complexity of the project or product being requested. Please read the specific bid documents for this information.*
- **I will be unable to attend a bid opening. How can I find out who the apparent low bidders were?**  
*On standard commodities and services once the bid has been opened and analyzed it is considered to be open for review by the general public. Any interested party who would like to view a bid can make an appointment with Purchasing for a time to review the document. Current County guidelines do not allow us to reveal the results of a proposal, construction project, or professional service. Results are not made available until after the bid has been awarded by the County Commission. Once the proposal has been awarded we will be glad to give this information to your company.*
- **When and where are the Commissioner meetings held?**  
*For most Purchasing related matters, the Board of Commissioners meets on the second and fourth Thursdays of the month at 6:00pm with their work sessions being held on the Mondays prior to the Thursday meetings at 3:00pm. Complete information and schedules may be found on our website at [www.hallcounty.org](http://www.hallcounty.org).*
- **When awarding a bid, are Hall County Vendors given preference over vendors from other counties or out of state?**  
*Hall County currently does not have a local supplier preference.*
- **After a bid is awarded, is it possible to get a copy of the winning bid or proposal?**  
*Yes, if requested in writing to the Purchasing Associate responsible for that particular bid as set forth in the Open Records Act O.C.G.A. Section 50-18-70 et. Seq.*
- **What should I do if I would like to protest a bid/proposal award?**  
*Protests should be submitted in writing to the Purchasing Division Manager.*
- **If I submitted a bid on an annual contract, will I automatically be sent a bid the next time it comes up for bid?**  
*Every attempt is made to send the bids to all the previous vendors. It is recommended to visit the County website to stay informed of new bid solicitations.*
- **I would like to introduce myself to the Purchasing Associate who handles my commodity. Do I need an appointment?**  
*Yes, Contact the Purchasing Associate for an appointment.*
- **I would like a plan holder's list for a particular bid. Can you provide me with this?**  
*Yes, in most cases. Contact the Purchasing Associate handling that particular bid.*
- **After a bid has opened how long does it take before it is awarded?**  
*Every attempt is made to award within 60 days of the opening date.*

- **If I am submitting a bid on a project can I be supplied with the bid tab from a previous award?**

*If your company placed a bid on the previous project, the Purchasing Associate can provide you with that information. However, if your company did not previously place a bid, all requests should be submitted through the Georgia Open Records Act.*

- **After I have registered my company, how long does it take before we will be placed on your bidder's list?**

*It usually is completed in two business days after receipt of your application.*

- **How can I correct or update my company information once I have registered?**

*Once you have registered it is the company's responsibility to update/correct any information that changes. Because of the volume of vendors on our bidder's list it is almost impossible for Hall County to keep up with changes unless contacted by each vendor. Hall County does not accept responsibility for updating vendor information once they have been added to the list the first time. It is the vendor's responsibility to inform the Purchasing Division of any status changes for their company.*