

**For your information here is a list of Frequently Asked Questions and their Responses on doing business with Cobb County Purchasing.**

**1. When can I see a buyer?**

8:00 A.M. – 4:30 P.M., Monday through Friday  
Please call at 770-528-8400 to schedule an appointment.

**2. How does my company register as a vendor?**

Complete the COBB COUNTY VENDOR REGISTRATION FORM. This form must be completed in order to add your company to the vendor database. You can complete this application online by visiting our website: [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov) or you can mail your application to the Finance Department, 100 Cherokee Street, Suite 410, Marietta, GA 30090. All applications must include a complete W9 form for approval.

So that our staff may be aware of those commodities and/or services that your company may provide, please select the appropriate commodities and/or services on your application. This will also determine the accuracy of the solicitations extended to your firm.

Your company and its commodity/service profile will be entered into the Cobb County's vendor's database.

Registering as a vendor does not place your company on a vendor list guaranteeing receipt of Bid/RFP packages. We advise all vendors to check our website daily for Sealed Bid Opportunities.

**3. Where do I find available bidding opportunities for Bids/RFP's**

Notices of upcoming bidding opportunities are posted on our website: [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov). Click on the link for "Bidding Opportunities"

**4. How do I obtain Bid Opening Results?**

Bid Opening results are posted on our website: [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov) following the bid opening. Click on the link for "Preliminary Bid/RFP Results"

**5. Solicitation Categories**

Less than \$2,000.00	One (1) Phone Quote – Department Purchase Order
\$2,000.00 to \$9,999.99	Three (3) Phone Quotes
\$10,000.00 to \$50,000.00	Three (3) Written Quotes (Replace)
\$50,000.00 & Over	Sealed Bids or Request for Proposals (Replace)

**6. What is a sealed bid?**

A formal written request for supplies, services, or equipment with an estimated purchase price in excess of \$50,000.00. State Law requires sealed bids to be advertised for a minimum of two weeks prior to the Opening Date.

**7. Where and when are sealed bids advertised?**

The Marietta Daily Journal on Fridays in the Legal Section and on Cobb County's Purchasing Website: [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov)

#### **8. Where are sealed bids opened?**

Sealed bids are opened in the Cobb County Purchasing Department on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at 2:00 pm unless otherwise posted or advertised.

#### **9. How can I obtain a sealed bid package?**

PDF versions of bid documents and advertisements may be viewed from the purchasing web site and downloaded. Bid documents may also be requested by faxing or e-mailing a request to the Purchasing Department. Fax Number: 770-528-1154, E-mail: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org). Indicate Bid/RFP number in your request and complete mailing information, i.e address, phone, fax, contact name.

#### **10. Late Bids**

Cobb County does not accept late bids. Bids must reach the Purchasing Department no later than 12:00 (noon) of the Bid Opening Date. The clock in the Purchasing Department is considered the Official Time.

#### **11. Who can attend bid openings?**

Company Representatives and the general public are always welcome at Sealed Bid Openings.

#### **12. Who will see my prices?**

Copies of Bid Tabulations are kept on file for public viewing. Copies of Bid Tabulations may be picked up at the Purchasing Department or emailed or faxed to the vendor.

#### **13. When can I view Bid File?**

Pending, rejected or deferred sealed bids or sealed proposals and cost estimates are not available for public viewing until a final contract award is made or the project is terminated or abandon.

If you would like to view a bid file, please contact the Purchasing Department at 770-528-8400 to schedule an appointment.

#### **14. Do I need to be a registered vendor with Cobb County to submit a bid?**

No, you do not have to be a registered vendor with Cobb County to submit a bid/ proposal. We recommend that vendors complete the vendor registration process to prevent delays in bid awards.