



Frequently Asked Questions – Procurement Department

- ***How do I become a registered supplier with the City of Griffin?***
 - You may register by completing the supplier registration found on the "How to Do Business with the City" page on the City's website www.cityofgriffin.com. This process includes completing the Online Registration and uploading the required W-9 and Supplier [E-Verify] Affidavit. FAQs for E-Verify are also available on the website.
- ***Will I automatically receive notifications of bids that pertain to my company after I have registered?***
 - Yes. With the online registration process, you are allowed to select as many NIGP commodity codes as you feel are applicable to your business. Once a Bid opportunity is posted under **Bid Opportunities**, a notification email is sent to the email address on file. Links are also posted on GLGA Marketplace and Georgia Procurement Registry. You will also receive a reminder annually to confirm/update the registration. Please make certain that vendorregistry.com and cityofgriffin.com are both recognized as safe senders so these notifications will not end in the Spam folder.
- ***Can I still submit bids with the City if I am not a registered supplier?***
 - Technically you do not have to be registered to submit a bid response, but you must be a registered supplier in order to be considered. An award cannot be issued until all of the necessary information has been received by the appropriate City office.
- ***How do I receive notification that the content of a bid has changed after it has been posted?***
 - Notification emails are automatically sent based on the commodity codes listed for the bid. The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the bid opening date. Addenda are posted ONLY on the City's website (Bid Opportunities) under the respective bid. It is the bidder's responsibility to check the site periodically during the response phase of a bid. Any bid response which fails to acknowledge the bidder's receipt of any addendum will result in the rejection of the submission if the addendum contains information which substantively changes the requirements. A best practice would be to check the site prior to submitting a response if you are not confident you have all of the documents.
- ***How do I update my registration if the information changes?***
 - Registration is now self-service via our website. Supplier registration can be found on the 'Doing Business' page (direct link - <http://www.cityofgriffin.com/DoingBusiness/HowtodoBusinesswiththeCity.aspx>). You will also receive an annual request to update/confirm your registration information.
- ***Are pre-bid/proposal conferences mandatory?***
 - Pre-bid conferences are not planned for many of the City's bids. When they are planned, they are usually optional; however, attendance at a pre-bid conference will always be considered in the evaluation process. There are times with the conference is mandatory, when that is the case, there are NO exceptions. Please refer to section 1.2 (Schedule) of the individual bid for the specific requirements.
- ***I will be unable to attend a bid opening. How do I find out about the apparent low bidders?***
 - In order to help protect the integrity of the sealed bid process, the City no longer holds public openings on most bids. The status field for the individual bids is updated for each stage of the process on the City's website (under Bid Opportunities). Once the Notice of Award has been posted, the status field will be updated with the bid results.
- ***Do local suppliers receive any type of preference over suppliers from another city or state when bids are awarded?***
 - Awards are made to the responsible bidders whose bids are responsive to the terms of the Bids and are most advantageous to the City. Without sacrificing quality, service or timeliness, there is currently a small local preference given for businesses located in the 30223 and 30224 zip codes. Tie-breaker preference will also be given to Georgia suppliers over out-of-state suppliers and American over foreign suppliers.
- ***What should I do if I want to protest a bid process or award?***
 - All protests of evaluation and award must be submitted in writing to the Procurement Department within ten (10) days of the posting of either the NOIA (Notice of Intent to Award) or the NOA (Notice of Award), whichever is published first. Protests of specifications or solicitation process must be submitted in writing to the Procurement Department two business days prior the due date and time. Protests must include the name and address of the protestor, appropriate identification of the solicitation, reason for the protest, supporting evidence to substantiate the claims and the desired remedy.