



Henry County Government
Purchasing Department
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How to do Business with Henry County Government

WELCOME

The Henry County Purchasing Department welcomes your interest in doing business with us. We hope these general guidelines will simplify your efforts to do business with Henry County Government. Any questions not answered here may be directed to any member of the purchasing staff or by accessing the web site at <https://www.co.henry.ga.us/Departments/M-R/Purchasing-Department>.

MISSION STATEMENT

The mission of the Purchasing Department is seeking, establishing and maintaining vendor relationships that meet the requirements of Henry County Government, while remaining fair, competitive and open in our business practices. Providing beneficial information that will continue to the success of our vendors.

HOURS OF OPERATION

The Purchasing Department is open for business Monday through Friday, from 8:00 a.m. to 5:00 p.m.

OFFICE VISITS

Sales representatives are a valuable source of information in obtaining specifications, bids, up-to-date product advancements or improvements, resolving delivery issues, etc. We value your visits; however, we recommend making appointments in order to productively utilize our time and yours. A business card including the type of business is appreciated.

BIDDER'S LIST APPLICATION

The Henry County Purchasing Department uses the Georgia Department of Administrative Services' Procurement Registry (Team Georgia Marketplace) to obtain prospective bidders. By registering as a Sourcing Bidder, vendors receive additional bid opportunities with State, County, and City entities that use this Registry as well.
https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDIN_GPAGE.GBL?& This link is available on the web site at <https://www.co.henry.ga.us/Departments/M-R/Purchasing-Department>.

Vendor Self Service Registry Portal/ VSS <https://selfservice.co.henry.ga.us/vss/> is available for vendors to register with Henry County.

PURCHASING PROCEDURES

Rules pertaining to the amount of purchase determine how the purchasing of an item will be handled. The following breakdown represents the policies set for handling purchases.

AMOUNT REQUIREMENTS:

Less than \$5,000	One Quote
\$5,000.00 to 49,999.99	Three Written Quotations – Purchase order executed and serves as procurement contract
\$50,000 and above	Sealed Bid or RFP, Board of Commissioner approval required.

BID AWARDS

A bid is awarded to the vendor with the lowest responsive and responsible bid. The County reserves the right to reject any and/or bids submitted and to waive any technicalities or minor irregularities in bids received. IF the cost of goods and services exceeds \$49,999.99 the sealed bid/RFP process is used and BOC approval is required.

FORMAL SOLICITATIONS/BID NOTIFICATION

The Purchasing Department advertises formal solicitations on the County, Team Georgia Marketplace, And Georgia Local Government Access Marketplace (GLGA) websites and also advertises Public Works in the local newspaper as required by law. Check our web site regularly for current bid solicitations. <https://www.co.henry.ga.us/Departments/M-R/Purchasing-Department>

COMPETITIVE SEALED PROPOSALS

Best value determined through clearly defined evaluation criteria. The Henry County Board of Commissioners approval is required for all Sealed Proposal awards if the total cost of goods and Services exceeds \$49,999.99

ANNUAL CONTRACT PURCHASES

Goods and services can be procured as needed through annual contracts with vendors. Annual Contracts create efficiencies by utilizing pre-determined price agreements. They represent a pre-determined and negotiated price agreement, not a promise to purchase, and are obtained through sealed bid process. Terms are typically for one (1) year contract, with an option for two (2) additional annual renewals. All annual contracts are presented to the BOC for approval.

SOLE SOURCE PURCHASES

Sole source purchases are utilized in clearly defined situations. All sole source providers required to provide a letter stating they are the sole provider for the requested good or service and why they are determined to be the sole source.

SPECIAL REQUIREMENTS

All bonding and insurance requirements are developed by the Purchasing department using the State of Georgia recommended requirements as a base line. Companies must be able to satisfy all insurance and bonding requirements to be considered for award.

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

E-Verify is used to verify the employment eligibility of U.S. and non-U.S. Citizens. Counties are required to collect affidavits from contractors who contract with the county for labor and service contracts by contract exceeding \$2499.99 that include the vendor's E-Verify number for bid, unless:

1. the contractor has no employees (in which case they must present an approved state issued identification card/license) or
2. the contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is performing the service.

LOCAL VENDOR PREFERENCE

Preference given to local vendors over out of County vendors for clearly defined parameters:

- Business must operate and maintain a regular place of business within geographical boundaries of Henry County.
- Business must have current Occupational Tax Certificate.
- Business must be current on all real and personal taxes owed to the County.
- Business must certify its compliance with the GA Security and Immigration Act.
- This preference only applies to contract opportunities less than or equal to \$100,000
- Lowest Local vendor within 5% of lowest submitted bid will be granted the opportunity to match the lowest submitted bid and will be presented for award if all other minimum requirements are met.

SUPPLIER INCLUSION PROGRAM

The Henry County Board of Commissioners recognizes the benefits of creating an equal opportunity for all vendors to participate in the County's procurement process, and the County is committed to diversity and non-discrimination in its business operations. Accordingly, Henry County will make a good faith effort to utilize local businesses, veteran-owned business, small business enterprises, DBE businesses and female-owned business throughout the procurement process. This effort does not equate to a quote or set percentage, and all efforts to contact and engage local businesses, veteran-owned business, small business enterprises, DBE businesses and female-owned businesses will be fair and impartial. No preference will be given to any business group or classification, and this program is being created to ensure that the identified business groups have the unimpeded ability to compete in the bidding process and to do business with Henry County.