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## Bid Openings

Sealed bids are opened in the Central Services Department. Bid openings are public and you or a representative of your firm are welcome to attend whether your firm is engaged in bidding or not. Information regarding bid prices will be given over the phone or written as requested after they have been opened, abstracted and checked.

## Samples

When samples are requested with bids, the bidder must do so at no cost to Clayton County. All samples should be clearly marked.

## Taxes

Clayton County is exempt from federal excise taxes and the State of Georgia sales tax. Exemption certificates will be executed by the Director of Central Services upon request when supported by an authorized purchase order number.

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## Request of the Director of Central Services

Each person in this department is dedicated to doing his or her very best for Clayton County. If you think you have not been treated fairly and squarely in your dealings with this department, you are requested to advise the Director of Central Services.

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Director of Central Services  
Clayton County, Georgia

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## Welcome

to

Clayton County  
Central Services Department



To visiting sales representatives, especially those making their first call, we extend a warm welcome. We hope to make your visit pleasant.

This folder will briefly acquaint you with our department.

Clayton County Central Services

7994 N. McDonough Street □

Jonesboro, GA 30236

(770) 477-3587

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## Mission

The Central Services Department provides centralized purchasing and contracting services for all the County Departments and agencies (excluding Board of Education, Water Authority and Southern Regional Hospital).

## Responsibility

It is the responsibility of this department to furnish supplies, equipment, and services to the various departments in the required quantity, quality and at the best possible price. This is accomplished by standardization and competitive bidding on the basis of adequate specifications, whenever practicable. In addition, this department provides advice, contractual services, operates the central supply distribution center and print shop.

## Vendor Assistance

We are always ready and willing to help you complete your business in this department with a minimum of lost time and motion.

Upon arrival advise the receptionist your name, company name, and the purpose of the visit (provide business card if available).

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She will direct you to the proper person as soon as possible. Central Services is a very busy place; however, someone will see you with a minimum delay.

### Office Hours

Monday-Friday 8:00 am - 5:00 pm  
(except holidays)

## Policy Regarding Visiting Sales Representatives

The practice of sales representatives calling on other county departments is *discouraged*. Such visits often waste the time of county personnel and that of the sales person. If such visits do occur, the department is to explain that purchasing is done by Central Services under a central system.

It will be appreciated if you will make Central Services your first point of contact when presenting your products or services to the County. If it is necessary to contact other department(s), you will be advised.

## Sales Representatives To Help Us

We urge you to present ideas, suggestions, new/alternate products that can be profitable for both

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Clayton County and the Vendor. Also, in order that we may be available to the next Vendor or accomplish other work, we ask that you take only the necessary time to present your facts to the person you see.

## Bidders List

Central Services maintains several different bidders lists of vendors classified according to materials, supplies and services. Your firm may be placed on these lists upon application.

## Submitting Bids

Quotations for purchases under \$2500 may be submitted by telephone as requested by the appropriate Buyer. Purchases exceeding \$2500 but less than \$5000 must be written but may be submitted by fax, mail or in person to the appropriate Buyer. Purchases exceeding \$5000 will be by formal sealed bid with a scheduled date & time for bid opening; responses must be by sealed bid. Bids received after the deadline will not be considered. The average time between date of issue and opening is 14 days. Formal bid solicitations are published in the Clayton News Daily newspaper.