

Purchasing Department Frequently Asked Questions (FAQ'S)

PROCUREMENT OF NON-BID GOODS AND SERVICES

1. Q: How does the City procure non-bid goods and services?

A: Purchases of less than \$15,000 are made on the open market and, whenever possible, these purchases are based on a minimum of three informal quotes. Quotes may be solicited by mail, e-mail, fax, or telephone. Normally, a Buyer will issue a Purchase Order to the winning vendor. City Buyers also have access to procure from certain Federal, State, and Governmental Procurement Co-op contracts.

2. Q: How do I participate?

A: Contact a Buyer in the Purchasing Department. Introduce your company and what it sells. If the Buyer instructs, download a Vendor Packet from the City's website (Look under Doing Business / Purchasing / Vendor Packets / Vendor's List Request Packet). Follow the instructions, and send submittals.

PROCUREMENT OF BID GOODS AND SERVICES

1. Q: How does the city procure bid goods and services?

A: The Code of Alabama, 1975, provides municipalities two means for procuring goods and services by formal bid. Title 39, referred to as the Public Works Law, which applies primarily to construction, has a bid limit of \$50,000.01. Title 41, referred to as the Alabama Competitive Bid Law, which applies to general goods and some services, has a bid limit of \$15,000.00. These purchases of supplies, equipment and contractual services (except professional services) where the cost meets or exceeds the bid limit, are purchased on the basis of formal, competitive, sealed bids or proposals.

2. Q: How do I participate?

A: Follow the instructions on the City's website. (Look under Doing Business / Purchasing / Vendor Packets / Bidders List Request Packet).

CITY OF FAIRHOPE BIDDER LIST

1. Q: How can I find out which services or commodities are currently available for formal bid or proposal?

A: Bid advertisements are posted on the City's website at www.cofairhope.com. On the home page, look under Doing Business / Purchasing / Bids, in the dropdown on the toolbar; or under Calendar of Events / Bids/RFP's. The City is required to advertise bids in various newspapers (depending on the size and type of bid). Bids are also posted on the bulletin board outside the Purchasing Department at the City Services and Public Utilities building located at 555 S. Section Street, Fairhope, AL 36532. Vendors who have joined the official bidders list will also be emailed notices of pertinent bids.

2. Q: Must I have a City of Fairhope Business License to bid?

A: Not to place a bid. However, if you are the awarded vendor, you will need your City business license at the time of contract execution.

3. Q: How long will my firm remain on the City of Fairhope bidder list?

A: Indefinitely, with the exception that your firm may be removed after failing to respond to three solicitations.

4. Q: How do I obtain the bid packet?

A: For most bids, the best method is to download the bid packet from our website. For most bids, you may also pick up a copy of the bid packet at the City Services and Public Utilities building located at 555 S. Section Street, Fairhope, AL. between the hours of 7am and 4 pm Monday-Friday. Note: Some bid packets may be too large for downloading. For such bids, instructions for obtaining the entire bid packet will be contained in the posted bid advertisement. Follow the instructions in the bid advertisement for obtaining the entire bid packet.