

Commitment to Equal Opportunity

Clayton County encourages all segments of the business community to participate in its purchasing program for potential business opportunities.

No person shall be denied the benefit of, or otherwise be discriminated against, on the grounds of race, color, national origin or gender in connection with the award or performance of any contract utilizing, in whole or in part, with funds of the County government.

Small Local Business Enterprises (SLBE)

Pursuant to the Clayton County Small Local Business and Procurement Non-Discrimination Ordinance, Contractors are required to utilize or demonstrate Good Faith Efforts to utilize certified SLBE vendors for a percentage of the total award for all qualified solicitations for which a goal has been established.

Where to Find SLBE Information?

Certification forms and a directory may be viewed and downloaded from our website: www.claytoncountyga.gov

**Central Services Department
7994 North McDonough Street
Jonesboro, Georgia 30236**

**Phone: 770-477-3587
Fax: 770-477-3335**

**Email:
CentralServices@co.clayton.ga.us**

**Hours of Operation
Monday—Friday
8:00 a.m. to 5:00 p. m.**

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Clayton County Central Services Department



It is the mission of the Clayton County Central Services Department to provide strategic, efficient, and effective procurement of goods and services, along with the management of resources to maximize the value received for each dollar expended while employing best practices and the highest ethical standards.

Introduction

The Central Services Department:

- ◆ Provides centralized procurement of quality goods and services at the most economical cost or best value in accordance with the Clayton County Code of Ordinances.
- ◆ Operates a Print Shop that provides high quality printing services.
- ◆ Maintains a County Warehouse and provides delivery services.
- ◆ Provides Risk Management for the County including Claims Administration, Insurance, Defensive Driver Training, Safety Investigations and Reviews.

What We Buy?

Supplies, equipment and services required for efficient County operations and provision of vital services to the citizens of Clayton County.

A Few Examples:

- ◆ Office Supplies
- ◆ Maintenance Supplies
- ◆ Vehicles
(Police Cars, Fire Trucks, Road Equipment)
- ◆ Professional Services
(Architects, Engineers, Consultants)
- ◆ Information Technology
(Hardware, Software, Services)
- ◆ Construction
- ◆ Roadways, Sidewalks, Paving
- ◆ Greenspace, Trails, Parks

How We Buy

Informal Quotes

- ◆ Up to \$499.99: Verbal Quotes from three sources.
- ◆ \$500.00—\$24,999.99: Written Quotes from three sources.

Competitive Sealed Solicitations

(\$25,000.00 or Higher)

- ◆ Request for Bids (RFB): For the purchase of specific goods and services; awarded to the lowest responsive and responsible bidder.
- ◆ Request for Proposal (RFP): Price is not the primary consideration; used for complex or highly technical procurements with qualifications and experience as factors.

The Clayton County Board of Commissioners approves:

- ◆ All negotiated purchases in excess of \$25,000.00.
- ◆ All non-budgeted purchases \$35,000.00 and greater.

How to Become a Registered Vendor

The recommended first step to doing business with Clayton County is becoming a registered vendor. Visit our website at www.co.clayton.ga.us to download an application.

Based on the commodity information you provide, you will receive notification, via email, of current solicitations.

You do not have to be a registered vendor to bid, view or download the bid documents that are advertised on our website. However, registering is the only way to receive notification of bidding opportunities by email.

Where to Find Bid Information?

- ◆ Current solicitations can be viewed and downloaded from our website at: www.co.clayton.ga.us
- ◆ Bid Opportunities are also published in The Clayton News Daily .

Bid Openings

Formal Sealed Bids/Proposals are opened in the Central Services Department. Bid openings are open to the public. All are welcome to attend.

Information regarding contract awards for bids or proposals prices will be posted on the website after the award.