



Procurement Department

# Welcome to Forsyth County's 2016 Vendor Symposium

August 30, 2016

# How to do business with Forsyth County

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## Who We Are

Donna Kukarola, CPPO, CPPB, Director

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We have over 75 years of combined procurement and contract experience.



# Forsyth County Procurement Department Location

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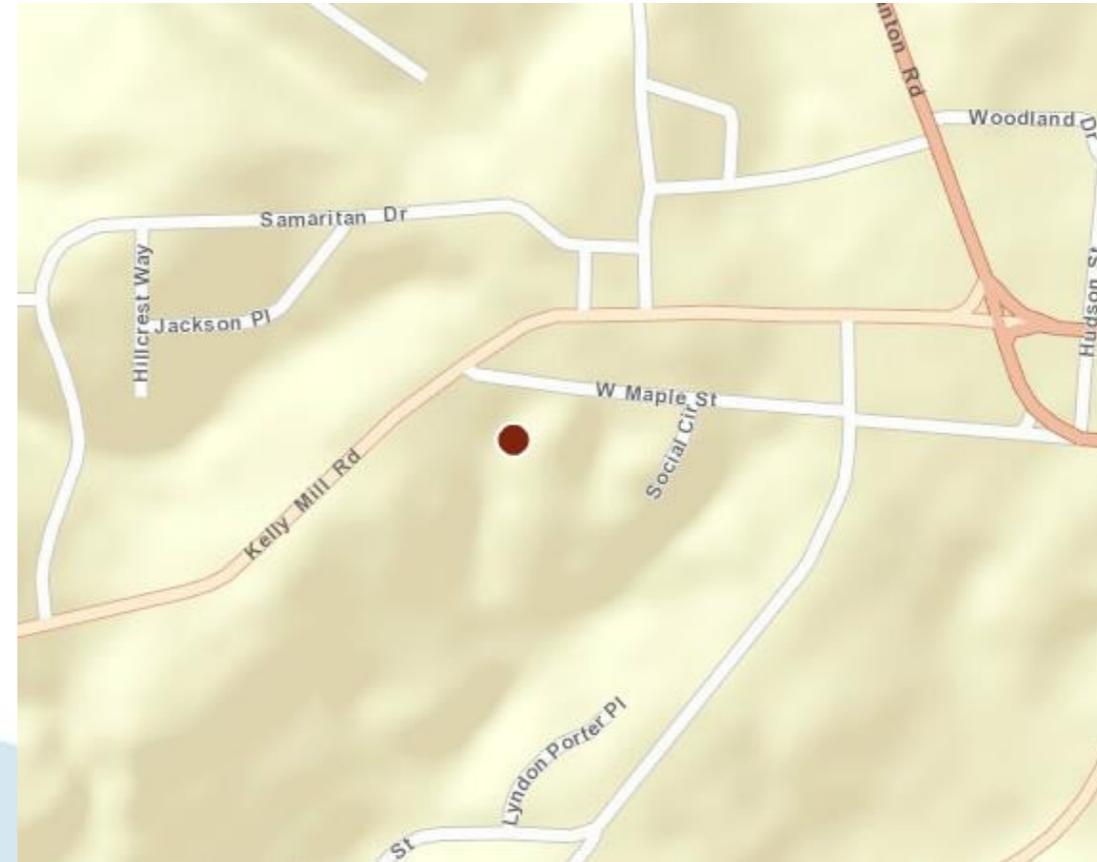
## Where We Are

514 West Maple Street  
Suite 104  
Cumming, GA 30040

Phone: 770-888-8872

Hours: 8:00am – 4:30pm

[www.forsythco.com](http://www.forsythco.com)



# Solicitation Methods

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Transaction cost or budget amount determines the method of procurement.

## Purchasing Card (P-Card)

- Departments may use a p-card for a transaction up to \$2,300.
- Orders may not be split into separate transactions to accomplish the \$2,300 limit.

## Request for Quote (RFQ)

- Purchases between \$5,000 and \$49,999.99.

## Sealed Bid & Request for Proposal (RFP)

- Purchases of \$50,000 and more.
  - Any purchase greater than \$50,000 to be awarded by the Forsyth County Board of Commissioners.
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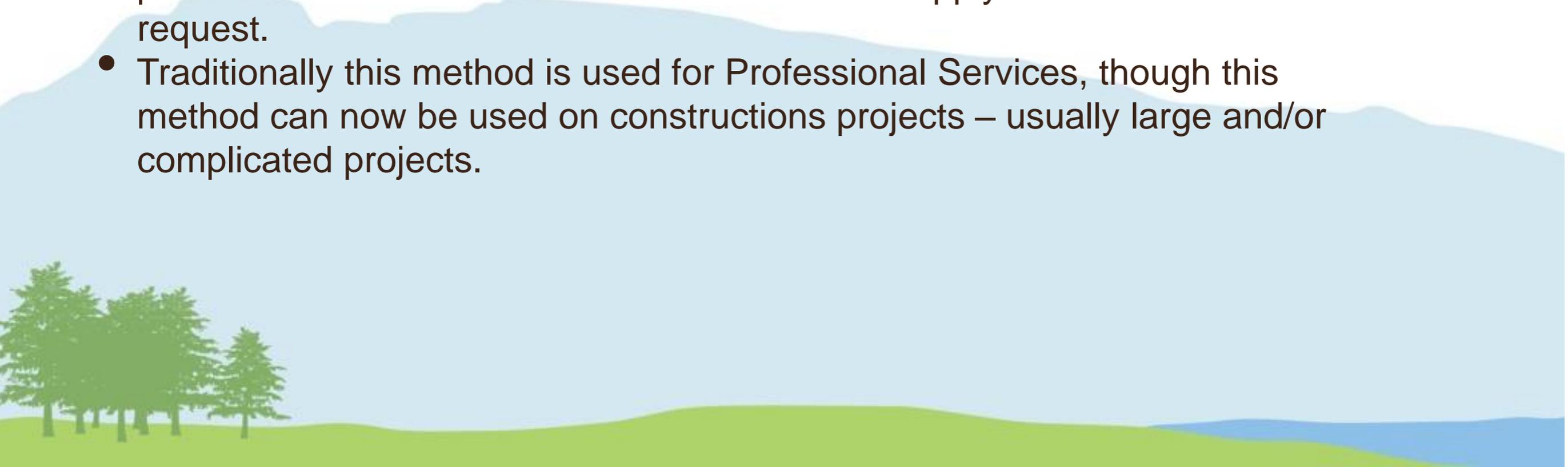
# Bid or Request for Proposal?

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## Bid

- An item is usually bid if it is a well defined project and/or commodity.
- Vendors submitting a Responsive and Responsible Bid will be awarded on lowest cost. \*(Local Business Initiative)

## Request for Proposal

- A request for proposal (RFP) is used when the county wants qualifications presented in detail and/or wants the vendor to supply a solution to our request.
  - Traditionally this method is used for Professional Services, though this method can now be used on constructions projects – usually large and/or complicated projects.
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# What We Purchase

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Forsyth County buys a multitude of commodities and services, from plumbing and printing to office supplies and construction.

- Many items are placed under an annual contract for efficient and easy use by the County Departments.

AS NEEDED PLUMBING SUPPLIES
ENGINEERING SERVICES - ROADWAY DESIGN
GENERATOR MAINTENANCE AND REPAIRS
POWERDMS.COM STANDARDS ANNUAL SUBSCRIPTION (SHERIFF)
POWERDMS.COM STANDARDS ANNUAL SUBSCRIPTION (E-911)
BACKGROUND INVESTIGATION SERVICES
SOFTWARE MAINT. FOR REMOTE ACCESS APPLICATIONS
ALZHEIMER'S PATIENT TRANSMITTERS
ELECTRONIC MONITORING AGREEMENT FOR SEX OFFENDER REGISTRY UNIT
FINANCIAL ADVISORY SERVICES FOR BOND ISSUES
MITEL MONITORING LIFT STATIONS FOR THE MANOR
Q-MATIC QUEUING SYSTEM EXTENDED WARRANTY (TAX COMM. SITE 60247)
PHARMACEUTICAL
XC2 BACKFLOW PREVENTION SOFTWARE MAINT.
RANGE HOOD INSPECTIONS
REAL ESTATE APPRAISAL SERVICES
RECORDS STORAGE
AS-NEEDED CONCRETE REPAIRS
COLORWAVE500 PLOTTER ANNUAL MAINTENANCE FOR GIS
TOP DRESSING SAND
DISASTER DEBRIS MONITORING SERVICES
FEED/SUPPLY

# Forsyth County Website



The screenshot shows the Forsyth County website's header and main content area. The header includes the Forsyth County logo, a search bar, and a navigation menu with links for Home, News & Events, Departments & Offices, How Do I..., Contact Us, Meetings, and Calendar. The main banner features a scenic lake view with the text 'Welcome to Forsyth County' and the tagline 'Your Community. Your Future.' Below the banner, there are two columns: 'Latest News' with a photo of a council chamber and a list of news items, and 'Get News Updates' with an email subscription form and a 'Subscribe' button.

**FORSYTH COUNTY, GEORGIA**

NEWS & EVENTS DEPARTMENTS & OFFICES HOW DO I... CONTACT US MEETINGS CALENDAR

Welcome to  
**Forsyth County**  
Your Community. Your Future.

### Latest News



- Read the August Edition of Forsyth County's Newsletter
- 2017 Budget Update: Millage Rates Remain Unchanged
- Public Hearing regarding Possible Extension of Moratorium on the Combination of Lots
- Open House at Forsyth County's New Shakerag Water

### Get News Updates

Email

**Subscribe**

# Forsyth County Website – How Do I...



NEWS & EVENTS

DEPARTMENTS & OFFICES

HOW DO I... ▾

CONTACT US

MEETINGS

CALENDAR

## OBTAIN / RENEW

- ▶ Marriage License
- ▶ Firearm License
- ▶ Business License
- ▶ Alcohol Sales Permit

## LEARN ABOUT

- ▶ Forsyth County
- ▶ **Doing Business with the County**
- ▶ Registering to Vote
- ▶ Adopting a Pet
- ▶ County Ordinances
- ▶ Unified Development Code

## APPLY FOR

- ▶ Passport
- ▶ Building Permit
- ▶ Film / Video Production Permit
- ▶ Special Event Permit
- ▶ County Job Openings

## PAY

- ▶ Water Bill
- ▶ Vehicle Tags
- ▶ Property Taxes
- ▶ Citations

## REPORT

- ▶ Code Violation
- ▶ Comment / Feedback
- ▶ Litter

## FIND

- ▶ Park / Recreation Center
- ▶ Public Library
- ▶ Reserve a Park Facility
- ▶ Deeds & Land Records
- ▶ Vendor Self Service Portal
- ▶ TV Forsyth



Renovated playground at Forsyth County's Big Creek Greenway

Now Open

Central Park Playground to Temporarily Close for Enhancement Project

Subscribe

# Procurement Department Page



NEWS & EVENTS

DEPARTMENTS & OFFICES

HOW DO I... ▾

CONTACT US

MEETINGS

CALENDAR

Departments & Offices / Procurement

## Procurement

- ▶ Local Business Initiative
- ▶ Emergency Supplier Network
- ▶ Laptop Standards
- ▶ Bids & Results
- ▶ Procurement Department FAQ'S
- ▶ Title VI of the Civil Rights act of 1964
- ▶ Values and Guiding Principles of Public Procurement
- ▶ Vendor Handbook

## Procurement Department

The Procurement Department has been established to administer the procurement process on behalf of the County. Its responsibilities include:

- Obtain in a cost effective and responsive manner the materials, equipment, services, and construction required for County Departments in order for those Departments to better serve Forsyth County's residents and businesses.
- Provide increased economy in procurement activities, maximize to the fullest extent possible the purchasing value of public funds.
- Foster effective broad-based competition.



Cost Savings (Jan 1, 2016 - June 30, 2016)

# Bids and Results Page

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[Departments & Offices](#) / [Procurement](#) / [Bids & Results](#)

## Bids & Results

▶ [Local Business Initiative](#)

▶ [Emergency Supplier Network](#)

▶ [Laptop Standards](#)

▶ [Bids & Results](#)

▶ [Procurement Department FAQ'S](#)

▶ [Title VI of the Civil Rights act of 1964](#)

▶ [Values and Guiding Principles of Public Procurement](#)

▶ [Vendor Handbook and Application](#)

## Our Bids & Results

### Forsyth County Procurement Department:

Forsyth County Procurement Department is the only official release site for these invitations or any Addenda that may be issued for our invitations. Please review the information below for a list of current Bids, Proposals and Quotes that are being accepted.

To read the Advertisement, click on the solicitation number. If you want to obtain the documents after reading the Advertisement, click on the link that says "**Become a Plan Holder**" at the bottom of the Advertisement. After you have filled out all of the fields on the next page, click "**Submit**" and the solicitation packet link will show available for you to open and print out. For documents with a fee associated, click on the "**Request for Bid Package**" link on the right-hand side of the page for instructions on how to obtain them.

**It is the ultimate responsibility of the bidder/proposer/quoter ("bidders") to ensure that they have read all solicitation documents and have received and read all applicable Addenda prior to Bid/Proposal/Quote submission.** Addenda can be viewed by clicking on the solicitation number and then clicking on the "**Addenda**" link located on the right-hand side of the page. Forsyth County takes reasonable steps to ensure that known prospective bidders have all applicable Addenda, **but it is your responsibility to ensure that you do, before you submit a bid/proposal/quote.**

Results can be viewed by clicking on the solicitation number and then clicking on the "**Results**" link on the top, right-hand side of the page.

To better serve the Citizens and Supplier/Contractor Community and to increase competition, information regarding Forsyth County solicitations is available from the following sources: Forsyth County website [www.forsythco.com](http://www.forsythco.com), (click on the "**Bids & Results**" link under procurement), Forsyth County Cable TV (Comcast Channel 23), and the Procurement Office located at 514 West Maple Street, Suite 104, Cumming, Georgia



# Solicitation Documents

## Our Bids & Results

[Procurement Web Portal](#) > SOLICITATION DOCUMENTS

**RFP No. 16-89-2210: Inmate Food Service**

### **Advertisement: Inmate Food Service Request for Proposal No.: 16-89-2210**

The Forsyth County Board of Commissioners is soliciting competitive sealed proposals from qualified firms to provide Inmate Food Service at the Forsyth County Detention Center, 202 Veterans Memorial Blvd, Cumming, GA 30040. As an alternate we may provide breakfast and lunch meals to staff in a separate on-site cafeteria.

**A Mandatory Pre-proposal meeting has been scheduled for 2:00 p.m. (local time) August 16, 2016. Only firms attending the pre-proposal will have proposals accepted. Meet at the entrance (inside) of the Detention Center. All parties must be onsite by 2:10 p.m. (local time) on August 16, 2016 to participate in the mandatory meeting.**

**Successful firm will be required to provide certificates of insurance showing Forsyth County as an additional insured, as well as a Performance Bond.**

Copies of the proposal documents ("RFP Documents") may be downloaded at no cost from the Forsyth County, GA website, [www.forsythco.com](http://www.forsythco.com), visit the Procurement Department page, open "Bids & Results" and follow the directions provided. If desired a hard copy of the solicitation may be obtained from the Procurement Department, 514 West Maple Street, Suite 104, Cumming, GA 30040, 770 888 8872, for the non-refundable fee of \$15.00. If the requesting firm desires the documents to be mailed, the firm will be required to provide a FedEx, UPS, or other carrier number to be charged.

No Proposals will be received or accepted from any firm who has not received documents from the Forsyth County Procurement Department. All firms must be licensed in Georgia, maintain a full-time office in Georgia, and have a registered agent in Georgia.

No firm may withdraw their Proposal within 90 days of the actual date of opening.

Sealed Proposals will be received until 2:00 p.m. (Eastern Standard Time), Thursday, September 1, 2016 at the Forsyth County Procurement Department, 514 West Maple Street, Suite 104, Cumming, GA 30040. **Any proposal received after this date and time will not be accepted.** Proposals will be opened and only names of firms submitting proposals will be read aloud at 2:05 p.m., Thursday, September 1, 2016. Proposers and the general public are invited to attend. Award of proposal will be made at a later date. Forsyth County reserves the right to reject any or all proposals.

Donna H. Kukarola, CPPD, CPPB  
Director  
August 1, 2016

**+ Become a Planholder!**

No Planholders have been added to this Item.

Link to Download Documents



# Become a Planholder

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## Our Bids & Results

### [Return to Procurement Portal Home](#)

Forsyth County is not responsible for the contents of the Plan Holders List. Any false or inaccurate information intentionally entered into the Plan Holders List may result in the rejection of your bid. Information provided below will be shown on our website under "Current Planholders."

#### Become a Planholder

Selected Item: RFP No. 16-89-2210: Inmate Food Service

Company Name:

Email Address:

Contact Name:

Address:

Phone:

Fax:

73832 [Copy Below]

SUBMIT

# Procurement Department Page – Vendor Self Service



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## Procurement Department

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- Obtain in a cost effective and responsive manner the materials, equipment, services, and construction required for County Departments in order for those Departments to better serve Forsyth County's residents and businesses.
- Provide increased economy in procurement activities, maximize to the fullest extent possible the purchasing value of public funds.
- Foster effective broad-based competition.
- Provide safeguards to the maintenance of a procurement system of quality and integrity.
- Make every effort to enhance the County's reputation of progressive and business integrity and fairness and equity to all vendors

[Vendor Self Service Portal](#)

### Recent Posts

 Vendors Invited to Learn How to do Business with Forsyth County Government  
Posted 4 days ago

[Read More »](#)



### Cost Savings (Jan 1, 2016 - June 30, 2016)

Purchase Orders Placed:	1,450
Credit Card Transactions:	247
2016 Cost Savings to Date:	\$2,194,768.63



# Vendor Self Service



Log In

## WELCOME!

The Forsyth County Procurement Department is pleased to announce the opening of the Vendor Self Service Portal (VSS).

The VSS provides vendors with web based access to the County's database for vendors to see their company's information, such as a listing of issued Purchase Orders, Contracts, Invoices, and Checks. Furthermore, VSS offers the ability to upload attachments related to the vendor's files. VSS also allows the vendor to maintain and update their address, contact information, and desired payment method.

In order for your firm to receive notifications about formal solicitations (Bids, formal quotes, Request for Proposals, etc.), your firm must enter and maintain your contact information, to include a valid e-mail address and the list of commodity codes that represent the goods and services your firm can provide.

To get started please click on the tab to the right "Vendor Self Service".

Regards,

Donna H. Kukarola, CPPO, CPPB  
Director  
514 West Maple Street, Suite 104  
Cumming, GA 30040  
770 888 8872

Home

Vendor Self Service



# Upcoming Opportunities

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## SOLICITATION DOCUMENTS



**Bid No. 16-102-3150: Roundabout on Holbrook Rd. @ Burnt Bridge**

Due Thursday September 29, 2016 @ 2:00pm EST

**RFP No. 16-94-2210: Inmate Medical Services**

Due Thursday September 15, 2016 @ 2:00pm EST

**Bid No. 16-98-3150: Installation of Traffic Signal on Market Place @ Turner Road**

Due Thursday September 8, 2016 @ 2:00pm EST

**Bid No. 16-92-5212: Bonded Rubber Installation at Sharon Springs Playground**

Due Thursday September 1, 2016 @ 2:00pm EST

**RFP No. 16-80-1500: Sharon Forks Library Expansion & Renovation**

Due Thursday September 1, 2016 @ 2:00pm EST

**RFP No. 16-89-2210: Inmate Food Service**

Due Thursday September 1, 2016 @ 2:00pm EST

**Bid No. 16-90-1500: Providing Natural Gas Services**

Due Thursday September 1, 2016 @ 2:00pm EST

**Quote No. 16-95-2210: Various Ammunition for the Sheriff's Office**

Due Wednesday August 31, 2016 @ 11:00am EST

# Local Business Initiative

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Forsyth County Board of Commissioners approved a Local Small Business Initiative April 2, 2009, it has been renewed every year since then with some changes. Currently it is the Local Business Initiative, available for purchases up to one million dollars. The initiative excludes Roadway and Public Works projects, Federally / State funded projects, and some grant projects.



# How Local Business Initiative Works

## Requirements

- Local Business Affidavit is required on an annual basis.
- Business must meet criteria listed in Local Business Initiative.
- Pricing must not be more than 5% of the lowest bidder and must meet all specifications outlined in the pricing request.

**LOCAL BUSINESS AFFIDAVIT OF ELIGIBILITY**  
(Local Business affidavit is not a requirement but is provided for use by eligible firms. To read the initiative to determine eligibility, please visit the Procurement Department page at [www.forsythga.com](http://www.forsythga.com)).

*Complete all areas below. Incomplete forms may be rejected.*

1. Legal Name of Firm: \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_ Physical Address (if different): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Year business was established in Forsyth County: \_\_\_\_\_

4. Business License Number issued by Forsyth County: \_\_\_\_\_

5. Business Type (corporation, partnership, sole proprietorship): \_\_\_\_\_

6. Does your business have more than one office in Forsyth County: \_\_\_\_\_  
If yes, specify the location(s): \_\_\_\_\_  
Is your businesses' principal base of operations in Forsyth County: \_\_\_\_ Yes \_\_\_\_ No  
Does your business have any locations outside of Forsyth County: \_\_\_\_\_  
If yes, specify the location(s): \_\_\_\_\_

7. Bank (branch in Forsyth County): \_\_\_\_\_

8. Percentage of employees that live within Forsyth County: \_\_\_\_\_ %

**CERTIFICATION:** I hereby certify under penalty of perjury that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above, and if requested by the County will provide, within 10 days of notice, the necessary documents to substantiate the information provided on this form.

By: \_\_\_\_\_  
Authorized Representative \_\_\_\_\_ Print Name \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signed and sworn to (or affirmed)  
before me on \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
Notary Public \_\_\_\_\_ (SEAL)  
My Commission Expires: \_\_\_\_\_

# 2015 Cost Savings

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- Total Dollars Encumbered: \$80,421,532
- Credit Card Spend: \$168,862
- 2015 Cost Savings Realized: \$7,847,382



# Your Feedback is Important

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Please complete and return the evaluation sheet received at registration

**FORSYTH COUNTY PURCHASING DEPARTMENT  
2016 VENDOR SYMPOSIUM**

We would greatly appreciate your feedback on our 2016 vendor symposium! This information will be used to help us improve on our next one---

1. Have you attended a Vendor Symposium or Reverse Trade Show in the Past?
  - Yes, if so where / when? \_\_\_\_\_
  - No
  
2. Have you done business with Forsyth County previously?
  - Yes
  - No
  
3. Did the Symposium meet your expectations?
  - Yes
  - No, please advise why: \_\_\_\_\_
  
4. Was the information presented helpful to you, and usable in the future?
  - Yes
  - No
  
5. Would you attend again?
  - Yes
  - No
  
6. Would you recommend your business associates to attend future opportunities?
  - Yes
  - No
  
7. Any additional comments or suggestions?

**Thank You for Attending the Vendor Symposium**

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**We look  
forward to  
working with  
you.**

