

Commitment to Equal Opportunity

The Small Local Business Enterprise Program (SLBE) was established in an effort to promote the participation of small and local firms in the procurements of Architecture and Engineering, Construction, Goods and Services, and Professional Services. The program is geared towards small firms locally based inside Clayton County and locally based outside of Clayton County but within the following five (5) counties, specifically DeKalb, Fayette, Fulton, Henry, and Spalding. Firms interested should complete the SLBE Certification Application.

Minority and Women-Owned Business Program (MWBE) is defined in the ordinance as a business enterprise maintaining a significant business presence in the Atlanta Metropolitan Statistical Area (MSA) and performing a commercially useful function that is owned by one or more of the following: (1) African Americans, (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans and (5) Women. Owned and controlled means a business is at least 51 percent owned independently by one or more minorities or women who independently function and carry out daily business activities without assistance from the majority partner. Firms interested should complete the MWBE Application.

The Local Vendor Preference Program (LVP) is a program established to encourage business within the County; help foster the creation of employment and business opportunities; and generate additional revenue for the County. Contractors with a physical address in Clayton County, GA will be eligible for the preference. Firms interested should complete the LVP Application.

Central Services Department
7994 North McDonough Street
Jonesboro, Georgia 30236

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

Important Email Addresses:

CentralServices@claytoncountyga.gov
CentralServices.slbe@claytoncountyga.gov

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.
- ◆ 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.
- ◆ Provides Contract Compliance on all contracts and provides small local businesses with a program that promotes vendor relationships and equal opportunities for projects within the county.

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 Purchases

- ◆ Purchases do not require a formal sealed Bid or a Proposal process.
- ◆ Commodities, equipment, and services are procured through soliciting quotes.
- ◆ Purchases do not exceed \$74,999.99.

Competitive Sealed Solicitations

(\$74,999.99 or Higher)

- ◆ Invitation to Bid (ITB): 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 \$74,999.99
- ◆ All non-budgeted purchases \$74,999.99 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.claytoncountyga.gov to enter the Clayton Vendor Access Portal (C-VAP) or simply visit <https://selfservice.claytoncountyga.gov/MSS/Vendors> to register.

Based on the commodity code 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.claytoncountyga.gov
- ◆ Bid Opportunities are also published in 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.