



Contracting with Local Governments



A City of Raleigh Perspective

OVERVIEW QUESTIONS?

- Where do I start?
- Who do I need to contact?
- When will I be contacted for quotes or bids?
- How soon might I see an order or contract?
- What are the terms and conditions and how soon will I get paid?

Where to Start

Become a Raleigh Vendor at
www.raleighnc.gov/vendor

City of Raleigh Web Page

City of Raleigh | Become A Vendor/Supplier - Microsoft Internet Explorer

Address: http://www.raleigh-nc.org/portal/server.pt/gateway/PTARGS_0_0_306_200_0_43/http://pt03/DIG_Web_Content/category/Business/Buy_and_Sell/Cat-1C-20041216-154130-Become_A_Vendor.html

RALEIGH
North Carolina, USA

Resident | Business | Leisure | Government

News | Services | Current Projects | Calendar | Publications | Forms | Departments | Employment | Site Info

Home > Business > Buy & Sell > Become A Vendor/Supplier

Become A Vendor/Supplier

The City of Raleigh is implementing an Enterprise Resource Planning (ERP) system. The project provides an opportunity to enhance how we solicit, purchase, and pay for goods and services, which will yield mutual benefits to the City and its vendors alike. Please read our [Request for Updated Vendor Information Letter](#) for details.

The online Vendor Information form in Step 1 below will be utilized to confirm current information and gather the additional information required for the new system and processes to function as designed.

In order for all vendor information to be processed and integrated into the new system before implementation, **we ask that you complete the online Vendor Information form even if you are already on our existing vendor database.**

The City's current vendor database has over 22,000 vendors. **To increase the likelihood of receiving an opportunity to quote or bid with the City, please perform the following six steps, as applicable. (See [Step Four to register for Online Bidding](#).)**

Step One - Vendor Information Form:
Complete and submit the online [Vendor Information Form](#).

A purchase order or contract will not be issued to a vendor until a completed Vendor Information Form for that vendor is received in the Purchasing Office. If you have problems with the online form or are unable to complete it electronically, please call 919-996-5010 for assistance.

The online Vendor Information form does not preclude the requirement to provide a W-9 form. Please send a copy of your W-9 to VendorUpdate@ci.raleigh.nc.us or to fax #919-996-7434, or mail to City of Raleigh, Vendor Update - Room 512, PO Box 590, Raleigh NC 27602-0590. Catalogs and additional information regarding your company may be sent in with your W-9 form.

If your company is already on our existing vendor database, you still need to fill out the online Vendor Information form in order to be added to our new ERP database. And, if your information changes (e.g., new address, name change, etc.), please submit a new Vendor Information Form so that we can update our records.

Step Two - MWBE Certification Application (as applicable):
It is the intent of the City of Raleigh to promote and encourage the use of minority and women-owned business enterprises (MWBEs) while maintaining the integrity of sound financial practices and supporting the growth and development of such businesses. For more information and a [certification application](#), see the [Business Assistance Program](#). For purchasing assistance, contact the Purchasing Division at 919-996-3240.

Step Three - Business License:
Businesses operating within the city limits must obtain a City of Raleigh [Business License](#).

Step Four - Registration for Online Bidding:

Related Information

Departments:
Finance
MWBE Program
MWBE Certification Application
Business License
Online Bidding
Purchasing Division

Business Licenses
Buy & Sell
Become A Vendor/Supplier
Bids & RFPs
Purchasing Schedule
Commodities List
Surplus Equipment Auction
Purchasing FAQs
Real Property for Sale
Comprehensive Plan
Development Services
Economic Development
Inspectors Continuing Ed.
Mapping & Digital Data
Rental Registration
Strategic Planning
Zoning & Rezoning

Development services guide
e-plan review
Online Development Center
Rental Registration

Done

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Step 1

- Complete a Vendor Information Form and W-9 Form.

22,000 Vendors

Receive 10-15 Vendor Information Forms
per day

Update your Vendor Information

Vendor Information Form

The screenshot shows a web browser window displaying the City of Raleigh's Vendor Information Form. The browser's address bar shows the URL: http://www.raleighnc.gov/portal/server.pt/gateway/PTARGS_0_0_306_200_0_43/http://pt03/DIG_Web_Content/category/Business/Buy_and_Sell/VendorInformationForm.html. The page header includes the City of Raleigh logo and navigation links: News, Services, Current Projects, Calendar, Publications, Forms, Departments, Employment, and Site Info. The main content area is titled "City of Raleigh Finance Department Vendor Information Form" and features a green seal logo. The form contains several sections with input fields:

- Legal Name: (Business or Owner)***: A text input field labeled "Name:".
- Doing Business As:**: A text input field labeled "DBA:".
- Primary Address:***: A form with fields for "Street", "City", "State, Territory or Canadian Prov." (a dropdown menu), and "Zip".
- Primary Phone Number***: A text input field with a placeholder "(xxx-xxx-xxxx)".
- Primary Fax Number**: A text input field with a placeholder "(xxx-xxx-xxxx)".

The left sidebar contains a search bar and a list of services: Business Licenses, Buy & Sell, Comprehensive Plan, Development Services, Economic Development, Inspectors Continuing Ed., Mapping & Digital Data, Rental Registration, Strategic Planning, and Zoning & Rezoning. Below the sidebar are advertisements for "Development Services", "e-plan review", "Online Development Center", and "Rental Registration". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock indicating 12:58 PM on Wednesday, 5/20/2009.

Step 2

MWBE Certification Application
(if applicable)

Contact: Luther Williams

Business Assistance Program Manager

Telephone : 919-996-4278

Email: Luther.williams@ci.raleigh.nc.us

North Carolina State Certification

Step 3

- Business License

Contact: City of Raleigh Revenue Division
919-996-3200

Step 4

- Registration for Online Bidding
(for Apparatus, Supplies, Materials, & Equipment)

ENI Software

No Fees

Total electronic bidding

Online Bidding

City of Raleigh Procurement Center - Microsoft Internet Explorer

Address: <https://www.eni-net.com/prime/gen/default.asp?prime=CRAL>

THE CITY OF Raleigh USA
north carolina

Home
FAQ
Contact Us

City of Raleigh Suppliers - City of Raleigh is using ENI's e-procurement system for most of our formal bids. The City of Raleigh Procurement Center will register, source, solicit, and receive proposals and bids from our valued suppliers. This tool allows our staff to source your products, equipment and services, and to contact you via email for additional information, quotes, or proposals.

Register below by clicking "Become a Supplier." We encourage you to fill out as much of your supplier profile as applicable, especially Forms A through D, which will be used to source your company. There is no charge for suppliers to register to do business with City of Raleigh. If you have any questions or need assistance please call ENI at 800-853-7130.

City of Raleigh Employees - Save time and money for both our taxpayers and our valued suppliers. Functionality available to you includes: internal requisitioning, identifying suppliers, sending and receiving RFPs, RFQs and RFIs including sealed bids, formulating and sending Purchase Orders, and direct buying from your pre-qualified suppliers, as well as pre-negotiated State agreements and supplier catalogs. Contact the purchasing department for employee registration.

Suppliers

- **Become a supplier**
- **Suppliers Log In**

Employees

- **Log in to procurement center**
- **Getting started**





Slide 10 of 10 Default Design

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1:32 PM
Wednesday
5/20/2009

Step 5

- **Purchasing Contacts: 919-996-3240**
- **Purchasing Division Staff:**
- **C. Ellis Wheeler**, C.P.M., CLGPO, Purchasing Manager
ellis.wheeler@ci.raleigh.nc.us
- **Hays Poole**, Contracts Administrator
hays.poole@ci.raleigh.nc.us
- **Beth Hales Smith**, CLGPO, Buyer II
beth.smith@ci.raleigh.nc.us
- **Tina Garner**, CLGPO, Buyer II
tina.garner@ci.raleigh.nc.us
- **Angie Cox**, Buyer I
angie.cox@ci.raleigh.nc.us
- **Erin Sweeney**, Contract Buyer
erin.sweeney@ci.raleigh.nc.us

Step 6

- Departmental Contacts
 - 22 City Departments
 - 3500 City Employees

Bid Opportunities

■ www.raleighnc.gov

Click on:

Business

Buy and Sell

Bids & RFPs

Current Bids (apparatus, supplies,
equipment)

Request for Proposals/Qualifications

Construction Bids

Bids for Apparatus, Supplies, and Equipment

- Formal Bids > \$90,000
 - Average 40 per year
- Informal Bids \$5,000-\$90,000
 - Average 700 per year
- Quotations <\$5,000

Request for Proposals

- Professional & Non Professional Services
- Technology Projects

Administered by Using Departments

Award based on overall best proposal

Construction Bids

- Administered by using Department or Construction Management Division
- MWBE Good Faith Effort Goals
- LEED Certified Buildings (>10,000 sq ft)
 - Raleigh Convention Center
 - Public Utilities WWTP Administration Building
 - Clarence Lightner Public Safety Center (2012)

Green Purchases

- Green Purchasing Policy
- LED Lighting
- Project Get Ready
- 62 Hybrid Vehicles
- Bio-Diesel Fuel

Centralized Purchasing

- Six Purchasers and one Contracts Administrator
- Approval of Requisitions
- Issues Informal & Formal Bids
- State Contracts
- Buying Group Contracts
- New ERP System

Placing Orders

- Purchase Orders > \$1000
 - Encumbrances
 - Email- Fax- Mail
 - 3-Way Match (PO – Receiving – Invoice)
- Procurement Cards
 - Small Dollar Purchases < \$1000
 - VISA
 - 500 Cardholders
 - \$4,500,000 per year

Vendor Expectations

- Fair Business Practices
- Best Price First Time
- Customer Service

Review Questions

- Where do I start?
- Who do I need to contact?
- When will I be contacted for quotes or bids?
- How soon might I see an order or contract?
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QUESTIONS ?????

