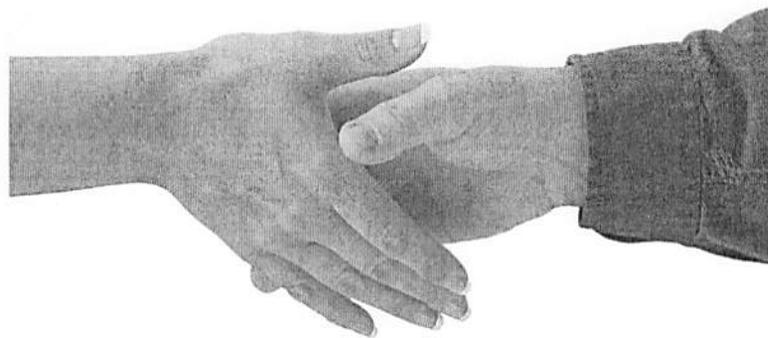


***CITY OF ROCKY MOUNT***



**HOW TO DO BUSINESS WITH  
THE CITY OF ROCKY MOUNT**

***COME WORK WITH US***



City of Rocky Mount  
Purchasing Office  
331 South Franklin Street  
Rocky Mount, North Carolina  
<http://www.rockymountnc.gov/purchasing.html>

To Interested Contractors & Vendors,

In an effort to enhance the opportunity for interested companies to Come Work With Us, the City of Rocky Mount Purchasing Office has prepared this information on "How To Do Business With The City Of Rocky Mount".

The City of Rocky Mount Purchasing Office is responsible for providing centralized procurement services to effectively support City of Rocky Mount Departments in serving their customers. In meeting this responsibility, it is valuable to have good viable businesses from which to receive competitive bid prices to complete building contracts and/or supply requested goods or services in a timely and efficient manner.

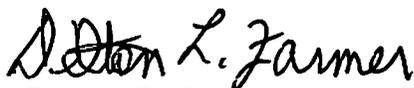
We are focused on assisting minority and women business enterprises on becoming successful in the bidding process and working with the City of Rocky Mount to accomplish our goals.

Reading and following this information will allow businesses to become knowledgeable of City of Rocky Mount requirements for participating in the competitive bid process and increase their possibility of being a successful bidder. It will also allow you to become familiar with many of the State of North Carolina General Statutes that set forth the requirements of how formal and informal bids are received and awarded.

We hope you will find this information to be beneficial to you and that you will become a successful business partner with the City of Rocky Mount.

The City of Rocky Mount is looking forward to working with YOU!

Sincerely,



Delton L. Farmer  
Purchasing Manager  
331 South Franklin Street  
Rocky Mount, N. C. 27802  
Phone: 252-972-1228  
Fax: 252-972-1662  
Delton.farmer@rockymountnc.gov

## **HOW TO DO BUSINESS WITH THE CITY OF ROCKY MOUNT**

### **VENDOR APPLICATION**

Companies wishing to do business with the City of Rocky Mount are asked to complete a vendor application. Completion of a vendor application will give us the needed contact information and company status to register your company in our vendor file. It also lets us know what goods and services you wish to supply to the City of Rocky Mount.

A copy of the vendor application can be downloaded from our City of Rocky Mount website: [www.rockymountnc.gov/purchasing.html](http://www.rockymountnc.gov/purchasing.html)

Along with the vendor application, companies will receive a W-9 Request for Taxpayer Identification Number and Certification form to be completed and returned with the vendor application.

Companies are required to get a privilege license from the City of Rocky Mount Business Office to do business with the City.

Purchases of goods and services and building construction contracts are processed as an informal or formal bid. Whether the informal or formal bid process is used is determined by the estimated cost of the request

### **INFORMAL BID PROCESS**

The informal bid process is used for the purchase of apparatus, supplies, materials and equipment with an estimated cost of up to \$90,000.

The informal bid process is used for construction or building repair projects estimated to cost up to \$200,000 for the City of Rocky Mount.

For informal bids, no newspaper or other advertising is required. At its discretion, the City may require a five (5%) bid bond on an informal bid.

Informal bid price proposals from companies are to be submitted to the City of Rocky Mount Purchasing Office.

## **FORMAL BID PROCESS**

The formal bid, process is used for the purchase of apparatus, supplies, materials and equipment with an estimated cost of \$90,000 or more.

The formal bid process is used for construction or building repair projects estimated to cost \$200,000 or more.

For formal bids, newspaper advertisement is required; this advertisement will set forth the date, time, location, bonding requirements and other information for companies to submit bid price proposals.

Five (5%) bid bonds are to be provided with all bid price proposals for formal construction and building repair contracts.

A one-hundred (100%) performance bond and (100%) payment bond in the amount of the contract award is required of the successful bidder for all formal construction and building repair contracts.

Formal bid price proposals are to be submitted in a “sealed envelope” to the City of Rocky Mount Purchasing Office before deadline set forth in the bid advertisement.

## **PURCHASE ORDERS & PAYMENTS**

Purchase orders are required for all purchases of goods and services costing \$75.00 or more. A signed copy of the purchase order should be received by the successful bidder “before” any goods are shipped or services rendered.

Payment of a purchase order to the successful bidder is made (1) when the goods or services are received by the Department, (2) the Department representative approves receipt of the goods or services per specification requirements, and (3) an accurate invoice and the signed Department copy of the purchase order are received by the Accounting Office.

The City of Rocky Mount is “not exempt” from North Carolina sales and use tax.

City of Rocky Mount payment terms are NET 30 Days.

## **MINORITY/WOMEN BUSINESS ENTERPRISE PROGRAM**

The City of Rocky Mount Minority & Women Business Enterprise (M/WBE) program focuses on building successful business relationships with minority and woman businesses.

The program's goal is to promote M/WBE participation with the City in performing construction and renovation projects or as vendors providing goods and services to various city departments.

Through this program the City can assist M/WBE businesses in becoming a certified business through the State of North Carolina Department of Administration Vendors Link program.

## **CITY OF ROCKY MOUNT MINORITY BUSINESS RESOLUTION**

The City Council has adopted a resolution to establish a 5% verifiable goal for building construction projects in which the total value of work is estimated to cost \$100,000 or more.

Under this resolution, M/WBE businesses are urged to participate in the competitive bid process as a single prime contractor or multiprime contractor or supplier. Other companies submitting bids on construction projects are required to show documentation that they have put forth efforts to do business with M/WBE businesses.

## **CERTIFICATION**

The State of North Carolina Department of Administration through its office of Historically Underutilized Business certifies minority businesses for the State and local M/WBE programs.

While it is not mandatory that a M/WBE business becomes certified, doing so would enter them as a certified M/WBE business on the State's Vendor Link program. This allows them the possibility of doing business with other cities, counties, and single prime contractors throughout North Carolina.

In order for a business to be categorized as a M/WBE business, it must be 5% or more owned and controlled by a minority.

Minority groups include: \*Black Americans  
\*Hispanic Americans  
\*Pacific Rim Asian Americans  
\*American Indians  
\*Women

**PURCHASING OFFICE CONTACT INFORMATION**

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**WE LOOK FORWARD TO WORKING WITH YOU**