



FAYETTEVILLE PUBLIC WORKS COMMISSION PROCUREMENT DEPARTMENT FREQUENTLY ASKED QUESTIONS

How do I become a registered vendor?

To become a registered vendor with PWC you must complete and submit a Vendor Application. The Vendor Application can be filled out and submitted electronically through our website. Please go to www.faypwc.com/purchasing/ to access the Vendor Application.

Who can I contact for assistance, if I have problems completing the Vendor Application?

If you need assistance with completing the Vendor Application, please contact Gwendolyn Baker at (910) 223-4337 or gwendolyn.baker@faypwc.com.

How will I know when my vendor registration is complete?

You should receive a confirmation e-mail from the Procurement Department within 10 days of us receiving your completed Vendor Application. If you do not receive a confirmation e-mail within this time period, please contact Gwendolyn Baker at (910) 223-4337 or gwendolyn.baker@faypwc.com.

Why is it important to include information about the products or services I provide on my vendor registration?

It is important for you to provide this information in order for us to identify and notify you of bid opportunities for the specific goods or services your company can provide.

I would like to meet with procurement staff and/or user departments to discuss my products or services. Can I just drop by or should I make an appointment?

We request that vendors call ahead and make an appointment to ensure that we will be available to meet with you. We prefer that you meet with procurement staff initially, and then we can assist in setting up meetings with other departments as needed. Please contact Gwendolyn Baker at (910) 223-4337 or gwendolyn.baker@faypwc.com to schedule an appointment.

Does completing and submitting a Vendor Application mean I am an "approved" vendor or a "pre-qualified" vendor?

No. Completing the vendor application is a way of notifying us of who is interested in receiving bids. It does not indicate that suppliers are qualified or approved. To be considered for award of a contract, a vendor will have to meet the requirements listed in the specific bid package. The standard for award of contracts is the "lowest responsive, responsible bidder."

How can I find out about current bid opportunities?

You can find out about current bid opportunities by visiting our website at www.faypwc.com/purchasing/.

Once a bid has closed, how soon will I be able to find out the bid results, and where can I obtain copies of bid tabulations?

For **formal** bids (purchase of goods, materials, apparatus and supplies costing \$90,000 or more, and construction/repair projects costing \$500,000 or more), bids are opened publicly and bid results are available immediately after the opening.

For **informal** bids (bids under the formal limits listed above), North Carolina General Statutes state that those bids are not open for public inspection until a contract is awarded. Therefore, once a decision has been made to award a contract, the bid results can be released.

You can find copies of bid tabulations by visiting our website at www.faypwc.com/purchasing/. Bid tabulations are listed towards the bottom of the page. If you are unable to find the tabulation you are looking for, please contact Gwendolyn Baker at (910) 223-4337 or gwendolyn.baker@faypwc.com.

What type of certification is required to be classified as a disadvantaged, minority or woman-owned business? Does PWC have a certification program?

PWC recognizes businesses certified through the North Carolina Office of Historically Underutilized Businesses (NCHUB) and the North Carolina Department of Transportation (NCDOT). Information on becoming certified through these agencies can be found at <https://apps.dot.state.nc.us/vendor/directory> (NCDOT) and <http://doa.state.nc.us/HUB/> (NCHUB). PWC does not have a separate certification process.

What types of goods and services does PWC use?

Due to the complexity of our operations, we require a wide variety of goods, equipment, construction/repair work and various other services. Please refer to our "How to Do Business with Fayetteville PWC" handout for additional information.