



The City of Greenville has selected GovDeals, a unique, state-of-the-art, online auction service for government surplus and confiscated properties to conduct on-line sales of their surplus property. Items for sale will be posted continuously on the web and can be accessed through the City's website.

All bidders and participants of the City of Greenville on-line auctions must read and fully understand the online terms and conditions, and the highlighted terms and conditions, at the top of each item. Everything is sold "as is, where is" with no implied or express warranties.

GovDeals provides services to various governmental agencies that allow them to sell surplus and confiscated items via the Internet. Each participating agency has its own auction rules and regulations and may be subject to state and local ordinances



The City of Greenville also reserves the right to reject any and all bids and to remove an item from auction at any time it deems necessary.

Frequently Asked Questions (FAQ's)

Q. How do I get on the City's bid list?

A. You must complete a vendor application. The application must be emailed or faxed to the Purchasing Manager. Our website will allow you to download or print the vendor application from our website.

Q. How can I get a copy of a bid package?

A. Contact our office at (252) 329-4462. Some bid packages may be available on-line and others may not.

Q. How do I become certified through the City's M/WBE Program?

A. You must first be certified with the NC Office for Historically Underutilized Businesses or the NC Department of Transportation. Then fax or mail your certification letter with your M/WBE Company Profile to the M/WBE Office.

Purchasing Division Staff:

Angelene E. Brinkley, 252-329-4462
Purchasing Manager

Willie Moye, 252-329-4463

Purchasing Technician

Wanda House 252-329-4461
Stores Clerk

Denisha Harris 252-329-4862
M/WBE Coordinator

CITY OF GREENVILLE FINANCIAL SERVICES DEPARTMENT PURCHASING DIVISION



Financial Services Department Mission Statement:

The Financial Services Department employees are dedicated to providing reliable, relevant, and accurate financial services to both the citizens of Greenville and City departments.

**P. O. Box 7207
1500 Beatty Street
Greenville, NC 27835
252-329-4664-Office
252-329-4464-Fax
Website: www.greenvillenc.gov**

PURCHASING DIVISION

Vision

A highly trained and empowered team of professionals-- customer focused, continuously improving business practices and setting the standard for responsive delivery of quality goods and services to the departments and citizens of Greenville in the most effective and efficient manner possible.

The Purchasing Division of Financial Services purchases supplies, materials and equipment for all city departments; awards contractual and service agreements; conducts and/or participates in the bidding process for all contracts; arranges and conducts the sale of surplus property, and manages the outsourcing of all printing needs for the city departments. Purchasing also maintains a centralized stockroom of office supplies and small tools.

Purchasing ensures that all purchases for the City of Greenville are made in accordance with the bid laws as outlined in Chapter 143 of the North Carolina General Statutes.

In addition to the procurement functions, Purchasing manages the M/WBE Program for both the City of Greenville and Greenville Utilities.

Our goal as the procurement professionals for the City of Greenville, is to obtain maximum value for our tax dollars while ensuring that all city employees get the goods and services needed in a timely manner to better serve the citizens of Greenville. Our motto is: *“Excellence in Stewardship and Service.”*

VENDOR APPLICATIONS

The Vendor Application supplies information on your company and the type(s) of products or services you can provide. Once the vendor application is completed, your company becomes a part of the database of vendors that have expressed interest in doing business with the City. As a part of our standard process, we check our vendor database when we are preparing a bid package to forward bid packages to all vendors listed for that product or service.

If your business is located within the city limits of Greenville, you will need to have a City of Greenville business license. For information on how to obtain a city license, you may call the Collections Division at (252) 329-4450.

BID OPPORTUNITIES

Bid opportunities may be viewed by visiting the Purchasing Division’s page on the city’s website, and clicking on the [“Current Bid Opportunities”](#) link.

The City of Greenville has chosen DemandStar by Onvia as its electronic bid notification system.



Onvia sends data about the current procurement opportunities to its subscribers daily, based on their specialities and geographic interests.

For more information about how to receive [electronic bid notifications you may contact DemandStar by Onvia by calling 1-800-711-1712](#)

CITY OF GREENVILLE AND GREENVILLE UTILITIES M/WBE PROGRAM

“Putting our Words to Work...”

The City of Greenville and Greenville Utilities has adopted a Minority and Women Business Enterprise Plan to enhance our ability to do business



with minority and women-owned businesses. We offer *Knowledge, Access, and Networking* through Strategic Partnerships to maximize the participation of M/WBE vendors. These offerings include:

- ✓ Electronic Notification of Bid Opportunities
- ✓ Workshops & Seminars on information important to you
- ✓ Annual Mix-n-Meet for buyers and businesses

In order to learn more about the program and view an online directory of M/WBE vendors, visit our website at www.greenvillenc.gov and click on “Businesses,” “M/WBE Program.”

Our Policy

It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City’s and Utilities’ contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.
