

Surplus Property

Do you have an old desk, file cabinet or a broken chair taking up too much space in your office? If so, you are probably thinking you can just throw it in the dumpster because it's only junk, right? The correct answer is no. Surplus property is considered to be any property that is obsolete, or its continued use would prove to be uneconomical, or inefficient or serves no useful function as to any activity or location.

The Purchasing Division is also responsible for overseeing the disposal of the City's surplus personal property and equipment. Surplus property equipment typically includes cars, trucks, heavy equipment, computers, desktops, and miscellaneous small equipment that the City no longer needs or uses.

Questions about Surplus Property contact
Amy Guilford, Buyer I
252.329.4463

Email: aguilford@greenvillenc.gov



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.

Our Goals

The City of Greenville and Greenville Utilities Minority and Women Business Enterprise Program (M/WBE) is a voluntary goals program in construction, purchasing, and professional and personal services based on "good-faith efforts". These goals are established for a three-year period and achievement will be evaluated annually. *"Putting our words to work"...*

Questions about the MWBE Program should contact Tish Williams, MWBE Coordinator 252.329.4462.

Email: TFWilliams@greenvillenc.gov



CITY OF GREENVILLE
FINANCIAL SERVICES
DEPARTMENT
PURCHASING DIVISION
*"Excellence in Stewardship
And Service"*



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(Municipal Building)
201 W. 5th Street
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Greenville, NC
252-329-4664-Office
252-329-4464-Fax

Website:
www.greenvillenc.gov
mwbe.greenvillenc.gov
(MWBE Program)



Vision Statement

The Purchasing Division vision is to serve as trusted partners in local government procurement, expertly delivering collaborative, strategic solutions to enhance and to support City services for sustainable growth and development.

Mission Statement

The Purchasing Division mission is to ensure the ethical procurement and responsive delivery of goods and services through fair, full, and open competition in accordance with applicable laws and policies.

About Purchasing Division:

The Purchasing Division purchases supplies, materials and equipment for all city departments; awards contractual and service agreements; conducts the bidding process for all contracts except construction contracts; arranges and conducts the sale of surplus property.

The Purchasing Division Staff:

Wanda House, FS Manager
Amy Guilford, Buyer I
Cheryl House, Buyer II
Tish Williams, MWBE Coordinator



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 (Minority Women Business Enterprise) Program for both the City of Greenville and Greenville Utilities Commission.

Core Values

Integrity:

We will demonstrate honesty and fairness in our words and actions.

Accountability:

We will take ownership and responsibility for our actions to all stakeholders.

Equal Opportunity:

We will value and include all groups in the pursuit of common goals.

Stewardship:

We will responsibly manage and protect the resources entrusted to our care.

Excellence:

We will strive to accomplish our goals with quality, rigor, passion, and distinction.

Our Department...

The Financial Services Department is a team of highly trained and

empowered professionals that provide attentive customer service by continuously improving business practices and setting the standard for responsive delivery of quality goods and services to departments and citizens of Greenville in an effective and efficient manner. We provide services to the public and internal support services to the City and carries out its fiscal role in accordance with the City's goals and objectives as well as the policy and procedures set by the City Council.

The Financial Services Department consists of four divisions. Accounting, Administrative, Collections, and Purchasing.

Vendor Self Service:

Already have a contract to do business with the City? The City's vendor payment registration process is completed through Vendor Self Service (VSS). VSS is a one-stop on-line portal for vendor information. Registered users have web-based access to current and prior 1099 data, purchase orders, invoices, contracts, and check information. The portal conveniently provides information to vendors 24 hours a day, 7 days a week.

Vendors also enter and maintain their remittance information and designated contact persons using VSS. Should you need assistance with the registration process, contact Tish Williams ext. 4462.