



FREQUENTLY ASKED VENDOR QUESTIONS

- Who do I call regarding questions about bids or to get information about being a vendor with the City of Allentown?

You may contact the Purchasing Department at Purchasing.agent@allentownpa.gov, the Purchasing Department will be happy to assist you.

- How do I become a vendor with the City of Allentown?

To become a registered vendor with the City the vendor must be registered with Public Purchase (www.Publicpurchase.com). Public Purchase is a free eProcurement site that automatically notifies the vendors of new Bids, RFP'S and RFQ's. Registering is a two step process, first register with the website. Second register with the agency. When the registration process is complete the account will be reviewed and activated, this can take up to 24 hours.

- What are the Procurement bidding levels?

One Quote(Written or Verbal)- \$1.00-\$3,999.99

At Least two (2) Competitive Quotes(Written or Verbal) - \$4,000.00- \$9,999.99

At Least three Competitive Quotes (Written) - \$10,000.00-\$39,999.99

Formal Invitation to Bid- \$40,000.00

- What should I do if there are changes in my company's status, such as a change in business name, address, contact information, Taxpayer Identification Number, etc.?

1. You must log into Public Purchase to make necessary changes to update your company's information.

2. Please submit all changes via email to the Purchasing Department.

- What are the bonding requirements?

All bonding specifications are noted in each individual solicitation. All advertised solicitations can be found on PublicPurchase.com.

- How do I access tabulations?

All tabulations prior to June 2018 can be found on the City of Allentown's website under Purchasing, Tabulations

All tabulations from June 2018 on, can be found on PublicPurchase.com on the specific bid under awarded.

- How does a vendor get information related to current contracting opportunities?

Current City of Allentown contracting opportunities can be found on PublicPurchase.com. First register with the website. Second register with the agency. When the registration process is complete the account will be reviewed and activated, this can take up to 24 hours. To register with an agency you will need to be logged into your account, click on the Tools Tab in the upper right corner of your Home Page, this will take you to your General Information page. Click the Agencies Sub-Tab, and this will direct you to the Agency Search Page, enter: City of Allentown. You will immediately be directed to the Agency's Registration page, where you can follow the prompts and fill out the necessary information. As part of the process vendors must select commodity codes specific to their business, please make sure you add commodity codes for both the general registration process and the agencies registration process.

- How does the City advertise for goods or services?

Advertisements for goods and services are solicited by Invitations to Bid, Requests for Proposals, and Request for Quotes and are posted for viewing on the City of Allentown's website and various construction journals.

To download the packet the vendor must be registered on Publicpurchase.com



- Must a company hold residence in Pennsylvania to do business with the City?
No. However local vendors are given a preference, more information can be found on the specific solicitation.
- May a vendor send a solicitation package by email or fax?
All formal bid solicitations have to be hand delivered or mailed, to the Purchasing Department. Quotes may allow for email or fax submittal. Please reference the solicitation document for specific submittal information.
City of Allentown
Purchasing Department
435 Hamilton Street
Allentown, PA 18101
- When is a contract officially awarded?
Formal contracts (over 40,000.00) are officially awarded after City Council's approval. Written and signed contracts are provided for all contracts in the formal range. All contracts awarded will receive an award letter via email and/or mail a week after City Council approval.
- Will a vendor get a signed contract from the City?
In some cases the vendor will receive a contract in other cases the vendor may receive a notice to proceed which will serve as the contract document.
- What are some common mistakes made during bid submittals?
Timeliness- Vendors must submit bids by the date and the time specified. Late bids are not considered. Read all Bid Conditions- Each bid contains a number of bid conditions, some applicable to all bids, and some tailored to the particular bid. Prices must be firm for the period specified, which can be from as short as 90 days to as long as 5 years. For a contract, which could extend over several years, prices may change. Responsive- If a vendor adds any qualifications or reservations to their bid, the bid may be considered conditional or non-responsive and can be rejected. Failure to adhere to bid conditions may result in rejection of the bid. Please read all bid solicitations carefully and ask any questions on Public Purchase before the grace period, to ensure accurateness.
- What are your office hours?
The Purchasing Department's visiting hours for vendors are Thursdays 10 a.m. -2 p.m. Regular hours for phone calls are 8:00 a.m. -4:30 p.m.
- If a vendor has a question regarding the specifications or requirements, who can they ask for clarification?
Any questions concerning a solicitation should be directed, in writing on Public Purchase under the specific bid. Questions that do not change the work scope of the bid will be answered on a rolling bases, questions that do change the work scope of the bid will be issued an addendum. All addendums must be signed and attached to the bid proposal. Questions asked after the question deadline will not be answered.
- Does a vendor really need to attend pre-bid meetings and site visits?
Depends on what the solicitation states. Some are mandatory others are not.
- What if a vendor has questions about an invoice and payment?
If a vendor has a question about an invoice or payments they should contact Accounts Payable at 610-437-1504. It is important that the vendor has the Purchase Order number or other identifying transaction number handy, including a contract number.
- How do I get information regarding previous contracts?
All contracts can be found on the City of Allentown website under Purchasing, Contracts.