



CITY OF
Savannah
PURCHASING

The City is interested in doing business with you! Come learn how!

Supplier Workshop Schedule
January — March 2016

January 8, 2016 - Doing Business with the City

Learn about purchasing policies and procedures and how to do business with the City

February 5, 2016 - Panel: Getting to Know Departments

Hear from a panel of City department heads who frequently purchase goods and services

March 4, 2016 - Assembling a Responsive Bid or Proposal Package and What Happens After Award

Learn how to put together responses for events and what happens once you've been awarded a contract with the City

Monthly workshops are held at the Broughton Municipal Building, Room 603, 132 East Broughton Street, Savannah, GA 31401, and begin at 12pm (EST).

Throughout 2016, a variety of topics will be covered each month, such as assembling large construction bid responses, insurance requirements, MWBE participation, and much more!

Come learn about:

- ⇒ Where to find current opportunities to do business with the City
- ⇒ Getting notified of bidding opportunities that are right for your business
- ⇒ How to register as a supplier on the Supplier Portal
- ⇒ City of Savannah purchasing policies and procedures
- ⇒ Bidding on small purchases
- ⇒ Bidding on large construction projects
- ⇒ Getting to know departments & buyers

Additional Information

- ◆ Please bring photo ID to be admitted to the workshops
- ◆ Feel free to bring a lunch to the workshops

For more information, contact:

The Purchasing Department

2 E Bay Street
Savannah, GA 31401

(912) 651-6425

Sessions facilitated by:

City of Savannah • Purchasing Department