

Doing Business With Cherokee County

A review of the processes and
how to work with them

Cherokee County



How To Do Business With Cherokee County

Thank you for your interest in Cherokee County, Georgia. We hope you will find this overview of how to do business with us to be helpful. Our Purchasing Department is committed to obtaining quality goods and services that meet the needs of the County at the lowest reasonable cost that represents the best value to our citizens. We pursue the highest standards of ethical conduct and professionalism, treat all individuals and organizations fairly and strive to effectively engage with the marketplace by maximizing the use of competition.

The Cherokee County Purchasing Department is a Division of Financial Services and is strategically aligned with the County's plans and requirements. The Procurement Department is responsible for the County's purchase of supplies, materials, equipment, and service contracts. All goods and services are procured within the statutes of the State of Georgia, the Cherokee County Purchasing Ordinance and the procedures established by the Cherokee County Procurement Department and any special funding source requirements.



Overview

This guide to doing business with Cherokee County is broken into several sections in order to effectively communicate the requirements and expectations of the County. These sections include:

- 1) Purchasing Thresholds**
- 2) Quick Start:**
 - How to Locate Solicitations
 - How to Register with the County
- 3) Basic Requirements:**
 - Responsibilities of Bidders
 - Standard Agreements
 - \$100,000 Formal Threshold (BOC approval at \$25,000)
 - Request for Bids vs Request for Proposals
 - Required Forms
- 4) How to Provide an Effective Proposal or Bid**
- 5) Frequently Asked Questions (FAQ's)**



Small Purchases vs. Large Purchases

Small Purchase Requirements

- Any purchase less than \$100,000 (BOC approval required over \$25,000)
- Quotes are obtained at a department level
- Departments must obtain 3 quotes
- Award will be made to the lowest acceptable quote that meets all the requirements
- A County standard agreement will be required if service is performed on County property

Large Purchase Requirements

- Any purchase greater than \$100,000
- Requires formal Request for Proposal/Bid/Qualifications process
- Requires detailed statement of work/specifications
- Publicly posted to the County's designated website
- Must be approved by the Board of Commissioners in a public meeting

Small Purchases vs. Large Purchases

Large Purchase Threshold – Greater than \$100,000:

For most purchases greater than \$100,000, the County utilizes formal solicitations; typically a Request for Sealed Bids, a Request for Sealed Proposals, or a Request for Qualifications. The process for these formal solicitations will be addressed later in this section.

Small Purchase Threshold – Less than \$100,000:

For most purchases less than \$100,000 the County utilizes a quicker and less formal approach by requesting quotes. Most purchases under \$100,000 are quoted and submitted for approval by the Agency needing the item or service. Purchases at or exceeding \$25,000 require Board of Commissioners approval. The Agency will directly contact potential suppliers of goods and services and obtain three quotes when the purchases exceed \$5,000. The Agency is required to obtain only one bid for purchases less than or equal to \$5,000. Suppliers may contact the Agency directly to discuss needs and may respond directly when requested to quote items and services.

Locating Solicitations (1)

The screenshot shows the Cherokee County Georgia website (cherokeecountyga.gov) with a scenic mountain background. The main heading is "Where Metro Meets the Mountains". Below the heading are social media icons for Facebook, YouTube, LinkedIn, Twitter, and Instagram. A callout box with the text "From the County's Home Page, Select 'Bids & RFPs'" points to a button labeled "Bids & RFPs" in the bottom navigation bar. The navigation bar also includes buttons for "News & Press Releases", "Events & Meetings", "Performance Dashboard", and "Department Announcements".

cherokeecountyga.gov

Tyler Munis shortcut Georgia Procurement Solicitations Manag... BOC Calendars and... Granicus - MediaMa... Specs My Webex Meeting... Construction Contra... Procurement Excele...

Where Metro Meets the Mountains

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From the County's Home Page, Select "Bids & RFPs"

News & Press Releases

Events & Meetings

Performance Dashboard

Department Announcements

Bids & RFPs

Locating Solicitations (2)

On the “Bids and RFPs” page, you have 3 buttons that will direct you to:

1) View Current solicitations and Vendor Registration

2) Solicitations Issued after Oct. 2022 and Prior to Sept. 15th 2025

3) Solicitations Issued Prior to October 2022

The screenshot shows the Cherokee County Procurement Portal. The header includes the Cherokee County logo and navigation links: Home, I Need To..., Departments, Tax Payers, Court System, Contact Us, and Search. Below the header is a large banner image with the text "Bids and RFPs" overlaid. The banner image depicts a person's hands working on a laptop and documents on a wooden desk. Below the banner, the text reads: "Cherokee County Procurement Portal. Cherokee County Board of Commissioners now uses Euna Procurement (formerly Bonfire) for all bid and proposal solicitations. This secure, online platform streamlines our digital procurement process." Below this text, a list of features is shown: "Through the Euna/Bonfire portal, vendors can:" followed by bullet points: "• Register and manage their vendor profile, including selection of detailed commodity codes to match their offerings", "• Suppliers receive email notifications of new opportunities based on selected codes", and "• Submit and proposals electronically and securely". At the bottom of the page, there are three buttons: "View solicitations and/or Register as a vendor", "View Solicitations Issued after October 2022 but prior to 2025", and "Solicitations Issued Prior to October 2022". A large grey arrow points from the text on the left towards the first button.

Cherokee County Procurement Portal

Cherokee County Board of Commissioners now uses Euna Procurement (formerly Bonfire) for all bid and proposal solicitations. This secure, online platform streamlines our digital procurement process.

Through the Euna/Bonfire portal, vendors can:

- Register and manage their vendor profile, including selection of detailed commodity codes to match their offerings
- Suppliers receive email notifications of new opportunities based on selected codes
- Submit and proposals electronically and securely

View solicitations and/or Register as a vendor

View Solicitations Issued after October 2022 but prior to 2025

Solicitations Issued Prior to October 2022

Locating Solicitations (3)

The screenshot shows the Cherokee County Procurement website. The browser address bar displays cherokeecountyga.gov/Procurement/. The navigation menu includes links for Home, I Need To..., Departments (highlighted with a yellow box and an arrow pointing to the Procurement banner), Tax Payers, Court System, and Contact Us. The main banner features the word "Procurement" in large white text over a blue background with network icons. A text box on the right explains that users can navigate to the Procurement page from the "Departments" button or directly to cherokeecountyga.gov, where they can find links to: 1) Vendor Registration, 2) Current Solicitations, and 3) Vendor Resources. Below the banner is a "News and Announcements" section. On the left, there is a profile for Greg Anderson, Procurement Director, with contact information and links for Forms and Documents, Contact Department, and Send Us An Email. On the right, a grid of buttons provides links to BIDs RFPs, Biography, DBE Directory, Procurement Ordinance, Register on Bonfire, Standard Terms and Conditions and Sample Agreements, and Vendor Resources. At the bottom, a Mission Statement is provided.

Cherokee County
1831
GEORGIA

Home I Need To... **Departments** Tax Payers Court System Contact Us

Search

Procurement

News and Announcements


Greg Anderson
Procurement Director
678-493-6034

Forms and Documents
Contact Department
Send Us An Email

BIDs RFPs
Biography
DBE Directory
Procurement Ordinance
Register on Bonfire
Standard Terms and Conditions and Sample Agreements
Vendor Resources

Mission Statement The mission of the Cherokee County Procurement Department is to obtain the best value for the Citizen's tax dollars for goods and services in an efficient, effective and timely manner.

By navigating to the Procurement page from the "Departments" button on the County's main website, or directly navigating to cherokeecountyga.gov, you can find links to direct you to:

- 1) Vendor Registration
- 2) Current Solicitations
- 3) Vendor Resources

Locating Solicitations (4)

cherokeecountyga.bonfirehub.com/portal/?tab=openOpportunities

Cherokee Procurement Website View/Register/Login

Cherokee County GEORGIA

Portal

Log In Register

Procurement Portal Cherokee County

Cherokee County GEORGIA

Department: All

Open Public Opportunities Past Public Opportunities Public Contracts

Search

Status	Ref. #	Project	Department	Close Date	
OPEN	2025-054	Nelson Ballfield North	Procurement	Sep 17th 2025, 10:00 AM EDT	< 1 View Opportunity

[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#) [Sitemap](#)

Vendor Registration Screen

Complete Bonfire registration to register with the County

invited by: x Register x +

cherokeecountyga.bonfirehub.com/login/registration?email=bidadmin%40fedprodocs.com&bounceUrl=%2Fopportunities%2F202513

Log In Register



Click on "Register" in upper right corner of main page to register as a vendor.
<https://cherokeecountyga.bonfirehub.com>

Pro Tips:

1. Have your W9 available for upload.
2. Search for your commodity code using the most unique service or item you provide.



 Register as a Vendor

Organization Name

First Name Last Name

Email Email (Again)

Create account »

 Need Help?
[Contact Euna Procurement Support here »](#)

Basic Requirements

Responsibilities of Bidders:

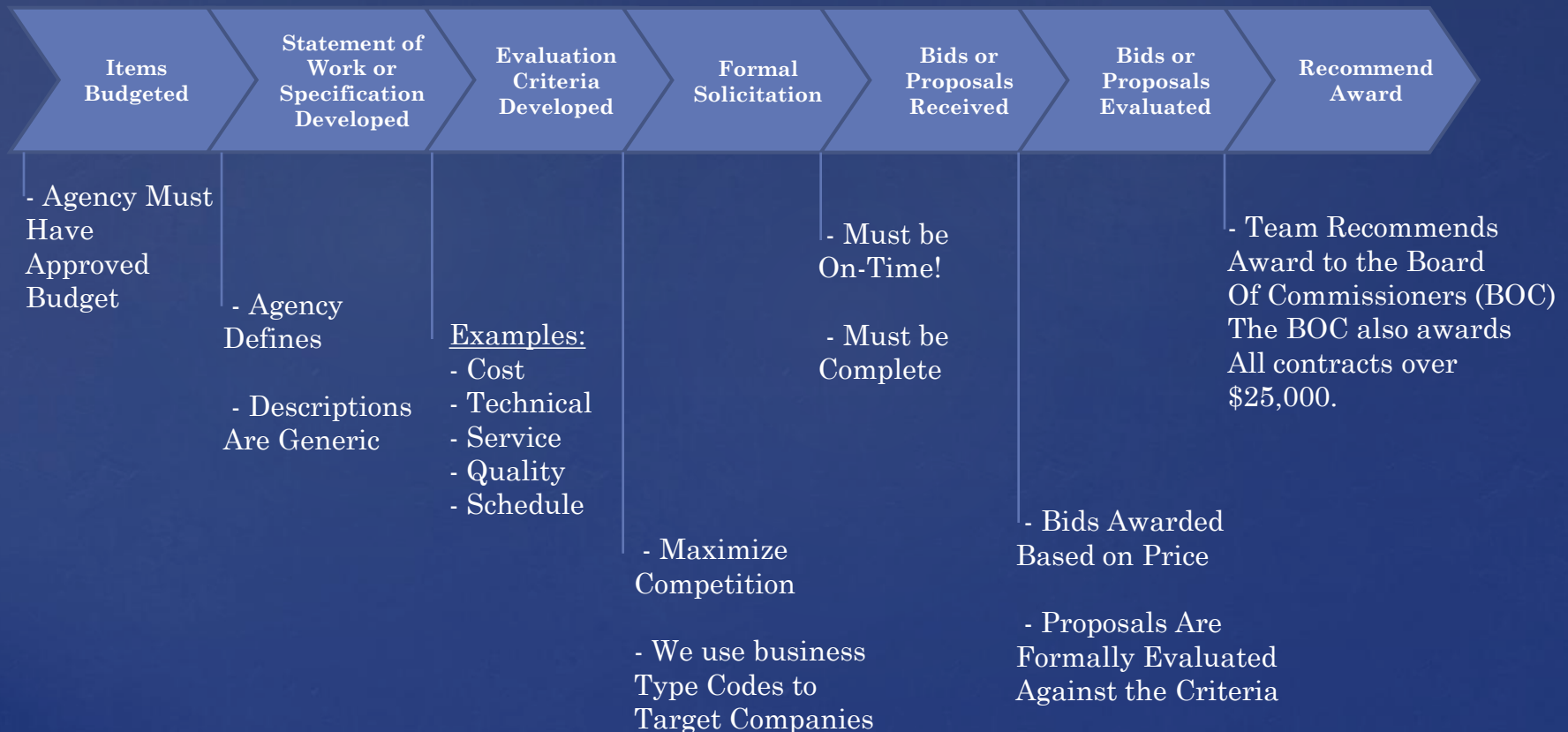
Just as the County holds itself to high standards, it desires to do business with like-minded organizations. The County desires to do business with organizations that are well qualified with a track record of success in their industry/profession. Organizations that act with honesty and integrity and have reasonable pricing structure are ideal candidates for bidding on the County's solicitations.

Organizations that are unlikely to find success in bidding on work in Cherokee County are those that:

- Fail to meet contractual obligations after the awards has been made,
- Fail to meet the required delivery, specifications, or detailed requirements,
- Submit unacceptable exceptions,
- Have a record of financial difficulty and/or business instability, or
- Have criminal sanctions, civil sanctions, and/or tax delinquency.

Basic Procurement Process Overview

For Purchases Greater Than \$100,000



Solicitation Types & Required Forms

The County issues solicitations for bids or proposals based on:

- the needs it has identified, and
- the required contractor qualifications, and
- the method of determining the winning submission.

Organizations interested in participating must be successful in addressing all three areas below:

- Respond on-time and include all requested submission requirements (properly completed and executed forms);
- Respond to the requirements identified and, where possible, provide objective evidence and support of your ability to meet needs identified in the solicitation; and
- Include information that addresses the evaluation criteria.



Bids vs. Proposals – What's the Difference

<u>Submission Requirements</u>	<u>Request for Bids</u>	<u>Request for Proposals</u>
Required Forms Provided	Yes/No	Yes/No
Meets Solicitation Requirements	Yes/No	Yes/No
Meets Technical Requirements	Yes/No	Scored
Meets Other Requirements	Yes/No	Scored
Pricing Provided	Yes/No	Scored
Award Basis	All That Meet the Requirements are = Award to Lowest Price	All That Meet the RFP Terms Are Scored = Award to Highest Score
Negotiations Allowed	Typically Not	Yes

Solicitations – RFBs

The County generally issues three types of solicitations:

- Request for Sealed Bids (RFB)
- Request for Sealed Proposals (RFP)
- Request for Qualifications (RFQ)

Request for Sealed Bids:

The competitive sealed bid method is used where the cost of item(s) and/or services are \$100,000 or greater. Bid opportunities are advertised for a minimum of two weeks (longer for construction) with the County's e-bid system that can be accessed from the Cherokee County website. This method is used where:

- There are clear and defined specifications and scope available
- There are clear criteria for determining the expected viability of the bidders to be successful in meeting the requirements, and
- Recommendation for award can be made to the responsive and responsible Bidder offering the lowest price.

Solicitations – RFPs

Request for Sealed Proposals (RFP):

The competitive sealed bid method is used where the cost of item(s) and/or services are \$100,000 or greater. Bid opportunities are advertised for a minimum of two weeks (longer for Construction) with the County's e-bid system that can be accessed from the Cherokee County website. This method is used where the competitive sealed bid method is neither practical nor advantageous and where cost must be evaluated within the context of criteria in addition to responsibility and responsiveness.

RFPs are used when requirements cannot be adequately defined, where different approaches may be proposed to meet the needs of the County and when the competencies and judgement needed for success in developing the item or service varies among offerors. Generally, RFPs are used for service contracts, highly technical work or equipment, or where a mixture of construction management or design will be mixed with public works construction. An evaluation committee evaluates proposals according to criteria specified in the proposal document and ranked by total weighted score. This approach provides for the best value in a given marketplace by weighing the attributes of the procurement believed to be critical in the identification of the best overall organization to address the County's needs.

Receiving Bids & Proposals

How Bids and Proposals Are Received

Bids and Proposals are received using the County's Designated Website at <https://cherokeecountyga.bonfirehub.com> .

Electronic Submissions: Proposals are to be uploaded on the County's designated website. Generally these documents will consist of PDFs and/or specially designed excel spreadsheets. The RFP and/or Designated Website will provide detail regarding formatting required.

How Bids and Proposals Are Opened

Bids shall be opened publicly with witnesses on the date/time and place as specified in the solicitation documents, most typically using a livestream virtual meeting; interested parties are welcome and instructions for joining will be posted with the solicitation.

During the opening of bids, the following information shall be made public: the name of each supplier submitting a sealed bid, pricing information including unit prices and the total, and any other relevant information.

Proposal are opened by the Purchasing department and routed as required for evaluations and source recommendation. Proposals are not subject to public opening.

Required Forms

Required Forms:

A typical solicitation will require each of the following forms to be completed, signed and notarized where prompted and included in the solicitation response:

- Offer Verification and Statement of Qualifications Form (Appendix A)
- E-Verify Affidavit (Appendix B),
- References (Appendix C),
- Pricing on the Pricing Form provided (Bid Form) and / or Excel Bid Table.

Note: Different solicitations may have additional forms that are also required to be submitted with the solicitation response.

How to Provide an Effective Bid or Proposal (1)

An effective proposal is one that allows your organization to be considered based on your actual capabilities, both as demonstrated over time and as a potential fit for the specification or work for which you are bidding.

The criteria that you must meet for every solicitation are that of being:

- Responsive, and
- Responsible

Responsiveness is determined by evaluating what you provided against what the solicitation required. (Did you complete and submit the correct forms? Did you respond on-time? Did you include a technical proposal, transition plan, and whatever else was required by the solicitation?) **Read the solicitation instructions!**

Being determined **Responsible** is evaluated based on determining the adequacy of the submission documents. In a Request for Bids, this is typically a pass/fail criteria whereby all organizations that meet the criteria are considered equally responsive and the bid price becomes the determining factor for awards. In a Request for Proposals, a responsible determination will then allow the further evaluation of your proposal to be scored against the criteria delineated in the solicitation.



How to Provide an Effective Bid or Proposal (1)

Make it Easy to Locate Your Information:

In a Request for Proposals, a responsive and responsible determination will then allow your proposal to be scored against the criteria delineated in the solicitation.

Typically a committee evaluates each proposal against the different criteria identified and scores each section based on two factors:

- The thoroughness and level to which objective evidence supported the topic.

Proposals that follow the outline of the RFP or the instructions in the RFP and provide support (as reasonably necessary based on the situation) make it easier on the evaluator to determine scoring by:

- Having the information located where expected,
- Including all the necessary information, and
- Including support documentation as necessary to make it credible.

How to Provide an Effective Proposal or Bid (3)

Ideas to Consider to Develop Better Quality Proposals:

- Read the ALL of instructions and follow them.
- Read the County Standard Agreement referenced in the solicitation.
- Review the criteria for award.
- Personalize your response to the solicitation.
- Develop your listing of reference projects based on available references that most closely align with the requested product or service in scope and size.
- Address all the performance expectations.
- Address all the criteria for award - completely.
- Follow the flow of the solicitation or the instructions on how to respond.
- Make sure that the evaluator can tell that you understand the requirements and concerns that need to be managed.
- Respond to each area and or direct question completely and provide back-up (as necessary).
- Complete the required forms provided in the solicitation.
- Provide your best price.
- Consider providing an executive summary and table of contents.
- Make sure your references are up to date and of the type request
- Submit bid/proposal to allow on-time receipt!



Real World Proposal Submissions

Issue Description	Possible Method of Addressing
Required Forms Not In Proposal	Develop a <u>General RFP Check-list</u> Based On the Buying Organization's Lessons Learned and Then Personalize It For Each Opportunity by Listing Each Form Required, Perform a Pre-submission Audit Against Checklist
Statements That Disagree In Different Sections	Assign One Person To Perform <u>A Horizontal Continuity Evaluation Across All Sections Of The Proposal</u> , Have Them Note Each Representation or Commitment That Is Addressed In Multiple Sections And Provide Feedback To Those Assigned the Vertical Content
Cut and Paste Referencing Other Customers	RFP Checklist Item , As Addressed in 1 Above
No Point of Contact With Contact Information Provided	QA Checklist Item , As Addressed in 1 Above
Incomplete Paragraphs Or Sentences	QA Checklist Item , As Addressed in 1 Above
Submission of Standard Boilerplate – Not Addressing RFP Concerns	Consider Developing A Reference Linking The Buying Organization's Requirement to Where The Requirements Are Addressed
Submission of Only Forms and Pricing	Unless this is all that is asked for, consider Forgoing the Opportunity, Pick Your Battles

Frequently Asked Questions

How do I get on the supplier list for Cherokee County?

Register by completing the application found following the link on the Purchasing Department's designated website.

After I have registered, does this mean I will automatically receive notifications of bids that pertain to my company?

While vendors registered through the County's solicitation management provider should receive automated notices of current requirements, absolute assurances cannot be provided. It is suggested that you check the County's web site periodically for solicitations.

I registered my company several months ago and have not yet heard anything, nor received any solicitations. Can you tell me if my company is indeed registered?

An email confirmation should be sent to your company once registered. If you have not received this confirmation, please contact the Purchasing Department.

How long are solicitations posted on your web site?

Solicitations are typically posted for a minimum of two weeks, but it is dependent on industry and complexity.

Frequently Asked Questions

Does Cherokee County have a MBE/WBE program?

The County has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the US Department of Transportation (DOT), 49 CFR Part 26. The County desires to help any interested organizations understand how to be responsive to solicitations.

My company has a new product that we would like to present to the County, who do we contact?

Such requests can be set up with the user Agency. If there is a desire/need to meet with the Purchasing Department, an appointment should be made with the Purchasing Director.

Are pre-bid/proposal conferences mandatory?

Some are mandatory. Please read the specific solicitation requirements.

Frequently Asked Questions

I will be unable to attend a bid opening. How can I find out the apparent low bid supplier?

The results of RFB openings are typically posted on the County's website the morning after the opening, if not before. REMEMBER – there is a difference between RFPs and RFBs – RFP results are not posted until after evaluation.

When and where are the Commissioner meetings held?

For most Purchasing-related matters, the Board of Commissioners meets on the first and third Tuesday of each month, in the Cherokee-Northside Conference Center at 3:00pm (work session) and 6:00pm (regular session). Complete information may be found on the County website.

What should I do if I would like to protest a bid/proposal award?

Protests should be submitted in accordance with the Procurement Ordinance in writing to the Purchasing Director.

I would like to meet and introduce myself to the Purchasing Department. Do I need an appointment?

Yes, please contact the Purchasing Director for an appointment.



Frequently Asked Questions

I would like to get a plan holder's list for a particular bid. Can you provide me with this?

Yes, plan holder's lists are typically available for download on the procurement Designated Website where the opportunity is posted.

After a bid has opened how long does it take before it is awarded?

It can vary significantly, from about two weeks to about twelve weeks.

If I am submitting a bid on a project can I be supplied with the bid tab from the previous award?

This request can be submitted through the Open Records Act. Offerors are encouraged not to use previous bids to develop their offering, but to focus on the current requirements.

How can I correct or update my company information once I have registered?

Once you are registered, you may correct/update company information using the designated website.

Thank you for your interest
in doing business with
Cherokee County!

A GREAT PLACE TO LIVE, WORK AND PLAY!