



CITY OF DUBLIN  
PURCHASING DEPARTMENT  
David Sawyer – Purchasing Director  
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### ***Organization***

The Purchasing Department is the central buying agency for the City of Dublin. The activities of the department include procuring supplies and services for all City departments, centralized warehousing of supplies, and disposing of surplus property.

### ***Location and Office Hours***

The Purchasing Department is located at 702 E. Madison St., Dublin, GA 31021. Office hours are 7:00 a.m. until 4:00 p.m. Monday through Friday.

### ***Contacting the Department***

The Purchasing Department should be your first point of contact with the City of Dublin regarding the sale of goods and services. We will be glad to meet with you to discuss your products and to share the information with our end-users.

### ***Purchasing Process***

The Purchasing Department strives to obtain all goods and services through a fair and equitable process. Purchases may be made by either telephone quotes, informal written quotes, Request for Proposals, or Invitation to Bid. Capital purchases are obtained through the sealed bid process. Bid tabulations are provided upon request. Sealed bid announcements and bid packages will be available on the website. Awards are made to the lowest responsive and responsible bidder.

When submitting a bid, it is important for the bidder to use the forms provided by the Purchasing Department and to be sure that all forms are completed and returned. Sealed bids cannot be considered if they are sent via facsimile or e-mail. All bidders and other interested individuals are invited to attend the public bid openings.

### ***Purchase Orders***

All purchases require a purchase order number issued by the Purchasing Department. The number must appear on packing slips and invoices. Verbal orders are not permitted unless a number is given at the time the order is placed. Failure to receive proper authorization may result in the return of goods at the vendor's expense.

### ***Tax Exemptions***

The City of Dublin is exempt from Federal excise taxes, state and local taxes. Exemption certificates will be provided upon request.

### ***Gratuities***

City employees are not to accept gifts or gratuities from any individual, company, firm, or business establishment that is a vendor to the City or is marketing their goods and/or services with regard to future purchases.

### ***Surplus***

Surplus items are sold on GovDeals.net and a listing of available items will be posted on the website.