

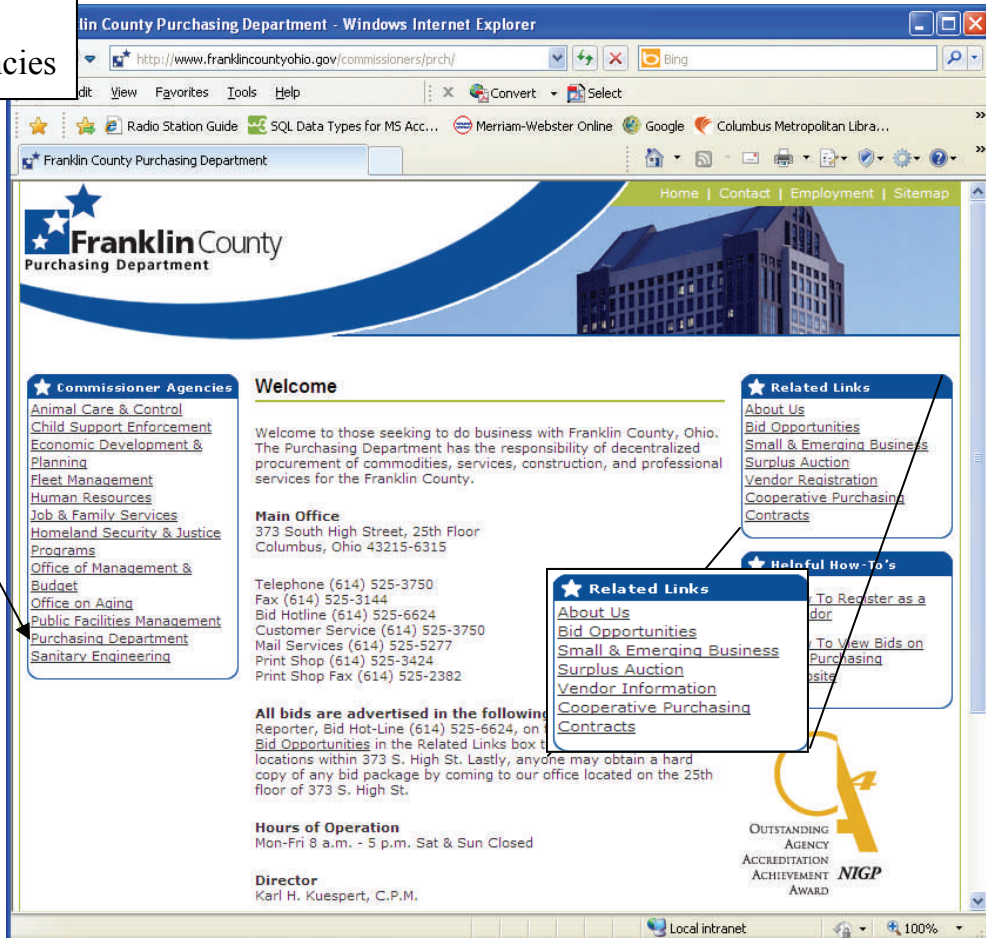
How To View Any Bids on Our Website

Our Web Address:

<http://www.franklincountyohio.gov/commissioners/prch/>

List of 11
Commissioners Agencies

To navigate our website with ease you may click on any active links (these are always underlined) and it will take you to the area you have chosen.



The screenshot shows the Franklin County Purchasing Department website. On the left, there is a list of 11 Commissioner Agencies, including Animal Care & Control, Child Support Enforcement, Economic Development & Planning, Fleet Management, Human Resources, Job & Family Services, Homeland Security & Justice Programs, Office of Management & Budget, Office on Aging, Public Facilities Management, Purchasing Department, and Sanitary Engineering. The main content area features a 'Welcome' message, contact information for the Main Office (373 South High Street, 25th Floor, Columbus, Ohio 43215-6315), and a list of phone and fax numbers. A 'Related Links' box on the right contains links for About Us, Bid Opportunities, Small & Emerging Business, Surplus Auction, Vendor Registration, Cooperative Purchasing, and Contracts. Below this is a 'Helpful How-To's' section with links for To Register as a Vendor and To View Bids on the Website. The page also includes an 'Hours of Operation' section (Mon-Fri 8 a.m. - 5 p.m., Sat & Sun Closed) and a 'Director' section (Karl H. Kuespert, C.P.M.).

Our **Related Links** box is very helpful, you can learn more about the Purchasing Department you may view:

About Us (what the department does and how you can contact us),

Bids Opportunities (shows a list of all open bids),

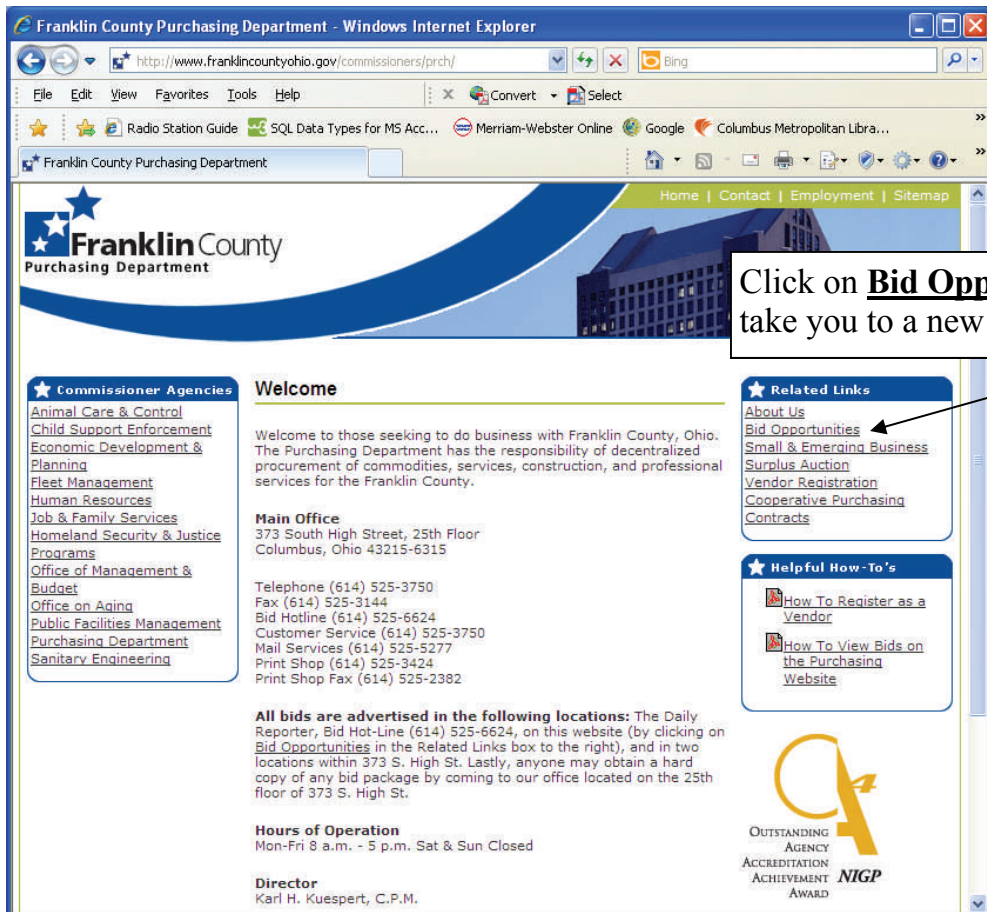
Small & Emerging Business (SEB) - (provides definitions of small & emerging businesses and allows you register via an affidavit as an SEB *ONLY*. *You must still register as a vendor as well.*),

Surplus Auction (links you to the **GovDeals** website where you can purchase the county's surplus items),

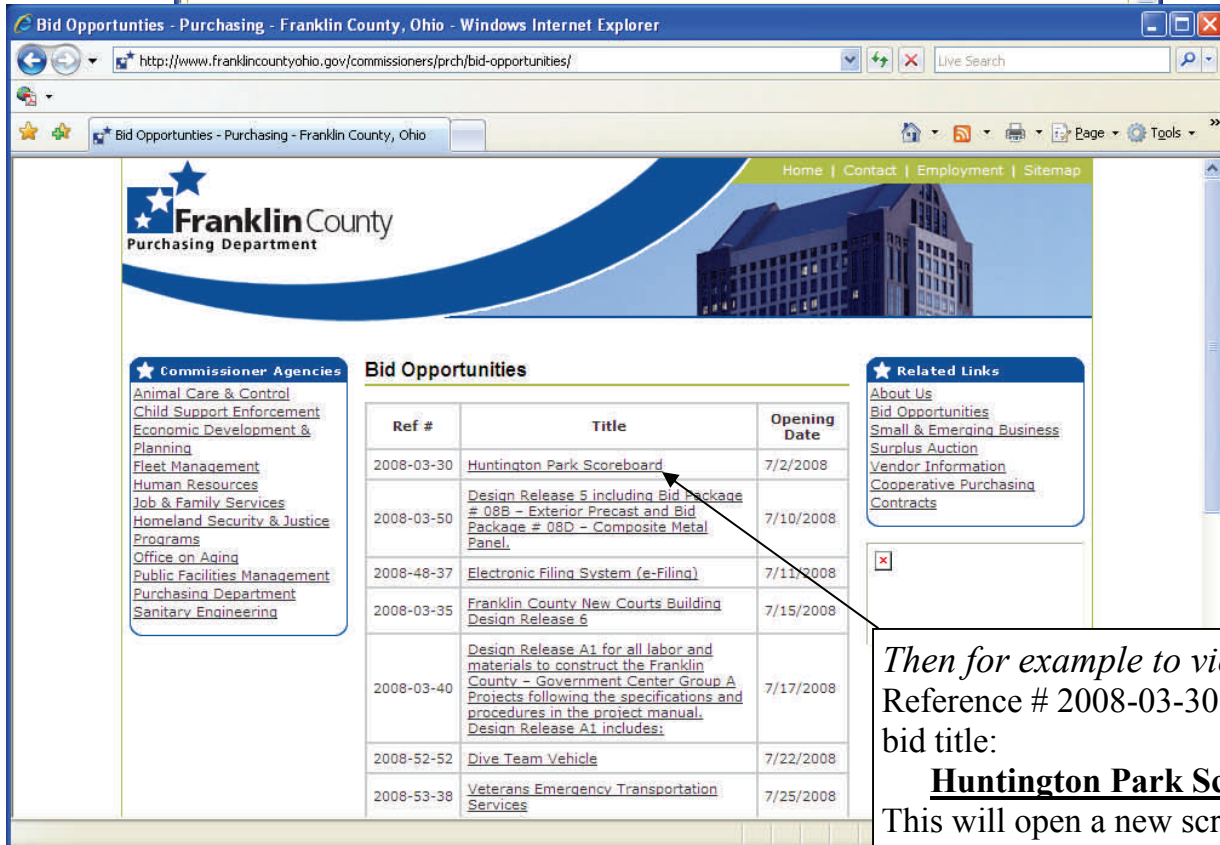
Vendor Information (register to become a vendor), and

Cooperative Purchasing Contracts (allows you to view countywide contacts).

To View Bids and their documents:



Click on **Bid Opportunities** which take you to a new page.

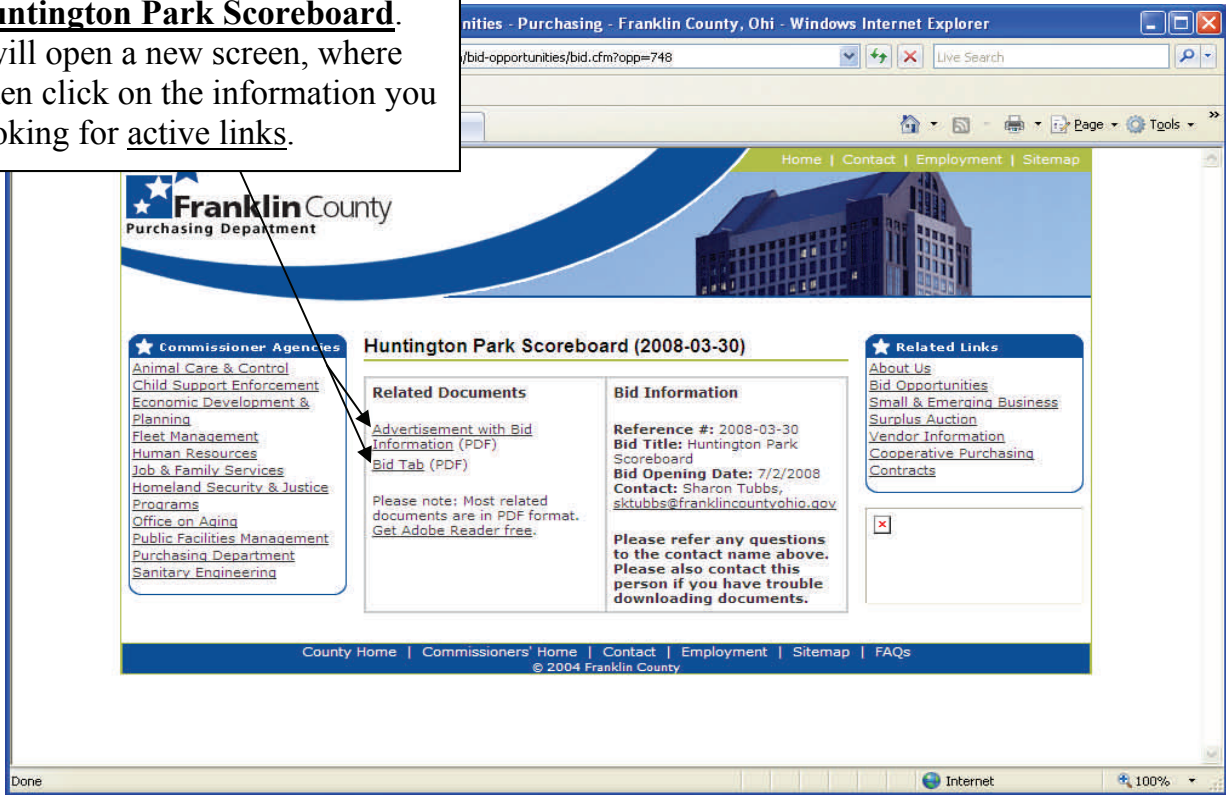


Then for example to view:
Reference # 2008-03-30 - Click on the bid title:
Huntington Park Scoreboard.
This will open a new screen, where you then click on the information you are looking for active links.

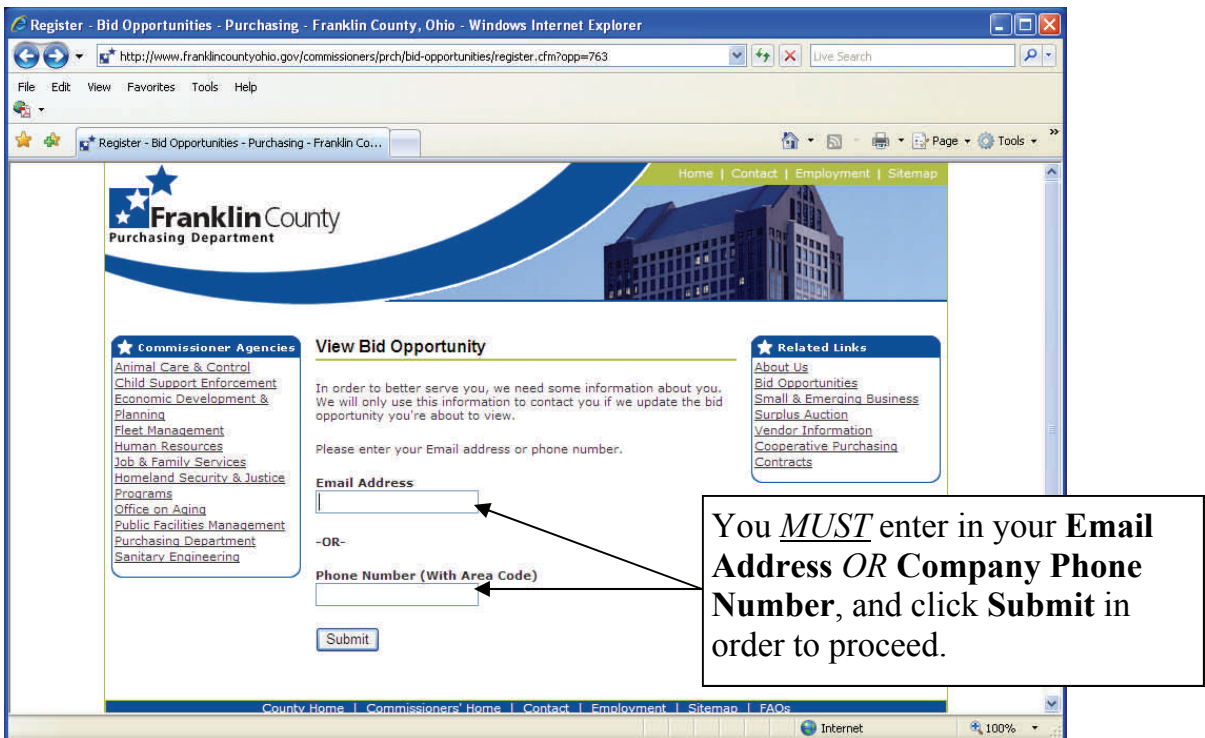
Then for example to view:
Reference # 2008-03-30 - Click on the bid title:

Huntington Park Scoreboard.

This will open a new screen, where you then click on the information you are looking for active links.

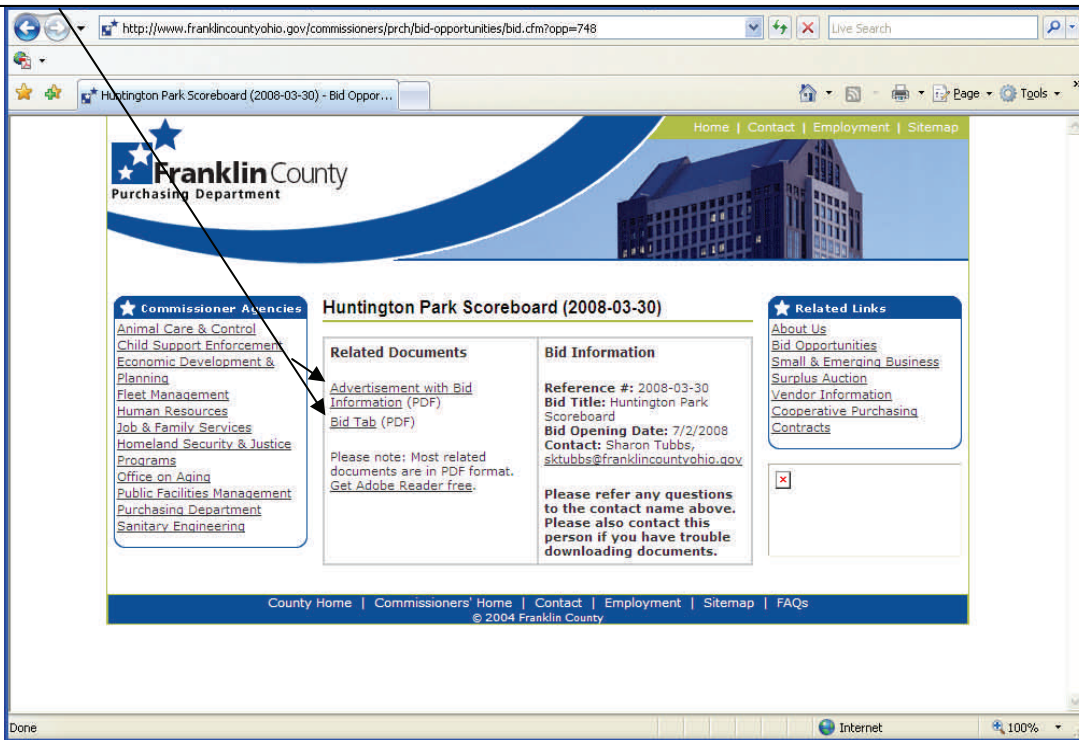


By clicking on any active link on using *example: Huntington Park Scoreboard* screen, this new screen will now appear. We are requiring you to log in to this screen so you will receive notifications via email of any updates associated with this selected bid.



You ***MUST*** enter in your **Email Address OR Company Phone Number**, and click **Submit** in order to proceed.

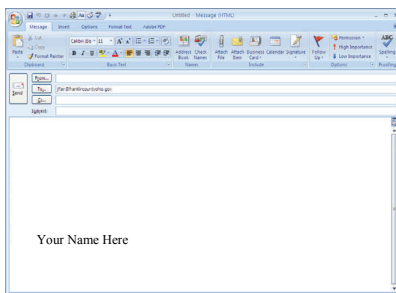
If you are already a registered Vendor, you will then return to this screen by click on an active link a PDF file window will open for you to view and/or print the information from.



Still have questions on how to view a bid?

You may contact each of the bid's coordinator directly by phone or email:

E-mail: Simply click on the coordinator's underlined name and your will be auto-linked via **MS Outlook** to their email.



-OR-

Phone: Simply mover your computer's cursor to hover over the coordinator's underlined name and their contact phone number will appear.

