

DEPARTMENT
OF
PURCHASING & CONTRACTING



DeKalb County Government
Room 202 Maloof Center, 1300 Commerce Drive, Decatur, Georgia 30030

Dear Valued Supplier:

DeKalb County Purchasing and Contracting has automated our solicitation notification process. This will allow you to automatically receive notices of new Invitations to Bid and Requests for Proposals via Email or Fax. To make effective use of this new feature we need our suppliers to update their email addresses, fax numbers, contact names, and National Institute of Governmental Purchasing (NIGP) codes.

We have added a Supplier Update form to our website. It is located on our [Purchasing Forms](#) web page.

Please complete the form and submit to DeKalb County Purchasing and Contracting, we'll handle the rest.

If you do not have Email or Internet access please write or fax us at:

DeKalb County Purchasing and Contracting Department
Attn: Supplier Master File
1300 Commerce Drive
Decatur, Ga. 30030
Fax: 404-687-2717

If you have any questions please contact the Administrative Operations Division at 404-371-7051 or email: padmin-ops@co.dekalb.ga.us

Sincerely

DeKalb County Purchasing and Contracting Depart
Administrative Operations Division