



CITY OF
FORESTPARK
a city for every season

July 5, 2024

Subject: Procurement Process Enhancements

Dear Valued Vendor,

The City of Forest Park has implemented key enhancements to our procurement process that will impact our vendor community.

Effective immediately, all purchases and fund obligations must be supported by a valid purchase order. This new requirement ensures proper tracking and accountability for all transactions. Please ensure that your invoices describe the goods and/or services exactly as shown on the purchase order. The purchase order number, along with the name of the requesting department, must be clearly indicated on the invoice.

Invoices lacking a valid purchase order reference may face delays in payment or, in some cases, non-payment. To avoid any disruptions, please request a valid purchase order before fulfilling any orders for goods and/or services to the City of Forest Park. Note that verbal requests or purchase order number submissions are not authoritative.

Additionally, we are excited to announce our partnership with OpenGov and our transition to a fully automated, web-based electronic bidding and vendor management system. This shift from a paper-based process will streamline our operations and enhance your experience with us. Please visit our website at <https://www.forestparkga.gov/finance/page/bids-rfps> to view solicitation opportunities, register your business, and submit your quotes, bids, and proposals electronically.

Thank you for your continued partnership with the City of Forest Park. If you have any questions or need assistance, please do not hesitate to contact our procurement team via email at: procurement@forestparkga.gov.

Best regards,

City of Forest Park Procurement Team

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