

**DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PURCHASING AND SUPPLIES**

436 GRANT STREET • ROOM 206, COURTHOUSE
PITTSBURGH, PA 15219
PHONE (412) 350-4495 • FAX (412) 350-5883

DAN ONORATO
CHIEF EXECUTIVE

JOHN DEIGHAN
CHIEF PURCHASING OFFICER

TIMOTHY H. JOHNSON
DIRECTOR

ATTENTION ALLEGHENY COUNTY SUPPLIERS

IMPORTANT NOTICE

Effective January 3, 2011 Allegheny County's Division of Purchasing and Supplies will implement a new process for submitting bids.

This new process will **require that ALL** responses to an Invitation For Bid (IFB) must be submitted electronically, the County will no longer accept paper (hardcopy) bids.

This change provides significant benefits to suppliers:

1. Additional time to prepare and submit bids.
2. The cost and time related to preparing bids will be reduced.
3. Postal or overnight delivery cost will be eliminated.
4. Suppliers will be able to view and edit their bid responses online up to the bid closing date and time.
5. Access the history of all of your bid responses online.
6. View Bid openings and results online. It will not be necessary to be physically present to witness bid openings.

Before you can use the new online system, you must first register on the Pennsylvania Purchasing Group site for a unique PIN that will identify you and your company and will serve as your electronic signature. To register, visit <http://www.govbids.com/scripts/papg/Public/home1.asp> and select the link to "Supplier Registration". If your company is currently registered, please select the link to "Supplier Login" to update your account information.

If you have questions or concerns regarding the registration or update process, please contact customer support at 800-677-1997.

Thank you.

John Deighan
Chief Purchasing Officer