



Doing Business with Shelby County Government:

Thank you for your interest in doing business with Shelby County Government. This document provides snapshot information on how to become a vendor, identify bid opportunities, and meet minimum requirements for bid solicitations. If you have additional questions, please contact the Purchasing office at 901-222-2250.

Purchasing works with all Shelby County Government departments and offices to ensure the most economical, proper, and prompt purchase of supplies, equipment, and services required and used by the County, while applying applicable race and gender-neutral and conscious ordinances.

Vendor Registration:

All suppliers interested in doing business with Shelby County Government must be registered with an active, Equal Opportunity Compliance (EOC) number and vendor number.

To register for an EOC number, visit <https://apps.shelbycountyttn.gov/EOCPublic>

Once an EOC number has been approved and activated, the supplier will be assigned a vendor number.

For questions regarding the EOC application process, contact the EOC office at 901-222-1100.

LOSB/MWBE Certifications:

The office of Equal Opportunity Compliance (EOC) certifies locally owned small businesses (LOSB) and minority and women-owned businesses (MBE and WBE).

To apply for an LOSB/MWBE certification, contact the EOC office at 901-222-1100.

Access Opportunities:

All Shelby County Government opportunities to respond to Sealed Bids, Request for Proposals (RFP), and Request for Qualifications (RFQ) are advertised:

Shelby County Purchasing Bid Listing: <http://www.shelbycountyttn.gov/3243/Bids-Listing>

Local News Media:

- TriState Defender
- Daily News
- LaPrensa Latina

Commodity Codes:

Shelby County Government utilizes the Institute of Government Procurement (NIGP) commodity codes to identify availability of suppliers in specific industries. It is important to identify all applicable commodity codes during supplier vendor registration.

Recommended Best Practices:

- Visit the Bid Listing website regularly to stay abreast of open opportunities.
- Keep your company's information updated with the Equal Opportunity Compliance and Purchasing offices.
- Complete all requirements of a bid or proposal solicitation.
- Adhere to deadlines communicated in all solicitations.
- Ask questions to the appropriate Purchasing Buyer.
- Attend available pre-bid meetings, public openings, and site visits to learn more about active solicitations.
- Maintain and provide all applicable licenses as requested in bid/proposal solicitations.



VISIT OUR WEBSITE FOR MORE INFORMATION AND OPPORTUNITIES!
WWW.SHELBYCOUNTYTN.GOV/189/PURCHASING-OFFICE