



Finance/Purchasing

City of Dover, Finance and Purchasing Office Current Bids, Frequently Asked Questions

Filename: 2013.08.29_FinanceBids.FrequentlyAskedQuestions.docx

Below you will find answers to the four most frequently asked questions.

Question 1: How do I obtain financial documents from the City?

Answer 1: All financial documents are made available to the public on our web page. Click on the Finance home page and then Financial information. This page will direct you to our online Archive File "Treeno" which will give you the option to search for all financial documents. Annual Documents such as the Budget, CAFR and CIP can be viewed in hard copy in the library or City Clerk's office.

Question 2: I have a question about a bid I've received. Who do I call?

Answer 2: Our purchasing agent is available to answer any questions you may have, however, more detailed questions should be directed to the department personell listed within the bid. Generally this individual's name and phone number are provided at the end of the bid's "General information and specifications" and before the bid's request for "Pricing".

Question 3: How do I get on the City's vendor list?

Answer 3: To become a vendor with the city go to the Finance Home page and chose "Join Bid List". Follow the steps listed.

Question 4: How do I obtain a bid document?

Answer 4: Current Bid documents can be obtained by clicking on the Finance page's "current bids" option. Past bids and bid results can be obtained by clicking on the Online City Archives "Request for Bids" option, located on the Finance Department home page, bottom left hand corner.