



BLOUNT COUNTY TENNESSEE

INSIDE BLOUNT COUNTY PURCHASING

Blount County utilizes an online bidding system for competitive sourcing activities. See [IonWave](#). Vendors interested in responding to the County's competitive solicitations are encouraged to register in the online bidding system in order to receive electronic notification when new solicitations are issued. Documents may be viewed and downloaded from IonWave under "Current Bids." Written bids/proposals may also be submitted to the Purchasing Office. Bids/proposals cannot be accepted via email or facsimile.

DOING BUSINESS WITH BLOUNT COUNTY

To receive electronic Bid / Proposal Notifications, go to:

<https://blounttn.ionwave.net/Login.aspx>

Vendor Registration

<http://blountcountyttn.munisservice.com/default.aspx>

Contact Information

Email:

Purchasing@blounttn.org

Phone:

865-273-5740

Team Members

Katie Branham Kerr
Purchasing Agent

Teresa Johnson, CPPB
Purchasing Agent, Assistant

Jackie Cooper, CPPB
Contract Manager

Rowena McFarland
Contract Manager

Judi Peffley, CPPB
Buyer

Lisa Dyring
Buyer

Our Vision

To provide Blount County Government with the goods and services needed to best serve the citizenry while obtaining the best possible value out of respect for taxpayer dollars.

Our Mission

-Complete the Purchasing Cycle
-Vendor Relations
-Competitive Bids and Proposals
-Contract Management and Utilization
-County Surplus Property Management

VENDORS MAY REGISTER ON BOTH WEBSITES, IONWAVE AND VENDOR SELF SERVICE.

ION WAVE INSTRUCTIONS

- Visit <https://blounttn.ionwave.net/Login.aspx>
- Select "Supplier Registration"

Follow tabs to complete all information. Upon completion, your Vendor Number will be sent via email

VENDOR SELF SERVICE INSTRUCTIONS-

VENDOR NUMBER REQUIRED FOR REGISTRATION

Once the Vendor Number has been received via email, visit:

<https://blountcountyttn.munisservice.com/default.aspx>

Call 865-273-5740 if you have not received a vendor number

- Select "Vendor Self Service" and "Registration"
- Enter a preferred username and password
- Select "Continue" then "Contract Type"
- Enter your name, phone number, and email address- An email address is required.
- Enter all company information including FID/SSN and select "Communication Preferences"
- Enter bank information for electronic payment.
- Enter business address and information for others you may want to have as contacts.
- Select goods or services you would like to offer the County- these are displayed by categories with commodity codes.
- Select "Register" and "Attach Documents" to upload most recent W-9, and
- "Save"

