

Attachment "A"
Required Submission Documents



MACON-BIBB COUNTY
VENDOR APPLICATION PACKAGE

VENDORS:

Thank you for your interest in doing business with Macon-Bibb County.

Please complete this entire package and return to us so that we may either 1) set you up as a new vendor, or 2) periodically verify or update your existing information. Following are the required documents:

- Macon-Bibb County Vendor Application (attached)
- W-9 Form (Request for Taxpayer Identification Number and Certification) (attached)
- Copy of current year Business License – for all vendors, including individuals. Contact Business Development Services (478) 803-0470 with any questions regarding business licensing.
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit
 - E-Verify And Private Employer Affidavit (attached) - must be completed, signed, and notarized
 - Contractor Affidavit under OCGA Sec. 13-10-91(b)(1) (attached in the additional information if needed file) – must be completed, signed, and notarized if contracting with Macon-Bibb County for the physical performance of services over \$2499.99 and have ANY employees. If contracting for physical performance of services over \$2499.99 and have NO employees, please provide a copy of driver's license.

For more information regarding the E-Verify program and documentation, please refer to <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS+YES>

PLEASE RETURN THE ABOVE-MENTIONED DOCUMENTS VIA email to procurement@maconbibb.us or FAX at (478) 751-7252 or MAIL TO:

Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, GA 31201

DO NOT RETURN - Sales Tax Certificate of Exemption/Macon-Bibb County (For Your Records)
Please note that we are exempt from sales tax and be sure to set up our account so that sales tax is not charged.

For question about the vendor application, please contact Nan Tharpe, Procurement Officer II at (478) 803-0550 or ntharpe@maconbibb.us

For any inquiries regarding small businesses or DBE/MBE, please contact Mr. Sam Henderson, Small Business Affairs at (478) 751-7170 or shenderson@maconbibb.us

Please be sure to check the Macon-Bibb County website at www.maconbibb.us (click "Department/Procurement/Active Solicitations" tab) for bid information.

Thank you again for your interest in Macon-Bibb County.

Kimberly Bradley
Procurement Officer III
Macon-Bibb County

Nancy Tharpe
Procurement Officer II
Macon-Bibb County

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MACON-BIBB COUNTY
Vendor Application

Date Submitted: _____

New Application

Revised Application

RETURN THIS COMPLETED FORM TO:

Macon-Bibb County Procurement Department
 700 Poplar Street, Ste. 308
 Macon, GA 31201

Phone: 478-803-0550
 Fax: 478-751-7252
 Email: procurement@maconbibb.us

GENERAL VENDOR INFORMATION

| | |
|-----------------------|-------------|
| Company Name: | |
| Company Address: | |
| Authorized By (Name): | |
| Title: | |
| Authorized Signature: | Date: |
| Telephone Number: | Fax Number: |
| Email Address: | |

REMITTANCE INFORMATION (where payments should be sent)

| | | |
|-----------------------------|---|--|
| Remit to Name: | | |
| Remit to Address: | | |
| Phone: | Fax: | Toll Free: |
| Contact: | Email: | |
| Business Type (choose one): | <input type="checkbox"/> Individual/Sole Proprietor | <input type="checkbox"/> Single member LLC |
| | <input type="checkbox"/> Business - incorporated | <input type="checkbox"/> Business - not incorporated/partnership |
| | <input type="checkbox"/> LLC: C S P (circle one) | <input type="checkbox"/> Other (Specify): |
| Social Security #: | Federal Tax ID #: | |

PURCHASE ORDER INFORMATION (where purchase orders should be sent)

| | | |
|---------------------------|--------|------------|
| Purchase Order Name: | | |
| Purchase Order Address: | | |
| Phone: | Fax: | Toll Free: |
| Contact: | Email: | |
| Payment Terms: Discount % | # Days | Net Due |
| Freight Terms: Ship Via | FOB | |

E-Verify Information

Private Employer Affidavit is attached :
 With E-Verify # _____ With E-Verify exemption selected _____

Contractor Affidavit is attached: (additional affidavit, if applicable)
 With E-Verify # _____ Without E-Verify # but a copy of my driver's license is attached since
 I have no employees and no intent to hire employees _____

MBE/DBE/WBE STATUS (Select at least one)

Minority Owned (African American, Hispanic, Native American, Asian American) circle one _____
 Woman Owned _____ Disabled _____ Veteran _____ Not Applicable _____

Do you maintain a local office in Macon-Bibb County? Yes _____ No _____

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Request for Taxpayer Identification Number and Certification

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Form sections 1-7: Name, Business name, Tax classification, Exemptions, Address, City, ZIP code, List account number(s).

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding.

Social security number and Employer identification number input boxes.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number... 2. I am not subject to backup withholding because... 3. I am a U.S. citizen or other U.S. person... 4. The FATCA code(s) entered on this form...

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Sign Here section with Signature of U.S. person and Date fields.

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
Form 1099-S (proceeds from real estate transactions)
Form 1099-K (merchant card and third party network transactions)
Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
Form 1099-C (canceled debt)
Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

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E-VERIFY AND PRIVATE EMPLOYER AFFIDAVIT

Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies one of the following with respect to its application for an occupational tax certificate, alcohol license, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Business Name: _____

SECTION 1 (Choose ONE of the following)

- (A) On January 1 of the below-signed year, the individual, firm, or corporation employed **ten (10) or less employees.** (Proceed to Section 3)
- (B) On January 1 of the below-signed year, the individual, firm, or corporation employed **more than ten (10) employees** and has registered with the E-Verify program. (Proceed to Section 2)

SECTION 2

The employer has registered with and utilizes the Federal Work Authorization program commonly known as E-Verify, in accordance with the applicable provisions and deadlines established in O.C.G.A. §36-60-6. The undersigned private employer also attests that its E-Verify number and date of authorization are as follows:

E-Verify Number: _____

Date of Authorization: _____ **(Proceed to Section 3)**

SECTION 3

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state)

Printed Name of Authorized Officer or Agent: _____

Title of Authorized Officer or Agent: _____

Signature of Authorized Officer or Agent: _____

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 20_____

NOTARY PUBLIC

My Commission Expires: _____

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BIDDER QUALIFICATION FORM

Company Name: _____

Address: _____

When Organized: _____ Where Incorporated: _____

How many years have you engaged in business under the present firm name? _____

Credit available for this contract? _____

Contracts now in hand? _____

Has bidder ever refused to execute a contract at the original bid amount? _____

Has bidder ever been declared in default on a contract? _____

Comments: _____

Company Name: _____

Authorized By (typed name): _____

Authorized Signature: _____

Title: _____ Date: _____

References

Following is a reference list of contracts that are similar to this project:

| NAME OF PROJECT/DATE | LOCATION | CONTACT | PHONE # |
|----------------------|----------|---------|---------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 201____

My Commission Expires: _____

Notary Public

[NOTARY SEAL]

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BIDDER MINORITY PARTICIPATION GOAL
(Attach additional pages if required.)

I do ___, do not ___, propose to employ the minority sub-contractors as listed below on some of the work on this project.

| | | |
|--------------|--------------|---------------|
| NAME/ADDRESS | TYPE OF WORK | % of Contract |
|--------------|--------------|---------------|

| | | |
|-------|-------|-------|
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_____ Contractor Name

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FINANCIAL & LEGAL STABILITY STATEMENT

Please check appropriate item(s):

Firm has the financial capability to undertake the work and assume the liability required if awarded this solicitation.

Firm has the legal capability to undertake the work and assume the responsibilities required if awarded this solicitation.

Pending litigations (if any) will not affect the firm's ability to perform on this contract, if awarded.

Company Name: _____

Authorized By (typed name): _____

Authorized Signature: _____

Title: _____ Date: _____

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 201____ My Commission Expires: _____

[NOTARY SEAL]

Notary Public

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INSURABILITY STATEMENT

Please check appropriate item(s):

___ By submission of this form, this firm confirms the ability to acquire and maintain the required levels of insurance as outlined in the bid document. It is the understanding of this firm that proof of Insurance must be provided prior to contract execution and maintained throughout the entire term of the contract.

Company Name: _____

Authorized By (typed name): _____

Authorized Signature: _____

Title: _____ Date: _____

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 201____ My Commission Expires: _____

[NOTARY SEAL]

Notary Public

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Macon-Bibb County
Procurement Department
700 Poplar Street, Suite 308
Macon, Georgia 31202-0247
Tel: (478) 803-0550 • Fax: (478) 751-7252
www.maconbibb.us

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The Bidder/offer certifies, by submission of this Proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier, transactions, proposals, contracts, and subcontracts. Where the Bidder/offeror or any lower tier participant is unable to certify to this statement, it shall attach an explanation of this solicitation/proposal.

Dated at this _____ day of _____, 2019.

Signature of Contractor: _____

Title: _____

For Macon Bibb County Personnel Only:

Macon Bibb County Procurement Department will verify that the above bidder/offer certifies, by submission of this Proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by any Federal department or agency.

Signature of Procurement Officer _____ Date _____

Printed Name _____

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NON COLLUSION AFFIDAVIT

| | |
|----------------------|----------------------|
| Date: | |
| Project: | Bibb County, Georgia |
| Project #: | |
| Project Description: | |
| Services Provided: | General Contracting |
| State of: | Georgia |
| County of: | Bibb |

I, _____ having first been duly sworn, deposes and states as follows:

I am the party making the foregoing Proposal or Bid; that such Proposal or Bid is genuine and not collusive or sham; that said Proposer or Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any Proposer or Bidder or person, to put in a sham Proposal or Bid, or that such other person refrain from proposing or bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Proposal Fee or Bid Price of affiant or any other Proposer or Bidder, or to fix any overhead, profit or cost element of said Proposal Fee or Bid Price, or that of any other Proposer or Bidder, or to secure any advantage against Bibb County, Georgia or any person interested in the proposed Contract; and that all statements in said Proposal or Bid are true; and further, that such Proposer or Bidder has not directly or indirectly submitted this Proposal or Bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

Contractor:

(Signature)

(Seal)