



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 it 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 if your business is located in BIBB County.** For all vendors, including individuals. Contact **Macon-Bibb Tax Commissioners Office (478)-621-6500** 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

For more information regarding the E-Verify program and documentation, please refer to <https://www.e-verify.gov/>

PLEASE RETURN THE ABOVE-MENTIONED DOCUMENTS VIA email to procurement@maconbibb.us 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 the Procurement Office at (478) 803-0550 or procurement@maconbibb.us

For any inquiries regarding small businesses or DBE/MBE, please contact Ms. Charise Stephens, Director of Small Business Affairs at (478) 300-2297 or cstephens2@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.

Laura Hardwick
Procurement Director
Macon-Bibb County

Nancy Tharpe
Procurement Officer II
Macon-Bibb County

Charles Wimberly
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Macon-Bibb County