

City of Douglas  
Purchasing Department  
123 West Cherry Street  
Douglas, GA. 31533  
912-389-3463  
Fax: 912-384-5076

Stanley E. Merritt  
Purchasing Agent

## Bidders List Application

1. TYPE OF APPLICATION:

\_\_\_\_\_ ITNL \_\_\_\_\_ REVISION  
(If Revision, please only fill in the areas that  
need to be changed)

2. COMPLETE NAME OF BUSINESS:

\_\_\_\_\_  
\_\_\_\_\_

3. STREET ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

P.O. BOX: \_\_\_\_\_  
CITY: \_\_\_\_\_  
STATE: \_\_\_\_\_  
ZIP CODE: \_\_\_\_\_  
PHONE#: (     ) \_\_\_\_\_  
FAX#: (     ) \_\_\_\_\_

4. TYPE OF ORGANIZATION (CHECK ONE)

INDIVIDUAL \_\_\_\_\_  
PARTNERSHIP \_\_\_\_\_  
NON PROFIT ORGANIZATION \_\_\_\_\_  
CORPORATION \_\_\_\_\_

5. TYPE OF BUSINESS (CHECK ONE)

MANUFACTURER \_\_\_\_\_  
WHOLESALE \_\_\_\_\_  
CONSTRUCTION \_\_\_\_\_  
RETAILER \_\_\_\_\_  
RESEARCH & DEVELOPMENT \_\_\_\_\_  
ENGINEERING (SPECIFY) \_\_\_\_\_  
ARCHITECT \_\_\_\_\_ SERVICES \_\_\_\_\_  
HIGHWAY CONSTRUCTION \_\_\_\_\_  
OTHER \_\_\_\_\_

6. HOW LONG HAVE YOU BEEN IN THIS TYPE OF  
BUSINESS? \_\_\_\_\_

7. YOUR CURRENT BUSINESS LICENSE #:

# \_\_\_\_\_  
STATE OF ISSUANCE \_\_\_\_\_  
EXPIRATION DATE \_\_\_\_\_  
SS# \_\_\_\_\_

8. NAME OF OFFICERS/OWNERS/ PARTNERS:

PRESIDENT: \_\_\_\_\_  
VICE-PRES: \_\_\_\_\_  
OTHER: \_\_\_\_\_

9. TAX PAYER ID# \_\_\_\_\_  
(SEE ATTACHEMENT)

10. \_\_\_\_\_  
TYPED NAME & TITLE

11. \_\_\_\_\_  
SIGNATURE OF PERSON ON LINE 10

12. \_\_\_\_\_  
DATE OF APPLICATION

13. \_\_\_\_\_  
EMAIL ADDRESS

PLEASE LIST ALL COMMODITIES OR SERVICES YOU ARE  
INTERESTED IN BIDDING ON, ON A SEPARATE SHEET.  
THE CITY OF DOUGLAS RESERVES THE RIGHT TO  
ACCEPT THE LOWEST, MOST ACCEPTABLE BID AND  
RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR  
ALL BIDS.

**MAYOR & BOARD OF COMMISSIONERS**

**TONY PAULK**

MAYOR

**MIKE GOWEN**

MAYOR PRO TEM

**CINDY MCNEILL**  
COMMISSIONER

**OLIVIA PEARSON**  
COMMISSIONER

**EDWIN TAYLOR**  
COMMISSIONER

**BOB MOORE**  
COMMISSIONER

**KENTAIWON DURHAM**  
COMMISSIONER

**CHARLES DAVIS**  
CITY MANAGER

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

**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. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

	<b>Social security number</b>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> </tr> </table>				
	or				
	<b>Employer identification number</b>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> </tr> </table>				

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**General Instructions**

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**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. Examples of information returns include, but are not limited to, the following:

- 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?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

## GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA 13-10-90

TO ALL PROSPECTIVE VENDORS:

If you are providing service, or performing work for The City of Douglas, Georgia, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your bid/proposal.

- 1) The City of Douglas Georgia shall comply with the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et. seq.,
- 2) In order to insure compliance CONTRACTOR agrees to comply with all of the contractor requirements of the "Georgia Security and Immigration Compliance Act" of 2006 as codified in O.C.G.A. Sections 13-10-90 and 13-10-91 and regulated in Chapter 300-10-1 of the Rules and Regulations of the State of Georgia, "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," accessed at <http://www.dol.state.ga.us>, as further set forth below.
  - A. Contractor Agreement to Verify the Work Eligibility of its New Hires through the U.S Department of Homeland Security's "Employment Eligibility Verification (EEV) / Basic Pilot Program." CONTRACTOR agrees to verify the work eligibility of all of CONTRACTOR'S newly hired employees through the U.S. Department of Homeland Security's Employment Eligibility Verification (EEV) / Basic Pilot Program, accessed through the Internet at <https://www.vis-dhs.com/EmployerRegistration>, in accordance with the provisions and timeline found in O.C.G.A. 13-10-91 and Rule 300-10-1-.02 of the Rules and Regulations of the State of Georgia. As of July 1, 2007, the verification requirement applies to contractors and subcontractors with five-hundred (500) or more employees.
  - B. Contracts Affected by the "Georgia Security and Immigration Compliance Act." CONTRACTOR agrees that the contractor and subcontractor requirements of the "Georgia Security and Immigration Compliance Act" of 2006 apply to contracts for, or in connection with, the physical performance of services within the State of Georgia.
  - C. Timeline for Application of the Worker Eligibility Verification Requirements to Contractors and Subcontractors. CONTRACTOR agrees that the following Georgia Security and Immigration Compliance Act contract compliance dates apply to this contract, pursuant to O.C.G.A. 13-10-91:
    - On or after July 1, 2007, to public employers, contractors, or subcontractors of 500 or more employees;
    - On or after July 1, 2008, to public employers, contractors, or subcontractors of 100 or more employees; and

On or after July 1, 2009, to all other public employers, their contractors, and subcontractors.

The prospective CONTRACTOR must initial one of the sections below:

Contractor has 500 or more employees [CONTRACTOR must register with the Employment Eligibility Verification/Basic Pilot Program and begin work eligibility verification on July 1, 2007, and execute and send to DEPARTMENT a "Contractor Affidavit and Agreement" attesting to registration with the EEV / Basic Pilot Program];

Contractor has 100-499 employees [CONTRACTOR must register with the Employment Eligibility Verification/Basic Pilot Program and begin work eligibility verification by July 1, 2008];

or

Contractor has 99 or fewer employees [CONTRACTOR must begin work eligibility verification by July 1, 2009].

3) In the event that the contractor employs or contracts with any subcontractor in connection with a covered contract the contractor will secure from the subcontractor attestation of the subcontractor's compliance with O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rule 300-10-1-.02 by the subcontractor's execution of the subcontractor affidavit shown in Georgia Department of Labor Rule 300-10-1-.02 or a substantially similar affidavit.

4) Contractor agrees that, in the event the (insert your company's name) \_\_\_\_\_ employs or contracts with any sub-contractor in connection with the covered contract to Require "Georgia Security and Immigration Compliance Act" Compliance of its Subcontractors Connected with this Contract. CONTRACTOR agrees to require O.C.G.A. Sections 13-10-90 and 13-10-91 compliance in all written agreements with any subcontractor employed by CONTRACTOR to provide services connected with this contract, as required pursuant to O.C.G.A. 13-10-91., that the (insert company's name) \_\_\_\_\_ will secure from each sub-contractor the employee-number applicable to the sub-contractor.

CONTRACTOR agrees to obtain from any subcontractor that is employed by CONTRACTOR to provide services connected with this contract, the subcontractor's indication of the employee-number category applicable to the subcontractor.

5) Contractor agrees to provide the City of Douglas with and secure all affidavits from any subcontractor engaged to perform services under this Contract an executed the "Subcontractor Affidavit," as required pursuant to O.C.G.A. 13-10-91 and Rule 300-10-

1-.08 of the Rules and Regulations of the State of Georgia, which rule can be accessed at <http://www.dol.state.ga.us>.

CONTRACTOR agrees to maintain all records of the subcontractor's compliance with O.C.G.A. Sections 13-10-90 and 13-10-91 and Chapter 300-10-1 of the Rules and Regulations of the State of Georgia.

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with The City of Douglas, has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-6031], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Douglas, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE \_\_\_\_\_ DAY OF, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Authority O.C.G.A. 13-10-91

**SUBCONTRACTOR AFFIDAVIT**

Contractors shall use the following affidavit form, or an affidavit form that is substantially similar to that provided below, to document a subcontractor's compliance with the requirements of O.C.G.A. 13-10-91:

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) \_\_\_\_\_ on behalf of the City of Douglas has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-6031], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE \_\_\_\_\_ DAY OF, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Authority O.C.G.A. 13-10-91



# **Vendor's Manual**

**How To Do Business**

**With:**

**The City of Douglas Ga.**

## **Introduction:**

The City of Douglas Purchasing Department provides a support service to all City departments under the City of Douglas Mayor & Board of Commissioners in the procurement of goods and services.

It is the obligation of the Purchasing Department to encourage competitive bidding at all times. The Purchasing Department is conducted in a way that bidders will be aware of the fairness of the system. It is Purchasing's duty to purchase the highest quality in supplies, materials, equipment and services at the least expense for the cities various departments.

No individual of the Purchasing Department shall accept entertainment or gifts offered by or on behalf of vendors, suppliers, contractors, businesses or citizens, currently or potentially serving the City of Douglas. All employees will keep themselves free of all obligations.

The City of Douglas reserves the right to accept the lowest, most acceptable bid and reserves the right to accept or reject any or all bids.

## Quotation Procedures

\$ 0 to 1,500.00	-	No Quotes Necessary
\$ 1,500.01 to 2,499.99	-	(3) Verbal/Written Quotes
\$ 2,500.00 to 10,000.00	-	(3) Written Quotes
Over \$ 10,000.00	-	Sealed Bids

### Sealed Bid Process:

A brief description of the items intended to purchase is advertised twice in the City of Douglas local newspaper, prior to the bid opening date. The legal advertisement states the date, time and location of the bid opening. Bid openings are generally held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month at 2:30 P.M.

Sealed Bids are mailed out regular mail to vendors requesting to bid on specific items.

All Bid openings are public and vendors are encouraged to attend. Bids are available for review by vendors immediately preceding the bid opening. Bid results are not given over the telephone after the bid openings.

## **Douglas, GA. Vendor/Bid List**

The City of Douglas Purchasing Department maintains a Master Vendor/Bid List. Any vendor that would like the opportunity to bid on the cities purchases or services may be placed on the Bid List by visiting the Purchasing Department or by calling (912) 389-3463 to request a Bid List Application.

All vendors must have a completed bid list application on file in the purchasing department in order to ensure that they have been placed on the master bid list.

The Purchasing Department is located at 123 W. Cherry Street, Douglas, Ga. 31533. Our office hours are from 8:00-12:00 P.M. & 1:00- 4:30 P.M., Monday through Friday. Vendors are welcome to visit the Purchasing Department at any time and should you have any questions you are encouraged to contact the Purchasing Department at:

Phone: (912) 389-3463  
Fax: (912) 384-5076  
Email: [purchasing@cityofdouglas.com](mailto:purchasing@cityofdouglas.com)

**City of Douglas, GA.  
Bid Award & Bid Award Criteria**

Successful vendors of a bid award will be notified by the Purchasing Department by telephone confirmation and a purchase order number will be mailed to them. This purchase order number must be on the vendors invoice to receive payment. If a purchase is over \$1,500.00 a purchase order number is required.

The City of Douglas will not be liable for payment if the Purchase Order number does not appear on the invoice.

The Purchase Order is the vendor's authorization to ship the merchandise that is being ordered. Exceptions to this policy are orders under \$1,500.01, which does not require a purchase order, and emergency purchases made by the City of Douglas Vehicle Maintenance for repair parts or emergency equipment due to an emergency crisis or approved by the City Manager.

You should receive a hard copy of the Purchase Order approximately one week after bid award.

Awards are made with the following criteria all being taken into consideration:

Lowest Bid  
Delivery  
Warranty  
Vendor Performance, Past, & Present  
Service & Parts Availability  
Dependability

**City of Douglas, GA.  
Bid Award And Bid Award Criteria**

(Continued)

In the case of a tie-bid, all things being equal, the award will be made to the vendor located in the City of Douglas. Should neither vendor be located in the City of Douglas then award would be made by the toss of a coin.

\*\*\*The City Manger approves all bids up to \$10,000.00.\*\*\*

**Note:** All formal bids will have recommendation and final decision will be made by the Mayor and Board of Commissioners.

## **City of Douglas, GA. Annual Contracts**

The City of Douglas has several annual contracts in place and a listing of those annual contracts will be provided to you upon request.

Blanket Purchase Orders are issued for annual contracts. Annual contracts are for long-term purchases that are continually throughout a given period. Examples of some annual contracts are: Gasoline & Diesel Fuel, Rug Rental, Uniform Rental, Concrete Work, Water Meters, Etc.

When submitting a bid for an annual contract item, it will be indicated in the specifications that the prices quoted, if awarded, will be firm for a certain period of time, usually one (1) year.

When an award is made on an annual contract the vendor will be notified with a purchase order number and this purchase order number must be indicated on each invoice that is presented to the City of Douglas for payment. This purchase order number will be used throughout the contract period.

**City of Douglas, GA.  
Removal From Bid List (Debarment)**

It may be necessary for Purchasing Dept. to remove a vendor from the Cities Bid List for a specific reason. Vendors that are removed from the Bid List will be notified in writing by Purchasing and an explanation for the debarment will be given.

Some of the common reasons for debarring a vendor are listed below:

- (1) Collusion
- (2) Bid Rigging
- (3) Reneging on a Bid
- (4) Poor Performance
- (5) Non-Compliance with Specifications
- (6) Failing to **\*\*Respond\*\*** to a bid (3) consecutive times.

**>>This does not mean that you have to bid, only that you must respond, returning a "No Bid" is considered a response and will not constitute removal.<<**



**City of Douglas, GA.  
Requirements of Vendors:**

Any person, firm or corporation physically soliciting business or providing services in the City of Douglas are required to have a City Business License as required by Coffee County and the State of Georgia. The Business License Office is at City Hall, 224 E. Bryan Street, Douglas, Ga. Supply a certificate of insurance upon request.

Should you need any information on obtaining a City of Douglas Business License, please call Roger Goddard at:

Phone: (912) 389-3462

Fax: (912) 384-6730

Email: [rgoddard@cityofdouglas.com](mailto:rgoddard@cityofdouglas.com)