

123 West Cherry Street  
Douglas, GA 31533  
P: 912-389-3463  
F: 912-384-5076



Nikki Thompson  
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. Are you certified as a Disadvantaged Business Enterprise (DBE), Local Small Business Enterprise (LSBE), or a Minority Business Enterprise (MBE)?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide proof of your certification with this application (copy of state certificate).

**9. NAME OF OFFICERS/OWNERS/ PARTNERS:**

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

**10. TAX PAYER ID#** \_\_\_\_\_  
(SEE ATTACHEMENT)

**11.** \_\_\_\_\_  
TYPED NAME & TITLE

**12.** \_\_\_\_\_  
SIGNATURE OF PERSON ON LINE 10

**13.** \_\_\_\_\_  
DATE OF APPLICATION

**14.** \_\_\_\_\_  
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**

**BOB MOORE  
MAYOR PRO TEM**

**MIKE GOWEN  
COMMISSIONER**

**OLIVIA PEARSON  
COMMISSIONER**

**EDWIN TAYLOR  
COMMISSIONER**

**CINDY MCNEILL  
COMMISSIONER**

**KENTAIWON DURHAM  
COMMISSIONER**

**CHARLES DAVIS  
CITY MANAGER**



## 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 300.00	-	No Quotes Necessary
\$ 300.01 to 2,499.99	-	(3) Verbal/Written Quotes
\$ 2,500.00 to 4,999.99	-	(3) Written Quotes
\$ 5,000.00 and over	-	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 A.M. to 5:00 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 \$300.00 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 \$300.01, 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 under \$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 time.

**>>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. The Business License Office is at City Hall, 224 E. Bryan Street, Douglas, Ga.

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

Phone: (912) 389-3462

Fax: (912) 383-9529

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

**TO:** All Vendors  
**FROM:** City of Douglas, Purchasing Dept.  
**DATE:** January 29, 2021  
**RE:** Information as requested.

Mail only the Bidders Application and the W-9 (Taxpayers ID Form). The Purchasing Manual is yours to keep.

Thank you for allowing us to serve you.

Thanks again,

City of Douglas  
Purchasing Dept.