



CITY OF GAINESVILLE

OFFICE OF
FINANCIAL SERVICES
AND
INFORMATION
TECHNOLOGIES

Dear City of Gainesville Vendor,

Thank you for your interest in becoming an approved vendor with the City of Gainesville. We are providing this vendor packet to be completed in order to place your company on the approved active vendor list for the City. The requested information allows us to comply with the City, County, State, and Federal laws and regulations. Although there is a lot of information enclosed in this packet, it is our intention to make this process as easy as possible. The following instructions will walk you through the required documents that we require to be returned to the City in order to make your vendor packet complete. Should you have further questions regarding this process our purchasing department is always willing to answer your questions.

The following documents must be returned to the City in order to make your company an active vendor with the City:

1. **Vendor Application (page 2)** – Ensure that all the information you include on this application is accurate and legible as this is our primary way of ensuring we contact the proper people within your company
2. **W9** – Ensure that you include your social security number or the employer identification number and that this page is signed.
3. **Proof of Registration with the Secretary of State is required.** (An individual/sole proprietor must provide a business license from a local government in the State of Georgia).
4. **Certificate of Insurance** – This is a certificate issued to your company through your insurance agency verifying that you have a valid insurance policy. **(City must be additional named)**
5. Additional insurance/documents may be required depending on your type of business with the City. You will be notified of additional requirements when your vendor packet is reviewed.
6. The City of Gainesville will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d—42 USC 2000d—4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and **HEREBY GIVES ASSURANCE THAT** it will promptly take any measures necessary to effectuate this agreement.

Should you have questions regarding this packet contact Kevin Hutcheson at 770-297-5487 or via e-mail at kevin.hutcheson@gainesville.org or Mary Nulty at 770-297-5467 or via e-mail at mnulty@gainesville.org. Please return all complete paperwork to the City of Gainesville's Purchasing Department located at:

300 Henry Ward Way
Post Office Box 2496
Gainesville, Georgia 30503



City of Gainesville Purchasing Office

VENDOR APPLICATION

General Vendor Information

Company/Individual Name _____		
Doing Business As (If Sole Proprietor) _____		
Remittance Address _____		
City _____	State _____	Zip Code _____
Main Office Address (If different) _____		
City _____	State _____	Zip Code _____
Principal Line of Business _____		
Phone Number _____	Fax Number _____	Email Address _____
Organized As: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other		Date: _____ State _____

Vendor Representatives

Please type or Print in Ink

(Additional names may be submitted on a separate sheet)

Name of Vendor Representative _____	Title _____	Business Phone _____	Email _____
Name of Vendor Representative _____	Title _____	Business Phone _____	Email _____
Name of Vendor Representative _____	Title _____	Business Phone _____	Email _____
Purchasing Contact _____	Title _____	Business Phone _____	Email _____

Name and Signatures of Person(s) Authorized to Sign Bids, Contracts, Wires & Vendor File changes .

(Additional names may be submitted on a separate sheet)

Actual Signature (Manually Signed) _____	Title _____	Business Phone _____	Printed Name _____
Actual Signature (Manually Signed) _____	Title _____	Business Phone _____	Printed Name _____

Comments:

(For Internal Use Only)

<input type="checkbox"/> Initial Application <input type="checkbox"/> Revision	Vendor ID Number _____	Packet Reviewed by: _____
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City of Gainesville

PURCHASING POLICY

Our purchasing policies are such that we attempt to consider at least three vendors for qualifying purchases. Historically, we generally have knowledge of which best meets our specifications and the lowest bid usually wins; however, each bid awarded is given careful judgment. The City of Gainesville reserves the right to reject any and all responses, waive technicalities, and make such decisions as deemed necessary in its own best interest.

1. **PURCHASES UNDER \$2,500** – Buyer uses judgment as to source, supply and number of quotations to obtain. Purchase Order is not necessary.
2. **PURCHASES \$2,500 TO \$49,999** – Requisition and Purchase Order required with three competitive written, faxed, or emailed quotes.
3. **PURCHASES \$50,000 and over** - Requisition and Purchase Order required with formal sealed bid or proposal process.

You are welcome to check with our office to inquire about current possibilities or check the local newspaper for publicly advertised request for qualifications, proposals or bids. Many (but not all) RFP/RFQ/Bid packages are also listed on our website- www.gainesville.org. We are permitted to participate in existing State contracts and do make comparisons to those prices.

The City of Gainesville is an equal opportunity owner/employer and will not discriminate against any bidder and/or contractor because of race, creed, color, religion, sex, national origin or ADA disability status.

City of Gainesville Insurance General Requirements

(See risk matrix for specific requirements)

General Liability Coverage (all vendors) - Before commencing any work for the City of Gainesville, you must furnish a valid *General Liability Certificate of Insurance* with a minimum limit of \$2,000,000 per occurrence for bodily injury and property damage. The City of Gainesville, GA must be shown as an additional insured.

Workers Compensation (all vendors) - A valid Worker's Compensation Certificate of Insurance must be submitted evidencing:

- Workers' Compensation Statutory Limits
- Employer's Liability:
 - Bodily Injury by Accident - \$1,000,000 each accident
 - Bodily Injury by Disease - \$1,000,000 policy limit
 - Bodily Injury by Disease - \$1,000,000 each employee

Auto Liability Certificate of Insurance (if auto is used in the performance of work):

- Minimum \$1,000,000 limit per occurrence for bodily injury and property damage. Comprehensive form covering all owned and non-owned and hired vehicles.

Professional Services Insurance (required by all professional services vendors)

- Minimum \$1,000,000 limit