

# Vendor Information

## Application, instructions and information

FIN-VN1-131204

Troup County Finance  
Purchasing Office

*PLEASE READ BEFORE SUBMITTING APPLICATION*

### ***Incomplete Applications OR Missing Attachments are Considered Invalid***

#### General Information

1. All Fields are REQUIRED unless indicated by an asterisk. “\*”
2. All applications must be accompanied by an E-Verify Affidavit or drivers license (see form), copy of business license (occupation tax certificate), completed W-9, copy of professional license if applicable.
3. Any Vendor who fails to provide complete and accurate information is subject to disqualification as a Bidder.
4. Vendors are subject to removal from the bidder list and vendor database for poor performance, failure to provide compliance information such as E-Verify affidavits or evidence, unpaid real, personal property or occupation taxes, fees or fines due to Troup County.
5. The approval of your application does not imply approval or acceptance of the quality level of products or services you supply. Acceptance is contingent upon compliance with bid specifications.
6. Failure to respond to three (3) consecutive bids of a commodity may result in your removal from the Bidders List for that commodity. Return of a “No-Bid” response is an acceptable means to indicate interest in remaining on the list.
7. Notify the Purchasing Office of any changes to include business name change, address, phone number, as well as NIGP code additions or deletions.

Troup County is a great place to Live Work and Play. If you need further information regarding doing business in Troup County, please see *Doing Business in Troup County, Georgia* <http://troupcountyga.org/media/DoingBusinessinTroupGA.pdf>

### **Instructions**

- ✓ Please read the full application carefully.
- ✓ Provide all requested information. If something doesn't apply, please write **N/A** (not applicable) in the space.
- ✓ This application is for your business to be added to the Troup County Vendor database in order to provide goods and services to the Troup County Government.
- ✓ We will complete the administrative review as timely as possible. Please allow a minimum of 72 hours.

### **Vendor # box is for internal use only. Do not mark in this box.**

1. Are you a New Vendor for the Troup County government, or is this a change/addition to information?
2. How is your business legally organized? If you are an individual (not incorporated), provide your full name - first, middle and last and suffix (Jr, III, Esq, PhD) - in Box 3.
3. If your business is not organized as a partnership, corporation or other entity, provide the owner's full legal name.
4. Provide your business's legal name – not your DBA or Trade Name.
5. Date you are submitting the application.
6. If you as an individual, or your business uses a different name other than your legal name – i.e. a Trade Name or Doing-Business-As (DBA) name, please provide it here. Trade Names are required to be registered with the County. Attach the certified copy of the Tradename Affidavit from the Clerk of Court's office.
7. In what Georgia city or county is your business licensed? **Provide a copy of your license or certificate.**
8. Provide the full physical address of your principal business location for Troup County.
9. Primary phone number.
10. Complete mailing address if different than principal address. Write "N/A" if not applicable.
11. Primary Fax number.
12. Address for payments if different than the primary address. Write "N/A" if not applicable.
13. Primary contact name.
14. Website address. Mark "N/A" if not applicable.
15. Primary contact's email address.
16. If this is a change to information for Troup County, provide the prior business name. "N/A" if not applicable.
17. If this is a change to information for Troup County, provide the prior business address. "N/A" if not applicable.
18. Please check the general type of business. You will be asked to provide NIGP codes.
19. Please provide relevant tax ID numbers. Either a Federal Employee Tax ID or a Social Security Number, but not both. AND your Georgia Occupation Tax (Business License) number from the city or county listed in box 7. Include a copy of your business license or occupation tax certificate with your application.
20. Provide these additional ID numbers.
  - A. Your Employment Eligibility Verification (E-Verify) number. It is between 4 to 6 digits, no letters. If you are exempt from this requirement, write Exempt in the boxes provided. If you are an Individual with no employees, you may provide your valid driver's license number instead of the affidavit. See the Vendor/Contractor (E-Verify) Affidavit form for further instructions. Affidavit or License **MUST** be included for application to be considered complete. Visit <http://www.uscis.gov/e-verify/what-e-verify> for more information or to obtain a number.
  - B. If your business has a State of Georgia contract, list the Contract # here.
  - C. Most businesses are required to obtain a Sales Tax ID from the Georgia Department of Revenue. [https://etax.dor.ga.gov/bustax\\_salestax.aspx](https://etax.dor.ga.gov/bustax_salestax.aspx). Provide the number in this space. If you believe your business is exempt, however, please write the Code section number that applies to your business. Info: [https://etax.dor.ga.gov/salestax/2013\\_EXEMPTION\\_CHART- Revised\\_07\\_25\\_13.pdf](https://etax.dor.ga.gov/salestax/2013_EXEMPTION_CHART- Revised_07_25_13.pdf)
21. Names and phone numbers of other business representatives. We may request additional contact information for these individuals such as email address.
22. What is your preferred method for delivery of your purchase order? Please note that Troup County is NOT obligated to remit funds for goods/services rendered without a valid Purchase Order.
23. Please list all applicable NIGP commodity codes for goods and services offered to Troup County by your business. At least one code must be included for application to be complete.

**Please Sign the Application.**



**PROPER NIGP CLASSIFICATION CODES**

Troup County’s NIGP commodity classification system is a key component for the effective procurement of required goods and services. Vendors interested in supplying goods and / or services to the County should review the NIGP listing to locate the proper NIGP classification code, which indicates the products or services provided by their company.

Carefully list all **applicable** Commodity Codes, as bid notices will be based upon this selection. It is important to list all of your company’s commodity codes, but only applicable codes. Failure to respond to bids/quotes for listed commodity codes could result in removal from future bid lists and even disqualification as a vendor.

Commodity Code list can be found online at: <http://troupcountyga.org/rfp.html>.

**At least one commodity code must be provided.**

23. LIST ALL APPLICABLE 3-DIGIT CODES					

Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Troup County, Georgia  
**Vendor Application Check List**  
**Please return with your application**

	Included	Not Applicable	Item
1			Completed Application
2			Completed W-9
3			Completed Vendor Agreement/E-Verify Affidavit
4			Copy of Drivers License
5			Commodity Codes
6			Copy of Business License
7			Copy of Professional License
8			Copy of Trade Name Affidavit