

Clayton County Central Services

7994 North McDonough Street
Jonesboro, Georgia 30236
Main #: 770-477-3587
Fax #: 770-477-3335



1330 Government Circle
Jonesboro, Georgia 30236
Print Shop Main #: 770-477-3562
Warehouse Main #: 770-477-3561
Fax #: 770-477-3616

Administration
Risk, Claims & Safety
Contracts, Purchasing & Contract Compliance

Print Shop
Warehouse

To Clayton County Prospective and Current Vendors:

We would like to thank you for your interest in doing business with Clayton County. Please complete the following vendor application if you are a new vendor, or if you are a current vendor in need of updating your information.

Clayton County has changed to an automated e-mail bid system. As a result, we are requesting all of our registered vendors to provide a valid e-mail in order to benefit from our new e-bid system.

Also, Clayton County is tracking ownership status of all registered vendors. We request that all vendors fill out this information on the vendor's application. Any vendor registering as a minority or female owned business must check the appropriate section on the application and provide the Registration and Penalty for False Statement form with original signatures and notary seal. This application must be completed and returned to the Central Services Office. Upon receipt of this form, your information will be entered into our data system for the commodities or services you are interested in providing to Clayton County.

Clayton County looks forward to doing business with you.

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VENDOR APPLICATION

Business Name & Address

Mailing Address (if different)

Point of Contact

Type of Business (check one)

- Architect R & D
 Construction Retailer
 Engineering Services
 Hwy Const Wholesaler
 Manufacturer
Other _____

Telephone Number

(____) _____

Cell Number

(____) _____

Fax Number

(____) _____

Email Address

Vendor Status (check one)

- Asian-Indian American
 Asian-Pacific American
 Black
 Female
 Hispanic
 Native American

Name of Officers/Owners/Partners

(Include Penalty for False Statement Form)

President _____

Vice President _____

Secretary _____

Treasurer _____

Owner _____

Partner _____

Current Business License Number _____ State _____

Signature _____ Title _____ Date _____

Please indicate your commodities/services on the following page

COMMODITY / SERVICES

Please check the item or service you are interested in providing

- 565 Aging Services, In-Home
- 126 Ambulance/EMS
- 079 Animal Control Equip/Svc
- 007 Architectural/Engineer Services
- 002 Asphalt
- 562 Athletic Equipment
- 566 Athletic Uniforms
- 102 Auctioneering
- 155 Auto Alternator/Gen parts/repairs
- 161 Auto Engine Rebuild/Replacement
- 004 Auto Repair
- 008 Batteries
- 247 Backhoe
- 009 Bedding & Towels
- 145 Breathing Apparatus Equip/Sup/Svc
- 010 Brick/Block/Stone
- 011 Bridge/Road Construction
- 012 Building Maintenance & Supplies
- 026 Carpet/Tile Supplies/Installation
- 151 Carpet/Upholstery Cleaning
- 017 Cement & Sand
- 019 Clothing (Except Uniforms)
- 080 Communication Equip/Sup/Svc
- 029 Computer Equipment-New
- 175 Computer Equipment-Used
- 327 Computer Equipment-IBM
- 177 Computer Supplies-All Kinds
- 314 Computer Furniture
- 030 Computer Supplies-All Kinds
- 021 Concrete/Concrete Pipe
- 329 Concrete, Ready Mixed
- 048 Construction
- 108 Consultants-All Kinds
- 023.Crime/Fire Prevention Sup/Equip
- 025 Curbs/Sidewalks/Guttering
- 367 Data Processing Software
- 319 Dental Care Provider
- 553 Drainage Improvement/Dam Rehab
- 105 Educational Equip/Supplies
- 344 Embroidery/Patches/Insignia
- 014 Electrical Contractor/Construction
- 033 Electrical Repairs/Supplies
- 034 Elevator Repair/Maint/Construction
- 039 Fence/Wire/Posts
- 505 Fiber Optic Cable Equip/Sup
- 137 Filters-All Kinds
- 045 Fire Apparatus Equipment
- 042 Fire Extinguishing/Equip/Supplies
- 129 Fire Sprinkler Inspect Svc/Maint
- 043 Firearm Sup/Ammunition
- 221 Food Service Contracting
- 320 Food Service Equipment
- 044 Food Supplies-All Kinds
- 507 Fuel, Gas/Diesel/Aviation
- 180 Furniture-Office
- 200 General Contractor
- 271 Gravel/Small Stones
- 049 Hardware Supplies
- 052 Hauling Services
- 228 Health Care Management
- 051 HVAC Construction
- 561 Inmate Medical/Health Svc
- 234 Insurance Administrator
- 340 Insurance, Liability
- 510 Insurance, Life
- 183 Jail Supplies (Except ID)
- 312 Janitorial Equip
- 053 Janitorial Supplies
- 055 Kitchen Equipment Maintenance
- 179 Kitchen Supplies/Equipment
- 114 Landscape Plants/Supplies
- 057 Laundry Sup/Svc/Equip
- 186 Law Enforcement Body Armor
- 219 Law Enforcement Supplies
- 238 Law Enforcement Uniforms
- 127 Lawn Mowers & Related Equip
- 058 Library Equip/Sup/Services
- 059 Light Bulbs
- 326 Medical Care Provider
- 064 Medical Supplies
- 075 Metal Pipe
- 067 Office Fixtures
- 098 Office Machines-All Kinds
- 062 Office Machine-Rent/Lease
- 068 Office Supplies
- 072 Paints/Paint Supplies
- 439 Paper, State Contract
- 073 Pavement Marking Sup/Svc
- 036 Pest Control/Extermination
- 564 Pet Food
- 563 Pool Supplies/Equip/Maint
- 323 Prescription Drug Provider
- 006 Radar Equip/Maint/Sup/Svc
- 328 Radio Equip/Motorola
- 303 Radio Equip/Portable
- 112 Recreation Construction
- 082 Recreation Equipment
- 070 Recreation Supplies
- 084 Road Improvement
- 071 Roofing Construction
- 086 Safety Supplies
- 078 Security Equip/Rep/Supplies
- 088 Seed/Soil/Fertilizer/Hay
- 306 Signs
- 090 Small Hand Tools
- 005 Small Tool Repair/Maint
- 194 Stock Paper
- 128 Surveying Svc/Sup/Equip
- 095 Traffic Signal/Sign/Post
- 172 Trucks, Light
- 173 Trucks, Medium
- 174 Trucks, Heavy
- 248 Truck, Loader
- 251 Trencher
- 291 Tree/Stump Removal
- 131 Transmission, Vehicle Repair/Sup
- 093 Tires/Tubes
- 094 Towing/Wrecker Svc
- 294 Uniform Accessories
- 099 Uniforms, All Departments
- 003 Vehicles, Sedan, Police/Passenger
- 560 Veterinary Svc
- 335 Workers Comp
- 100 Welding Supplies/Svc
- 330 Wireless/Cellular Equipment
- 181 Roofing Repairs/Supplies

Other Commodities offered not listed:

**CLAYTON COUNTY BOARD OF COMMISSIONERS
CENTRAL SERVICES DEPARTMENT
MINORITY AND FEMALE VENDOR REGISTRATION POLICY**

The Clayton County Board of Commissioners recognizes that the maintenance and development of our economic system is based on the principles of free competition, but it also recognizes that the benefits brought about by such competition cannot be fully realized unless the potential of minority and female business enterprises is encouraged and developed. Therefore, this Board will request information related to each business enterprise's status in order to monitor the current level and further development of minority and female business enterprise participation in Clayton County.

It is the intent of the Clayton County Board of Commissioners to define a minority business enterprise for purposes of representation in the area of procurement. Pursuant to OCGA 48-7-38, a "member of a minority means an individual who is Black, Hispanic, Asian-Pacific American, Native American or Asian-Indian American." OCGA 50-5-131 further states that a "minority means an individual who is a member of a race which comprises less than 50 percent of the total population of the state. Minority business enterprise means a small business concern which is owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of this state, paying all taxes duly assessed, and domiciled within this state. 'Owned and controlled' means a business is at least 51 percent owned by one or more minorities or, in the case of a publicly owned business, at least 51 percent of all classes or types of the stock is owned by one or more minorities and whose management and daily business operations are controlled by one or more minorities."

A female business enterprise means a small business concern which is owned and controlled by one or more females and is authorized to do and is doing business under the laws of this state, paying all taxes duly assessed, and domiciled within this state. 'Owned and controlled' means a business is at least 51 percent owned by one or more females or, in the case of a publicly owned business, at least 51 percent of all classes or types of the stock is *owned* by one or *more* females and whose management and daily business operations are controlled by one or more females."

Registration with the Clayton County Central Services Department means that your business will now be available to the procurement staff as a source for solicitation of contracting opportunities and you will receive electronic notification of all sealed bid/proposal opportunities. All minority and female business enterprises are strongly encouraged to become a registered vendor with the Clayton County Central Services Department, which will provide the vendor greater exposure to large companies doing business within the County and greater exposure to the Clayton County procurement staff. Also, all registered vendors will receive notification of all requests for sealed bid/proposal for all goods and services in excess of \$5,000.

In order to become a registered minority or female business enterprise with the Clayton County Board of Commissioners, a vendor must complete and sign the provided affidavit, which states that the applicant has read and understands all the provisions set forth in this document. By signing, the applicant states that the company meets or exceeds all stipulations set forth in this policy. Also, the applicant agrees that all information contained in their application is true, to the best of their knowledge, and that they are bound by the requirements of 18 USC 1001, OCGA 16-10-20 and OCGA 50-5-133. Penalties for violation are explained in these sections of the United States and Georgia code. This form must be notarized.

**MINORITY AND FEMALE REGISTRATION AND
PENALTY FOR FALSE STATEMENT FORM**

The undersigned does hereby certify and attest that the statements submitted in their Application for Minority and Female Registration are true to the best of their knowledge, and that should applicant willfully and knowingly subscribe, make, or concur in making any statement required by law in support of this application which is false, said applicant shall be subject to any and all relevant Federal, State and County penalties associated within.

Applicant does hereby understand and acknowledge that the statements and representations made in support of this application shall be submitted to the Clayton County Central Services Department, and that said statement will be relied upon by the County in the administration of the procurement policy.

Applicant hereby acknowledges, in light of the foregoing, that they are bound by the requirements of 18 U.S.C. 1001 and O.C.G.A. 16-10-20, and that any false statements made in connection with this application will subject them to punishment as set forth in the above-referenced statutes, in addition to being removed from the Clayton County Vendor List and being unable to participate in the procurement process for a time period of no less that three (3) years, to be determined by the Purchasing Agent.

This _____ day of _____, _____

Name

Title

Firm
(Female and Minority Vendor Registrant)

NOTARY PUBLIC

_____ County, Georgia

My Commission Expires on

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT
AFFIDAVIT AND AGREEMENT**

Effective July 1, 2007, the following language is required to be included in all contracts entered into by the Clayton County Board of Commissioners for the physical performance of services within this State of Georgia:

- A. Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the Proposer understands and agrees that compliance with the requirements of O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-.02 are conditions of this Agreement. The Proposer further agrees that such compliance shall be attested by the Proposer through execution of the proposer affidavit required by Georgia Department of Labor Rule 300-10-1-.07, or a substantially similar proposer affidavit. The Proposer's fully executed affidavit is attached hereto and is incorporated into this Agreement by reference herein.

- B. By initialing in the appropriate line below, the Proposer certifies that the following employee-number category as identified in O.C.G.A. § 13-10-91 is applicable to the Proposer:
 - 1. _____ 500 or more employees;
 - 2. _____ 100 or more employees;
 - 3. _____ Fewer than 100 employees.

- C. The Proposer understands and further agrees that, in the event the Proposer employs or contracts with any subcontractor in connection with this Agreement, the Proposer shall:
 - 1. Secure from each such subcontractor an indication of the employee-number category as identified in O.C.G.A. § 13-10-91 that is applicable to the subcontractor;
 - 2. Secure from each such subcontractor an attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 by causing each such subcontractor to execute the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08, or a substantially similar subcontractor affidavit. The Proposer further understands and agrees that the Proposer shall require the executed subcontractor affidavit to become a part of the agreement between the Proposer and each such subcontractor. The Proposer agrees to maintain records of each subcontractor attestation required hereunder for inspection by the Clayton County Board of Commissioners at any time.

Contractor: _____ EEV *User ID # _____

Authorized Signature: _____ Date: _____

Title: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____.

(Seal)
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).*