

APPLICATION INSTRUCTIONS

WELCOME TO THE FAYETTE COUNTY VENDOR SELF SERVICE BIDDERS LIST APPLICATION.

- 1- **PLEASE ENTER ALL INFORMATION IN THE FORMAT REQUESTED.**
- 2- ALL ENTRIES SHALL BE IN **CAPITOL LETTERS**. PLEASE SELECT YOUR "CAP LOCK" KEY AT THIS TIME.
- 3- TAB THROUGH THE APPLICATION; DO NOT HIT THE ENTER KEY UNTIL YOU ARE READY TO SUBMIT THE APPLICATION.
- 4- THE SYSTEM WILL CHECK FOR ERRORS BEFORE SUBMITTING THE APPLICATION; ERRORS WILL BE NOTED BY A RED ASTERISK.
- 5- PRIOR TO SUBMITTING THE APPLICATION, CHECK TO ASSURE YOU HAVE SELECTED THE PROPER COMMODITY CODES OF THE SERVICES AND/OR GOODS YOUR COMPANY PROVIDES. **STEP 5** OF THE APPLICATION PROCESS ASKS FOR YOU TO REGISTER. THE NEXT PAGE WILL OPEN STATING REGISTRATION COMPLETE. LISTED UNDER "YOU CAN NOW"
 - 1- **REGISTER FOR COMMODITIES/SERVICES AND/OR UPDATE PROFILE**
 - 2- **UPLOAD ATTACHMENT DOCUMENTS TO YOUR PROFILE**

SELECT REGISTER FOR COMMODITIES TO LIST THE GOODS AND/OR SERVICES YOUR COMPANY PROVIDES.

IMPORTANT: DO NOT ENTER ANY COMMODITY CODE FOR AN ITEM OR SERVICE YOUR COMPANY DOES NOT CURRENTLY PROVIDE. THE BIDDERS LIST APPLICATION IS FOR QUALIFIED COMPANIES OR INDIVIDUALS. THAT MEANS COMPANIES OR INDIVIDUALS THAT CAN CURRENTLY DIRECTLY PROVIDE THE GOODS OR SERVICES THEY HAVE CHECKED AND ARE ASKED TO BID ON. ALSO, PLEASE MAKE SURE YOU INCLUDE YOUR E-MAIL ADDRESS. THIS IS VERY IMPORTANT.

- 6- **MINORITY VENDORS ARE TO IDENTIFY THEMSELVES TWO WAYS,**
- 1- ON THE 3RD LINE OF THE ADDRESS - TYPE "MINORITY" AND
 - 2- UNDER COMMODITIES REGISTRATION - SELECT CODE: 00002 - MINORITY COMPANIES
- 7- **YOU MAY ATTACH YOUR W-9 FORM TO THE APPLICATION THROUGH THE "UPLOAD ATTACHMENT DOCUMENTS TO YOUR PROFILE" TAB.**

In reference to the identification of minority businesses on the Fayette County Bidders list, pursuant to O.C.G.A. § 50-5-131,

- (1) "Minority" means an individual who is a member of a race which comprises less than 50 percent of the total population of the state.
- (2) "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.
- (3) "Owned and controlled" means a business:
 - (A) Which 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
 - (B) Whose management and daily business operations are controlled by one or more minorities.

Pursuant to *O.C.G.A. § 48-7-38*

- (1) "Member of a minority" means an individual who is:
 - (A) Black;
 - (B) Hispanic;
 - (C) Asian-Pacific American;
 - (D) Native American; or
 - (E) Asian-Indian American.

Thank you for your interest in providing commodities and services to Fayette County. **Please mark each commodity class and subclass that your company provides so that your company may be added to the Fayette County Bidders List.**

If you do not find a commodity code for items that your company sells or services your company provides, please contact us at (770) 305-5420 or email to PurGroup@fayettecountyga.gov. It is very important that we have correct and accurate information, as the codes are compiled into the bidders list for bid invitations, telephone quotes and proposal solicitations.

Due to the need to periodically purge information from our computer system to keep it updated, it will be the responsibility of the supplier/contractor to monitor and update your bidders' list application, if necessary, to remain on our bidders list. Also, please promptly notify us if there is a change in any of your pertinent information such as mailing address, telephone, fax number, email address, etc.

Because our bidders list is extensive, we cannot guarantee that all suppliers and contractors who fill out a bidders list application will receive every request for proposal, bid invitation and/or quote request.