Print Form

Clayton County Central Services

Rod Gray
Director

7994 North McDonough Street
Jonesboro, Georgia 30236
Phone: (770) 477-3587
Fax: (770) 477-3335

January 29, 2008

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 requiring all of our registered vendors to provide a valid e-mail address 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 vendors' application. Any vendor registering as a minority or female owned business must check the appropriate section on the application and enclose an original notarized copy of the registration and penalty for False Statement form. 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.

Respectfully,

Rod Gray

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VENDOR APPLICATION

Business Name & Address

_____

_____

_____

_____

Mailing Address *(if different)*

_____

_____

_____

_____

Point of Contact

_____

Telephone Number
(_____) _____

Fax Number
(_____) _____

Cell Number
(_____) _____

Email Address

_____

Type of Business *(check one)*

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

Vendor Status *(check one)*

___ Asian-Indian American
___ Asian-Pacific American
___ Black
___ Female
___ Hispanic
___ Native American
(Include Penalty for False Statement Form)

Name of Officers/Owners/Partners

President _____

Vice President _____

Secretary _____

Treasurer _____

Owner _____

Partner _____

Current Business License Number _____State GA_____

Please indicate your commodities/services on the following page

Signature Sign Here After Printing Title _____ Date_____

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/Generator parts/repair
- ☐ 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
- ☐ 029 Data Processing Equipment
- ☐ 177 Data Processing Repairs
- ☐ 367 Data Processing Software
- ☐ 030 Data Processing Supplies
- ☐ 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
- ☐ 344 Embroidery/Patches/Insignias
- ☐ 039 Fence/Wire/Posts
- ☐ 505 Fiber Optic Cable Equip/Sup
- ☐ 137 Filters-All Kinds
- ☐ 045 Fire Apparatus Equipment
- ☐ 042 Fire Extinguishing/Equip/Supplies
- ☐ 023 Fire Prevention 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
- ☐ 048 General Construction
- ☐ 200 General Contractor
- ☐ 271 Gravel/Small Stones
- ☐ 049 Hardware Supplies
- ☐ 052 Hauling Services
- ☐ 228 Health Care Management
- ☐ 051 HVAC Construction
- ☐ 019 Inmate Clothing
- ☐ 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
- ☐ 080 Radio Supplies
- ☐ 112 Recreation Construction
- ☐ 082 Recreation Equipment
- ☐ 070 Recreation Supplies
- ☐ 011 Road Construction
- ☐ 084 Road Improvement
- ☐ 071 Roofing Construction
- ☐ 181 Roofing Repairs/Supplies
- ☐ 086 Safety Supplies
- ☐ 183 Security/Electronics System Equip
- ☐ 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
- ☐ 080 Telephone Equipment/Sup/Svc
- ☐ 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
- ☐ 095 Traffic Signal Equip/Maint
- ☐ 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
- ☐ 314 Workstation-Computer
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

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.

REGISTRATION
AND
PENALTY FOR FALSE STATEMENT

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

_____,_____