



G A R D E N C I T Y
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OFFICE OF
THE CITY MANAGER

Dear City of Garden City Vendor:

Over the past several years, many federal and state laws and regulations have been passed requiring municipalities to update their vendor information. Of these regulations, Official Code of Georgia Annotated (“O.C.G.A.”) Section 13-10-91 mandates that the City not enter into a contract for the physical performance of services unless the contractor provides evidence on City-provided forms that the business and its subcontractors have registered for and are participating in the federal work authorization program (E-Verify) as defined in the aforementioned laws and regulations.

In order to comply with these mandates, the City of Garden City requires that vendors register with the City ***each*** year as Garden City must report this information to the State each year. Beginning January 1, 2013, the City will not be able to conduct business with any vendor that has not properly registered with the City. The required documents to obtain an active vendor status are included in this letter. **Documents requiring notary verification must be notarized to be considered complete.**

The completed vendor packet can be dropped off at City Hall, mailed to “Attention: Accounts Payable” at the address listed below, or emailed to gcvendors@gardencity-ga.gov. Until all required documents are received, an inactive vendor status will be rendered and business transactions disallowed.

If there are any questions about the enclosed documents, please call (912) 963-2769 or go to www.gardencity-ga.gov/purchasing to find more information regarding O.C.G.A. Section 13-10-91.

Vendor Checklist:

- **Vendor Registration Form**
 - Complete form in its entirety to ensure the City has most updated information on file.
- **W-9 Form**
 - Must be latest form version from IRS (Revised November 2017). Old versions of this form will NOT be accepted.
- **City of Garden City Contractor Affidavit (E-Verify)**
 - E-Verify number must be included on this form and should be between 4 and 7 numerical digits.
 - Vendors providing the “physical performance of services” must complete this affidavit.
 - Contractors performing services as an individual are not required to complete this affidavit, but a copy of the individual’s government-issued photo identification must be provided.