



Dear Vendor:

Thank you for your interest in becoming an approved vendor with the City of Dahlonega. To complete the vendor application process, complete and return the attached Vendor Packet. The requested information allows us to comply with City, County, State and Federal laws and regulations. If you have any questions while completing your Vendor Registration, please contact Brittany Lee at blee@dahlonega.gov

The following documents must be returned to the City in order to make your company an active vendor with the City:

1. **Vendor Application:** Ensure that all information you include on this application is accurate and legible. This is our primary way of contacting the proper people within your company.
2. **IRS Form W-9:** Only remit the first page of the four-page document. Ensure that you include your social security number or employer identification number. Please make sure this page is signed and dated before submitting.
3. **Contractor Affidavit Under O.C.G.A. 13-10-91(b)(1): (SERVICE VENDORS ONLY)**
 - a. If you are a service provider, you must include the **E-Verify Number** that is provided once you register with the Federal E-Verify system or indicate that you or your company qualify as exempt (zero employees). Ensure that you enclose the original signed and notarized affidavit unless you are exempt (zero employees). If you are exempt, a copy of your driver's license will be needed to fulfill requirements instead of this form.
4. **Insurance Requirements: (SERVICE VENDORS ONLY)**
 - a. If you are a service provider, before commencing any work for the City of Dahlonega, you MUST furnish a valid General Liability Certificate of Insurance with a minimum limit of \$1,000,000 per occurrence for bodily injury and property. The City of Dahlonega should be shown as an additional insured.

A valid Worker's Compensation Certificate of Insurance should be submitted if you are on On-Site Service Vendor. This is required by Georgia State Law if you have more than 3 employees.

- a. Worker's Compensation Statutory Limits
- b. Employer's Liability
 - i. Bodily Injury by Accident - \$100,000
 - ii. Bodily Injury by Disease - \$500,000 policy limit
 - iii. Bodily Injury by Disease - \$100,000 each employee

Auto Liability Certificate of Insurance (if auto is used to perform work): Minimum \$1,000,000 limit per occurrence for bodily injury and property damage. Comprehensive form covering all owned and non-owned and hired vehicles needed.

Professional Services Insurance (required by all professional service vendors): Minimum \$1,000,000 limit.

5. Agreement for Electronic Payments (Optional):

The City of Dahlonega remits payment according to invoice terms. Checks are printed and mailed once a week. If you would like to accept payment via ACH Bank Draft, complete the attached form. This is an optional service the City of Dahlonega provides to its Vendors.

Please return all completed paperwork to:

Brittany Lee, Purchasing Agent

City of Dahlonega

465 Riley Road Dahlonega, GA 30533

blee@dahlonega.gov