



City of Nelson

1985 Kennesaw Ave.
Post Office Box 100
Nelson, Georgia 30151-0100
Tel 770-735-2211

If you would like to be considered as a vendor, please complete the vendor application below. Applications will be kept on file for one year from the date of the application.

Once your application has been submitted, you will receive an email confirmation of your submittal. Please submit a copy of your current Business License, a completed [E-Verify Affidavit](#), a completed W-9, Proof of Liability & Workers Comp Insurance and 3 References.

For large projects and/or construction, other pertinent documents may be required.

- * Business Name: _____
- * Date (MM/DD/YYYY): _____
- * Physical Address: _____
- * Phone: _____
- * Email: _____
- * Website (if applicable): _____
- * Remittance Address for Payment: _____
- * Federal Tax ID or SSN: _____
- * Business Type: _____
- * Do you require a 1099? _____

* Federal Tax Classification from W9- Individual/Sole Proprietor or Single Member LLC
C Corporation, S Corporation, Partnership, Trust/Estate, Limited Liability Company, Other.

* For LLC-- C Corporation, S Corporation, Partnership

* Please Submit with Application: Current Business License, E-Verify Affidavit and W-9, Proof of Liability & Workers Comp Insurance.

REQUIREMENTS OF VENDORS

In order to expedite accurate payment of the City of Nelson invoices, all vendors should follow these procedures:

1. To become an active vendor for the City of Nelson, a vendor must first complete a Vendors Application and a Request for Taxpayers Identification Number and Certification (W-9).
2. Illegal Immigration Reform and Enforcement Act of 2011, was passed during the 2011 session of the Georgia General Assembly and was signed by Governor Nathan Deal on May 13, 2011. This dictates that the City of Hiram cannot enter into a contract for the physical performance of services with a person or entity unless such person or entity signs an affidavit swearing they have registered and participate in E-Verify and will only contract with parties that swear to do the same.
3. Vendors must obtain approval prior to filling any order. The City of Nelson is not responsible for the payment of any goods / services without prior approval.
4. All Vendors must submit invoices to the City of Nelson for their invoice to be processed for payment. The City of Nelson is a "net 30" payor.
5. The City of Nelson will issue checks upon receipt of invoices only. All invoices shall be billed to the City of Nelson, and sent to the City of Nelson, Attn: City Clerk, P.O. Box 100, Nelson Georgia 30151.
6. Invoices must be itemized, whenever applicable.
8. The City of Nelson is exempt from Federal Excise Tax, Georgia Sales and Use Tax, unless otherwise mandated by law.
9. The Vendor must agree to execute the order in accordance with the provisions of the City of Nelson Purchasing Policies and Procedures Manual and/or the terms and conditions of the invitation bid.

10. A City of Nelson purchase order and or the terms and conditions of any invitation for bid covering the same constitutes a binding contract to faithfully execute the order in accordance with the laws of the State of Georgia and the policies of the City of Nelson City Council.

The Nelson City Clerk will maintain an accurate vendor master file. The vendor master file will contain a list of all vendors used by the City of Nelson.

Note: All vendor correspondence, complaints, etc. shall be turned into the City Clerk where a file will be maintained concerning the like.

* Signature: _____
By signing your name above, you are legally agreeing to the Requirements of Vendors as stated above.

* Title: _____