

City of Montgomery Vendor Information

The following Information is required by the City of Montgomery to process new vendors and update current vendors yearly.

Thank you for your interest in doing business with the City of Montgomery. The following information is required by the City of Montgomery to change current or process new vendors.

For 501c3 nonprofit organizations:

- Current W-9
- 501c3 Letter from the IRS
- E-Verify Company I.D number (MOU) or letter of exemption**See below information regarding E-verify**
- Current Business License or exemption letter from the City of Montgomery business license department
- Accounts Payable Telephone number
- Accounts Payable Fax number
- Accounts Payable Email address
- Accounts Payable Point of contact
- Remit to address if different from W-9
- Complete Minority Questionnaire
- City Council Request for Charitable Donations
- All 501c3's and or Neighborhood Associations, will have to be updated yearly with the City Clerk's office or Neighborhood Services in order to be eligible for discretionary funds. Including but not limited to, W-9, E-Verify and a Business License.
- Neighborhoods Associations or any Home Owners Associations will need to contact Neighborhood Services to update all appropriate information (334.625.2175).
- **E-Verify information is not required on companies that have no employees or has no employees that work in the State of Alabama however, a letter/memo from the vendor will be required stating this exemption.



City of Montgomery, Alabama

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MINORITY QUESTIONNAIRE

Please complete this form and return it with your bid proposal. Check all categories that apply to your company. VENDOR NAME: ADDRESS: PHONE #: EMAIL ADDRESS: IS THE COMPANY MINORITY OWNED: YES NO IS THE COMPANY OWNED BY: _____FEMALE _____BOTH IS THE COMPANY INCORPORATED _____YES ____NO ETHNICITY OF OWNERSHIP: ASIAN AMERICAN ____ AMERICAN INDIAN _____ BLACK DISABLED CAUCASIAN _____ HISPANIC OTHER (PLEASE SPECIFY):_____ SIGNATURE: PRINT NAME: TITLE: _____ DATE:





Company ID Number:

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and the (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9), This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IRIRA), Pub. L. 104-208, 110 Stat. 3008, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22:18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

- 1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
- 2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes. 3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify agrees. Employers must promptly terminate an employee's E-Verify access if the Page 1 of 13 E-Verify MOU for Web Services Employers is Revelon Onle 08/01/13



E-VERIFY EXEMPTION

To:	City of Montgomery				
	Procurement Department				
	P. O. Box 1111				
	Montgomery, AL 36101-1111				

RE: E-Verify Exemption Letter

	Located in
Has no employees in the state of Alabar law regarding E-Verify.	ma therefore is exempt from enrolling in Alabama's
	Ву:
	Title:
	Contact #:



City of Montgomery AL City Council Request for Charitable Donation Form.

Name of Organization:
Address of Organization:
Contact Person for the organization: Phone Number and Email.
EIN Number of the organization:
Mission of organization:
Amount requesting:
Reason the funds are needed:
How are the funds going to be used for?
Amount the Councillor is contributing toward event - subject to final approval:
Councillor requesting potential allocation: