

## City of Montgomery Vendor Information

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 business accounts:

- Current W-9
- E-Verify Company I.D number (MOU) or letter of exemption **\*\*See below information regarding E-verify\*\***
- Current Business License or affidavit explaining exemption
- 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
- Online Vendor Registration
  
- **\*\*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.**
  
- 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).  
[lfranklin@montgomeryal.gov](mailto:lfranklin@montgomeryal.gov)

Please Return All Documents To:  
City Procurement Office, Attn: Chandra Ashford [cashford@montgomeryal.gov](mailto:cashford@montgomeryal.gov)  
Phone 334-625-2605

## Request for Taxpayer Identification Number and Certification

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type. See Specific instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> <p><input type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><i>(Applies to accounts maintained outside the U.S.)</i></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <p><b>6</b> City, state, and ZIP code</p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>								
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<b>or</b>								
<b>Employer identification number</b>								
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### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



Company ID Number: \_\_\_\_\_

**THE E-VERIFY  
MEMORANDUM OF UNDERSTANDING  
FOR EMPLOYERS USING AN E-VERIFY EMPLOYER AGENT**

**ARTICLE I  
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS), the \_\_\_\_\_ (Employer), and the E-Verify Employer Agent. The purpose of this agreement is to set forth terms and conditions which the Employer and the E-Verify Employer Agent 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 E-Verify Employer Agent, 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 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, 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

# 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 Alabama therefore is exempt from enrolling in Alabama's law regarding E-Verify.**

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**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Contact #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# CITY BUSINESS LICENSE REQUIREMENT

To determine if a taxpayer needs a City of Montgomery Business License, the following four criteria are examined.

- Do they have a physical location within the city limits of Montgomery?
- Do representative(s) of the business come into the City to conduct business (i.e. - sales representative(s) repair technicians, etc.)?
- Are taxpayer products delivered into the City of Montgomery by means other than common carrier (i.e. - delivery of product by means of the business vehicles)?
- Is the taxpayer renting/leasing equipment to businesses located within the city limits?
- 

A business is required to have a City of Montgomery business license if it meets **ANY** of these four criteria.

.....  
Additionally, Independent contractors are required to purchase a business license according to

**Sec. 16-72- Levy of tax, which states:**

There is hereby levied and assessed a business license tax for the privilege of doing any kind of business, trade, profession or other activity by whatever name called, within the city, or its police jurisdiction. Any person desiring to secure a business license to operate in the city or its police jurisdiction shall file an application with city revenue department on the form furnished by the city.

**(Ord. No. 87-2007, 2, 1-2-2008**

.....  
Business not required to have a business license include banks, most nonprofit organizations, especially those granted exemption by the Alabama Legislature, like United Way, Goodwill Industries, American Red Cross, Salvation Army, Boys and Girls Club, Easter Seals, Child Protect, just to name a few.

Many 501(c) (3) nonprofits are required to be licensed as well. Because they are exempt from federal income tax does not necessarily mean they are exempt from City of Montgomery business licensure.

**For Assistance, contact License and Revenue @ 334-625-2036**

# BUSINESS LICENSE EXEMPTION

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

RE: City Business License Exemption Letter

\_\_\_\_\_ located in \_\_\_\_\_

**Does not meet the criteria required for obtaining a City of Montgomery Business License per below.**

\_\_\_\_\_ No physical location within the City

\_\_\_\_\_ No personnel entering the City

\_\_\_\_\_ No delivery of products onto the City other than common carriers, US Mail, UPS, FedEx

\_\_\_\_\_ Leasing equipment to businesses within the City

By: \_\_\_\_\_

Title: \_\_\_\_\_

Contact #: \_\_\_\_\_

Date: \_\_\_\_\_



City of Montgomery, Alabama

Betty P. Deville  
Director of Finance

Steven A. Wood  
Mayor

Montgomery City Council Members  
Shirley W. King, Ph.D.    Dennis W. Hayes    Dick D. Bell, Jr.  
& P. Thomas    Frank P. King    Rodney G. Jones  
Andre S. Blalock    Ray McInnis

MEMORANDUM

TO: Whom It May Concern  
FROM: Betty P. Deville *BPD*  
Director of Finance  
DATE: June 21, 2021  
SUBJECT: Minority Questionnaire

The City Council of Montgomery recently passed a resolution to provide minorities and women owned businesses equitable opportunity to participate in all aspects of City purchasing and contracting programs. In order to track data, I am requesting vendors to complete the attached form and return to the City's Procurement Department.

Thank you for your interest in doing business with the City of Montgomery.

Attachment:

BPD;jh



## MINORITY QUESTIONNAIRE

Please complete this form and forward back to our office as soon as possible. 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 \_\_\_\_\_ MALE \_\_\_\_\_ BOTH

IS THE COMPANY INCORPORATED \_\_\_\_\_ YES \_\_\_\_\_ NO

ETHNICITY OF OWNERSHIP:

\_\_\_\_\_ ASIAN AMERICAN

\_\_\_\_\_ AMERICAN INDIAN

\_\_\_\_\_ BLACK

\_\_\_\_\_ CAUCASIAN

\_\_\_\_\_ HISPANIC

\_\_\_\_\_ OTHER (PLEASE SPECIFY): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



**CITY OF MONTGOMERY  
BIDNET DIRECT**

Re: New Vendor Registration and Bid/Quote Notification System

Dear Valued Vendor,

We are pleased to announce the City of Montgomery, Alabama, now has an online Vendor Registration system to help us better serve you. Register your business at <http://www.montgomeryal.gov/home>.

Our new registration system is powered by **BidNet Direct**. The system allows you to quickly register and update details such as what products and services you provide as well as your contact information. This will enable us and Bidnet Direct to notify you of future bid and quote opportunities.

**TO REGISTER:**

- Please visit our website at <http://www.montgomeryal.gov/home>
- Hover on "Business"
- Under **Partner With the City** click "Bids and RFP's", click "**Register your Business**"
- Select the "**Limited**" for Free access to the City of Montgomery's Bid opportunities.
- Complete your registration by following the instructions provided

If you have any questions regarding the registration process please call Bidnet Direct at (800) 835-4603

Thank you for taking the time to update your contact information along with your product and service offerings so that we may better serve you.

**\*\*\* PLEASE NOTE \*\*\***

**REGISTERING YOUR COMPANY/BUSINESS WITH BIDNET DIRECT DOES NOT SET YOU UP AS A CITY OF MONTGOMERY VENDOR, ALL INFORMATION MUST BE SENT TO THE PROCUREMENT OFFICE IN ORDER TO ADD YOU TO THE CITY'S VENDOR FILE, EMAIL TO [cashford@montgomeryal.gov](mailto:cashford@montgomeryal.gov) BIDNET DIRECT WILL ONLY NOTIFY YOU WHEN A BID/RFP OR QUOTE HAS BEEN UPLOADED.**

# Registration

## 1 Package Selection

One year  Two years (save up to 20%)

MAXIMUM BID OPPORTUNITIES!

<b>Limited</b> Create an account <b>\$0</b>	<b>Group</b> Billed annually <b>\$9</b> /state /month	<b>State</b> Billed annually <b>\$36</b> /state /month	<b>Federal</b> Billed annually <b>\$45</b> /state /month
<ul style="list-style-type: none"><li>Member agencies bids</li></ul>	<ul style="list-style-type: none"><li>Member agencies bids</li><li>Real-time bid alerts</li><li>Advanced search</li></ul>	<ul style="list-style-type: none"><li>Member agencies bids</li><li>Real-time bid alerts</li><li>Advanced search</li><li>Daily bid notifications</li><li>State &amp; local bids</li></ul>	<ul style="list-style-type: none"><li>Member agencies bids</li><li>Real-time bid alerts</li><li>Advanced search</li><li>Daily bid notifications</li><li>State &amp; local bids</li><li>Federal bids</li></ul>

Select your States (0)  
Add State

Get up to 25% OFF when you select 3+ states