



**FLOYD COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT
12 EAST 4TH AVE. Suite 106
ROME, GA 30162**

(706) 291-5109

FAX (706) 290-6099

INVITATION TO BID

16-1229

Georgia, Floyd County
December 8, 2016

The Floyd County Board of Commissioners will receive sealed bids for

**UNIFORMS AND OTHER CLOTHING ITEMS
FLOYD COUNTY SHERIFF'S OFFICE**

Bids will be received until 2:00pm Thursday December 29, 2016 local time in the office of the:

Purchasing Director, Floyd County Administration Building, 12 East 4th Avenue, Suite 106
Rome, GA 30161

One original and two copies of bid sheet are requested as well as one electronic copy in excel format. Excel format of bid sheet will be provided.

Floyd County Government is seeking bids from qualified companies (the 'Bidder') to furnish uniform and accessories for Floyd County Sheriff's Office and Jail as well other Floyd County Departments will be allowed to purchase from this bid if they wish too. This is a one year agreement with two (2) one (1) year renewals.

Specifications, further instructions and agreements can be obtained from the Office of the Purchasing Director lamn@floydcountyga.org or (706) 291-5109. Award, if approved, will be made by the Floyd County Board of Commissioners.

Non-Returnable Samples will be required on clothing items bidding a substitute manufacturer/style. Samples are to be received in the office of the Purchasing Director no later than 5:00PM December 28, 2016.

Contract, if awarded, will be on a lump sum basis or individual item basis, whichever is in the best interest of the County. No bid may be withdrawn for a period of 60 days after time has been called on the date of opening.

Floyd County reserves the right to waive compliance by any applicant with any provision contained in this request whenever the County in its sole discretion believes such waiver is in the County's best interests.

Floyd County is an Equal Opportunity Employer M/F/H.

**FULL BID PACKAGE MUST BE RETURNED IN SEALED ENVELOPE
CLEARLY MARKED SEALED BID
UNIFORMS**

Bid Number: 16-1229

NANCY LAM, CPPB, CPPO
PURCHASING DIRECTOR

SHERIFF'S OFFICE AND JAIL UNIFORMS
SPECIAL TERMS AND CONDITIONS

Please note that only those bids on County Bid Forms will be considered. All desired information must be filled in for your bid to receive full consideration. Purchases will be made with Floyd County P-Card.

1. Exchanges and/or alterations of uniform components will be at the expense of the successful bidder.
2. Successful bidder must furnish and deliver uniforms on an "as needed, when needed" basis. To allow for timely deliveries, the successful bidder must carry adequate stock in the required sizes for the duration of the contract. Permanent labels indicating sizes must be attached to insure sizes of all garments.
3. The quantities listed are based on estimated usage. The County will not be responsible for purchasing less uniforms than appear on the quotation, and any stock of uniforms in the possession of the vendor at the end of this contract will be the vendor's responsibility only. Due to the possibility of an increase in personnel, it may be necessary to increase quantities of uniforms.
4. Floyd County will not be required to purchase any of the merchandise still in the vendor's possession at the termination of the contract.
5. Contract period is from date of award, tentatively scheduled for January 14, 2017, with first year agreement beginning February 1, 2017 and end January 31, 2018 with the option to renew the contract for two (2) additional one (1) year terms. This option agreement shall be based on review of merchandise supplied and service rendered by successful bidder.
6. Prices bid are to remain firm for the contract period of one year as stated above. Requested price increases for year 2 to year 3, must be submitted to the Purchasing Director, in writing no later than January 1 of each year of each year.
7. Bid net prices, **F.O.B. Rome, Ga.**
8. All orders are preferred to be shipped complete.
9. Delivery within _____ days from receipt of order for stock items.
Delivery within _____ days from receipt of order for non-stock items
10. It is the intention of the above conditions to secure a qualified vendor(s) capable of providing all of the requirements for work uniforms for Floyd County Sheriff's Office.
12. IF REQUESTED samples must be furnished free of expense, properly marked for identification and accompanied by list where there is more than one sample. Floyd County reserves the right to have samples tested to verify specifications. Samples will not be returned, but maintained to verify compliance to orders. Supplier will provide catalogs upon request.
13. The successful bidder may be required to visit various departments to measure personnel for initial orders and as required and requested by the agencies.
14. Alterations, please list nearest location for alterations, if the items do not fit when they arrive.
_____ Alterations would be at the expense of the supplier.
14. Floyd County reserves the right to accept none, all, or any part of the bid, and to waive all formalities.
15. Successful supplier will provide an electronic order form and sew out of embroidery with specification, within three weeks of notice of intent to award. Failure to provide these items may be cause to award to alternate supplier. This will be provided to the purchasing department. Digitizing of the logo(s) is the responsibility of the supplier.
16. Do you Offer online ordering with site designed with contract items and pricing specific to Floyd County?

**THIS FORM MUST BE SIGNED AND RETURNED WITH BID
ADDITIONAL CONDITIONS OF BID**

SUBMIT ORIGINAL AND TWO (2) COPIES OF BIDS PLUS ONE (1) ELECTRONIC COPY IS REQUIRED WITH BID INCLUDING BID FORM IN EXCEL FORMAT.

IF QUOTING A COMPARABLE PRODUCT SAMPLES MUST BE RECEIVED NO LATER THAN 5:00PM DECEMBER 28, 2016. PROPERLY MARKED WITH LINE ITEM.

EMPLOYEES TO BE MEASURED AT EMPLOYEE WORK SITE AT NO ADDITIONAL CHARGE WHEN REQUESTED BY DEPARTMENTS

DELIVERY DAYS REQUIRED FROM RECEIPT OF THE COUNTY'S ORDER _____ DAYS

BIDDERS AGREE THAT THIS BID SHALL BE VALID AND MAY NOT BE WITHDRAWN FOR A PERIOD OF SIXTY (60) CALENDAR DAYS AFTER THE SCHEDULED CLOSING TIME FOR RECEIVING BIDS.

I CERTIFY THAT THE ENCLOSED BID MEETS SPECIFICATIONS AS OUTLINED.

All questions concerning this Invitation to bid are to be in writing, please submit questions to Nancy Lam, Purchasing Director, EMAIL lamn@floydcountyga.org fax (706) 290-6099.

REFERENCES

Please list Agency Name, Contact Person, and Phone Number of three (3) Government Entities which you currently supply uniforms to:

I have read, understand and comply with the above general conditions

AUTHORIZED SIGNATURE: _____ NAME: _____

COMPANY: _____

ADDRESS: _____ CITY _____ ST _____ ZIP _____

CONTACT PERSON: _____ TITLE: _____

TELEPHONE: _____ DATE: _____ EMAIL: _____



**FLOYD COUNTY GEORGIA
GENERAL TERMS AND CONDITIONS
INVITATION TO BID**

1. CHANGES: No change will be made to this invitation except by written modification by the County Purchasing Office. **Requests for interpretation or changes must be in writing**, and directed to the Floyd County Purchasing Department lamn@floydcountyga.org and received NO LATER THAN 2:00pm THURSDAY, DECEMBER 15, 2016. Phone (706) 291-5109 Fax (706) 290-6099. Vendor is responsible for checking for any changes or additions to bid requirements, these will be posted on www.rome-floyd.com or https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp under Floyd County.

2. FOB POINT: Bid Price to include shipping, packing, crating, and unloading at address in BID INSTRUCTIONS. Title to remain with vendor until fully accepted by the County. Goods damaged or not meeting specifications will be rejected and removed at vendor's expense. Concealed damaged goods to remain the property of vendor until replaced or removed at County's direction.

3. RISK OF LOSS: Vendor agrees to bear all risk of loss, injury, and destruction of goods and materials ordered herein which occur prior to delivery to include concealed damage; and such loss, injury, or destruction shall not release vendor from any obligation.

4. BID ACCEPTANCE TIME: Bids requiring acceptance by the County in less than Sixty (60) calendar days could be rejected, unless so stated on **BIDDER'S RESPONSE PAGE** and accepted by the County.

5. BID IDENTIFICATION: All bids submitted as a result of this invitation must be returned in a sealed envelope with the following information in the lower left-hand corner of the envelope:

BID NAME AND OPENING DATE.

6. WITHDRAWAL OF BIDS: Bids may be withdrawn by written request only, if the request is received prior to the time and date set for the opening of bids. Negligence on the part of the bidder in preparing his bid confers no right of withdrawal or modification of his bid after bid has been opened. No bid may be withdrawn for a period of Sixty (60) days after time has been called on the date of opening.

7. BONDS: NOT REQUIRED

8. SITE INSPECTIONS: NOT REQUIRED (If Applicable) Bidders should inspect the sites to ascertain the nature and location of work and the general conditions which could affect the work of the cost thereof. The County will assume no responsibility for representations or understandings concerning conditions made by its officers or employees unless included in this Invitation for Bid. While site inspections are not a mandatory requirement to submit a proposal, vendors are urged to schedule inspections to ascertain all the requirements of this invitation.

9. AWARD OF CONTRACT: Award will be made to that responsible bidder whose bid, conforming to the Invitation for Bid, will be most advantageous to the County; Price and other factors considered. The County reserves the right to waive compliance by any applicant with any provision contained in this request whenever the County in its sole discretion believes such waiver is in the County's best interests. A written award, mailed (or otherwise furnished) shall be deemed to result in a binding contract without further action by either party. Contract (s), if awarded, will be on a lump sum basis or individual item basis, whichever is found to be in the best interest of FLOYD COUNTY.

9.1: The vendor, in accepting this contract, attests that he is in compliance with the Nondiscrimination Clause contained in Section 202 of Executive Order 11246, as amended, relative to equal employment opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and prescribed by the Secretary of Labor, which is incorporated herein by reference.

10. EXCEPTIONS TO SPECIFICATIONS: Any award resulting from this invitation shall bind the bidder to all Terms,

Conditions, and Specifications set forth in this invitation. Bidders whose bids do not conform should so note on separate page if necessary and/or on the **BID SCHEDULE**. While the County reserves the right to make an award to a nonconforming bidder, when in the best interest of the County, such awards will not be readily made, and bidders are urged to conform to the greatest extent possible. No exceptions will be considered to have been taken by bidder unless it is properly set out as provided above. No exception will be deemed to have been taken by the County unless incorporated in an award resulting from this invitation and so stated.

11. BID RESULTS: Interested parties may review and/or print as read **BID TABULATION** @ www.romefloyd.com or <https://ssl.doas.state.ga.us/PRsapp/PublicBidDisplay> 48 hours after bid opening information may also be posted on the Ga. Procurement Registry site. lamn@floydcountyga.org

12. PAYMENT: Payments will be made upon all items completed each month or completion of all work and acceptance by county on invoices submitted and approved by the proper county representative within (30) thirty days receipt of invoice unless paragraph 14 applies or unless special circumstances or exceptions are approved by both parties prior to award. Invoices are to be submitted to: Floyd County Purchasing, 12 East 4th Ave., Suite 106, Rome, Ga. 30161

12.1 Itemize all invoices in full. Mail the original invoice to the address above. A shipping or receiving ticket will be signed and a copy left with each delivery. Each invoice including receiving/shipping ticket is to include the following minimum information:

- | | |
|-------------------------------|---|
| 1. Date invoice is submitted; | 5. County department; |
| 2. Purchase order number; | 6. Item(s) or service |
| 3. Payment terms; | 7. Quantity of each item or service |
| 4. Date of transaction ; | 8. Bid price of each item or service with any discounts |

Invoices received with any of the required information listed above missing may not be considered as a "correct invoice". All invoices submitted will be closely monitored for accuracy. Any invoice found to be incorrect will be returned to vendor for correction.

12.2 Vendor must furnish delivery receipt with invoice identifying that this order has been delivered in accordance with Specifications, Quantities, and Price as set forth on the purchase order. A Floyd County employee's signature must appear on the delivery receipt or invoice.

12.3 Items on this order are exempt from Federal Excise Tax and Georgia Sales and Use Tax. . A certificate will be furnished if requested. FLOYD COUNTY is exempt from taxes but the successful bidder shall pay all taxes required of him by law and FLOYD COUNTY can not exempt others from tax.

12.4 Payment terms and provisions herein or otherwise found within the contract documents supersede all provisions of the Georgia Prompt Pay Act (House Bill 837; 13 O.C.G.A. Chapter 11 **ET. SEQ.**).

12.5 Progress payments if approved may be subject to a 10% retainage.

13. INQUIRIES REGARDING PAYMENT: All inquiries regarding payment of invoices are to be directed to Floyd County Finance Director (706) 291-5225 or Floyd County, Ga., Attn: Finance Director, P.O. BOX 946, Rome, Georgia 30162

14. DISCOUNTS: Prompt payment discounts offered for a period of less than Fifteen (15) Days will not be considered in determining the low bidder on this invitation. However, such discounts, when offered, will be taken provided payment is made within the time specified. Time, in connection with discounts for prompt payments, will be computed from the date of acceptance of work for which payment is claimed, or the date the correct invoice is received by the County, whichever is later.

15. EXECUTION OF CONTRACT: Subsequent to the award, the successful bidder will be presented with a contract which may be in the form of a purchase order. Contract is to be executed within Ten (10) calendar days of "**NOTICE OF AWARD**" together with the required payment and performance bonds prescribed in Paragraph 7B. If the contract document is mailed, the date of presentation shall be deemed to be the postmark date. The successful bidder's proposal and this Invitation for Bid shall be incorporated into the contract, except to the extent that this invitation conflicts with the contract, in which case the provisions of the contract shall take precedent.

16. CERTIFICATE OF INSURANCE: Successful bidder will be required to furnish a Certificate of Liability insurance in an

amount not less than Five Hundred Thousand Dollars (\$500,000.00) per occurrence and \$1,000,000 aggregate for personal injury and \$500,000 per occurrence/aggregate for property damage to protect the County throughout the life of the contract against **“ALL RISKS”**. Coverage to include but not limited to General Liability: Comprehensive Form, Premises/Operations, Products/Completed Operations, Broad Form Property Damage, Personal Injury, and Automobile/Vehicle Liability. Worker's compensation and Employer's Liability are to be statutory amounts. On all contracts for vehicle repair of any kind, the successful shall provide at least Five Hundred Thousand Dollars (\$500,000.00) of Garage Liability insurance in addition to the insurance stated above. Required Certificates must be furnished within Ten (10) calendar days of a **“NOTICE OF AWARD”** being issued.

Said general liability policy shall name Floyd County Commissioners as an additional named insured and shall include a provision prohibiting cancellation of said policy except upon 30 days prior written notice to the Owner.

17. INCLUSION: All items and/or services standard, expected, necessary, and/or routine to such a project as this and not actually stated in this Invitation for Bid will be the responsibility of the successful bidder to provide at no other cost to the County unless so stated on the successful bidder's proposal as additional cost items and accepted by the County at the time of the award and/or contract.

18. REGULATORY AGENCIES: Successful bidder will be responsible for all required permits or license required by regulatory agency of the City, County, State, or Federal Governments. Further, successful bidder will be responsible for meeting all requirements of any regulation (s) or guideline (s) of any of the said Governments or any independent agency recognized by said Governments as publisher of any such regulation (s) or guideline (s).

19. INDEPENDENT CONTRACTORS: The bidder represents to FLOYD COUNTY that he is fully experienced and properly qualified to perform the functions provided herein and that he is properly equipped, organized, and financed to perform such functions. The bidder shall finance his own operations hereunder, shall operate as an independent contractor and not as an agent of FLOYD COUNTY and nothing contained in this Invitation for Bid or a contract resulting from same shall be construed to constitute the bidder or any of his employees, servants, agents, or subcontractors as a partner, employee, servant, or agent of the County nor shall either party have any authority to bind the other in any respect; it being intended that each shall remain an independent contractor.

20. ASSIGNMENT OF CONTRACTUAL RIGHTS: It is agreed that the successful bidder will not assign, transfer, convey, or otherwise dispose of a contract that results from this invitation or his right, title, or interest in or to the same, or any part thereof, without written consent of the County.

21. STARTING TIME: Work will commence within stated calendar days after being issued a **“NOTICE TO PROCEED”** on the project and commence in a routine, orderly manner until completion and acceptance by the County.

22. INDEMNITY: Successful bidder agrees, if entering into a contract as a result of this invitation, to defend, indemnify, and hold harmless FLOYD COUNTY from any and all courses of action or claims of damages arising out of or related to bidder's performance or actions or those of his employees or agents, under said contract.

23. TERMINATION: Pursuant to O.C.G.A. 36-60-13, if applicable, any contract resulting from this Invitation for Bid, if not sooner terminated pursuant to the provisions of termination contained herein, is terminable by the Board of Commissioners of FLOYD COUNTY, Georgia on December 31 of each calendar year during the term of said contract, except that said contract shall be renewed automatically on such date, and without any lapse, unless positive action is taken to terminate said contract by the Board in a public meeting and such action entered in the Official Minutes of the FLOYD COUNTY Commission.

24. APPROPRIATION OF FUNDS: Initial contract and any continuation contract (s) will terminate immediately and absolutely at any such time as there are no appropriated and otherwise unobligated funds available to satisfy the County's obligations under said contract (s).

25. CANCELLATION FOR CAUSE: Should either party fail to comply with the Terms and Conditions of this contract, the aggrieved party must give, in writing, to the other party any complaint for non compliance to the Terms and Conditions of this contract. The other party shall have Fifteen (15) calendar days to correct the matter. If corrected to the satisfaction of both parties within the Fifteen (15) calendar days and stated in writing, then the contract will continue uninterrupted. Failure to correct the matter will result in termination of this contract at the end of Thirty (30) calendar days following the date of the initial letter of complaint.

26. LIQUIDATED DAMAGES: NOT REQUIRED See Contract Terms and Conditions.

27. ANTI-DISCRIMINATION CLAUSE: "FLOYD COUNTY does not discriminate against any person because of race, color, religion, national origin, or handicap in employment or service provided."

28. COMMODITY STATUS: It is understood and agreed that materials delivered shall be new, of latest design, and in first quality condition, that all bags, containers, etc., shall be new and suitable for storage; unless otherwise stated by FLOYD COUNTY.

29: CONTRACT ITEMS: Items or services not listed in this contract are to be purchased according to purchasing rules and regulations of the county.

- County departments are not authorized to order any item or service not listed without satisfying said rules and regulations and having a separate purchase order issued to cover such a purchase.
- Vendors receiving contracts as a result of this invitation will be expected to consider this when accepting orders.
- * Payment will not be made for any item not covered by this contract unless stated Purchasing Rules and Regulations have been met.

30: CHANGES TO CONTRACT: No change will be made to this contract except by written modification by the Contracts Administrator whose name appears on the cover page. Additional items of same brand and similar product required during the course of the contract, will be provided at like discounts to similar items on contract.

31: PUBLIC RECORDS: The laws of the State of Georgia, including the Georgia Open Records Act, as provided in O.C.G.A. Section 50-18-70 et seq., require procurement records and other records to be made public unless otherwise provided by law.

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this bid may be withdrawn by requesting such withdrawal in writing at any time PRIOR TO DATE AND TIME OF BID OPENING but may not be withdrawn after such date and time.

That Floyd County reserves the right to waive compliance by any applicant with any provision contained in this request whenever the County in its sole discretion believes such waiver is in the County's best interests

That by submission of this quote the bidder acknowledges that Floyd County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

That the accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

BIDDER:

Company Name: _____

Phone: _____

Authorized Representative: _____

Signature: _____

Date: _____

FLOYD COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT
P. O. BOX 946
ROME, GA 30162

(706) 291-5109

FAX (706) 290-6099

BIDDERS INFORMATION

Date of Bid: _____

Bid Name: Uniforms

Bid # 16-1229

The undersigned agrees, if this bid is accepted within Sixty (60) calendar days after date of opening, to furnish all supplies and/or services in strict accordance with provisions of this Invitation for Bid at the price in the **BID SCHEDULE**.

Time Discounts: Discounts allowed for prompt payment as follows: Discounts of less than Fifteen (15) days will not be used in determining the award of a bid but may be used when paying invoices.

_____ % Discount _____ Calendar Days net _____ (discounts will apply if Procurement Card is accepted).

Procurement Card is the preferred method of payment. Will you accept the VISA Procurement Card for this order? ___

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and Civil Damage Awards. I agree to abide by all Conditions of this bid and certify that I am authorized to sign this bid for the bidder.

This _____ Day of _____, 2016

Prices to remain firm for Sixty (60) calendar days or _____ calendar days after date of opening. Vendor MUST initial here: _____.

Bidder Information
(Type or Print)

Name and Mailing Address
of where to send payments

Name of Company

Name of Company

Address

Address

City, State Zip Code

City, State Zip Code

(_____) _____
Phone Number

(_____) _____
Phone Number

(_____) _____
Fax Number

Federal ID #

Email _____

Name and Title of Person
authorized to Sign

Name

Title

Signature



CERTIFICATE OF NON-COLLUSION

By responding to this solicitation, the supplier understands and agrees to the following:

1. That the submitted response constitutes an offer, which when accepted in writing by Floyd County, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and Floyd County; and
2. That the supplier has read the specifications and requirements shown or referenced in the solicitation and that the supplier's response is made in accordance with the provisions of such specifications and requirements except as expressly stated otherwise in the supplier's response; and
3. That the supplier guarantees and certifies that all items included in the supplier's response meet or exceed any and all such stated specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
4. That, if awarded a contract, the supplier will deliver goods and/or services that meet or exceed the specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
5. That the response submitted by the supplier shall be valid and held open for a period of **one hundred and twenty (120) days (or such other time period as identified in the solicitation)** from the final solicitation closing date and that the response may be held open for an additional period of time subject to the supplier's consent; and
6. That the supplier's response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The supplier understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
7. That the provisions of the Official Code of Georgia Annotated, Sections 36-91 have not been violated and will not be violated in any respect.

DO NOT MODIFY THE BID/PROPOSAL CERTIFICATION TERMS IN ANY WAY. THIS FORM MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR RESPONSE.

Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)	
Authorized Signature:	
Printed Name and Title of Person Signing:	
Date:	
Company Address:	
FAX Number:	
Email Address:	
*This table must be completed in its entirety by the supplier.	

**FLOYD COUNTY BOARD OF COMMISSIONERS
DRUG-FREE WORKPLACE CERTIFICATE**

By signature on this certificate, the Vendor certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the “Drug-Free Workplace Act” have been complied with in full. The Vendor further certifies that:

1. A drug-free workplace will be provided for the Vendor’s employees during the performance of the contract; and
2. Each Vendor who hires a subVendor to work in a drug-free workplace shall secure from that subVendor the following written certification: “As part of the subcontracting agreement with (Vendor’s name), (subVendor’s name) certifies to the Vendor that a drug-free workplace will be provided for the subVendor’s employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7).”

By signature on this certificate, the Vendor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Vendor: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2:	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	Floyd County Board of Commissioners P.O. Box 946 Rome, GA 30161
	List account number(s) here (optional)	

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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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).

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 on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

SUPPLIER _____

CONTACT _____

DEPARTMENT: SHERIFF'S OFFICE

UNIFORM OR DRESS SHIRTS / BUTTON FRONT
 PATCHES WILL BE PROVIDED BY FLOYD COUNTY

ITEM #	DESCRIPTION	EST. QTY	COMPARABLE TO MANUFACTURER/STYLE	COLOR(S)	# OF PATCHES SEWN ON	EMBROIDERY REQUIRED	ITEM QUOTED MANUFACTURER/STYLE	UNIT \$ STANDAR D SIZES	PREMIUM \$ LARGER SIZES	TOTAL \$ (QTY X UNIT\$)
1	Currently use: Horace Small VF-HS2144 polyester (Would like a 65/35 blend) . Length cut to order. Silver Tan in color w/spruce green stripe to waist band.	210	We will consider others as long as the color matches the Horace Small, and the quality meets or exceeds their quality. (65/35 blend)	Silver Tan W/ Spruce Green stripe to waist bank.						
2	Currentlry use: Horace Small VF-HS2176 (female) style of above. Polyester or 65/35 cotton blend preferred. Length cut to order. Silver Tan in color w/ Spruce Green Stripe to waist band.	80	SEE DESCRIPTION	Silver Tan W/ Spruce Green stripe to waist bank.						
3	Currently Use: Flying Cross FEC-85R5806 short sleeve shirt (male). Spruce Green in color, patches applied supplied by customer. 65/35 polyester/cotton blend preferred. Breast pocket with flap and epaulets solid color. Sewn in pleats front and back. Shall	210	We will consider other shirts as long as the color matches the Blauer shirt, and the quality meets or exceeds their quality. (65/35 blend)	Spruce Green	Two					
4	Currently Use: Flying Cross, short sleeve shirt (female). Style number FEC-85R5806, Spruce Green in color, patches applied supplied by customer. 65/35 polyester/cotton blend preferred. Breast pocket with flap and epaulets solid color. Sewn in pleats front and back.	80	SEE DESCRIPTION	Spruce Green	Two					

SUPPLIER _____

CONTACT _____

DEPARTMENT: SHERIFF'S OFFICE

UNIFORM OR DRESS SHIRTS / BUTTON FRONT
PATCHES WILL BE PROVIDED BY FLOYD COUNTY

ITEM #	DESCRIPTION	EST. QTY	COMPARABLE TO MANUFACTURER/STYLE	COLOR(S)	# OF PATCHES SEWN ON	EMBROIDERY REQUIRED	ITEM QUOTED MANUFACTURER/STYLE	UNIT \$ STANDAR D SIZES	PREMIUM \$ LARGER SIZES	TOTAL \$ (QTY X UNIT\$)
5	Currently Use: Flying Cross, long sleeve shirt (male). Style number FEC-35R5806 (65/35 prefered), spruce green in color with breast pocket flaps and epaulets. Shall come in tall sizes. Sleeve length shall be S = 31-32, R = 32.5 – 33.5, L = 34 –35, XL = 35.5 – 36.5	210	SEE DESCRIPTION	Spruce Green	Two					
6	Currently Using: Flying Cross, long sleeve shirt (female). Style number FEC-135R5806 (65/35 Blend prefered), spruce green in color with breast pocket flaps and epaulets. Standard sleeve lengths.	80	SEE DESCRIPTION	Spruce Green	Two					
7	Currently Using: Weathertech bomber jacket with liner, Style Number SPI-S310. Small to 6XL. Black in Color. Jacket w/ aipper on side for gun /radio.	125	SEE DESCRIPTION	Black	Three					
8	Currently using: Jerome Cutting light weight jacket Black in color. S-6XL Sytle #JER-8200-I	125	SEE DESCRIPTION	Black	Three					
9	Currently Using: Premier Safety Vest - Lime Color Reflective strips W/SHERIFF printed frongt and back. S/M, L/XL, 2XL, 3XL. Style Number PV33395	50	SEE DESCRIPTION	Lime Green						

SUPPLIER _____

CONTACT _____

DEPARTMENT: SHERIFF'S OFFICE

UNIFORM OR DRESS SHIRTS / BUTTON FRONT
 PATCHES WILL BE PROVIDED BY FLOYD COUNTY

ITEM #	DESCRIPTION	EST. QTY	COMPARABLE TO MANUFACTURER/STYLE	COLOR(S)	# OF PATCHES SEWN ON	EMBROIDERY REQUIRED	ITEM QUOTED MANUFACTURER/STYLE	UNIT \$ STANDAR D SIZES	PREMIUM \$ LARGER SIZES	TOTAL \$ (QTY X UNIT\$)
10	Black basket weave 1 1/2" Velcro pant belt. DUT-1321U	150	SEE DESCRIPTION	Black						
11	Royal Robbins 5.11 tactical series pant (FBI) {100% cotton required}, Khaki, 059 in color. Male 74251KH, Female 64358KH.	200	SEE DESCRIPTION	Kakie						
18	Neese Nylon rain jacket (30 inch) florescent yellow – green #1820J With Sheriff printed on back, Available Sizes: S – 2XL, L Sizes:3XL – 6XL	50	SEE DESCRIPTION	Lime Green						
19	Neese Nylon Rain coat (48 inch), florescent yellow-green in color with SHERIFF printed on back. # 1870C	20	SEE DESCRIPTION	Lime Green						
20	Neese Nylon Rain pants, florescent yellow-green in color. 18208TF	30	SEE DESCRIPTION	Lime Green						
21	Name plate, gold in color engraved with black letters.	120	SEE DESCRIPTION	Gold						
22	Whistle Chain with epaulet hook gold in color.	100	SEE DESCRIPTION	gold						

SUPPLIER _____

CONTACT _____

DEPARTMENT: SHERIFF'S OFFICE

UNIFORM OR DRESS SHIRTS / BUTTON FRONT
 PATCHES WILL BE PROVIDED BY FLOYD COUNTY

ITEM #	DESCRIPTION	EST. QTY	COMPARABLE TO MANUFACTURER/STYLE	COLOR(S)	# OF PATCHES SEWN ON	EMBROIDERY REQUIRED	ITEM QUOTED MANUFACTURER/STYLE	UNIT \$ STANDAR D SIZES	PREMIUM \$ LARGER SIZES	TOTAL \$ (QTY X UNIT\$)
23	Collar Rank insignia; lieutenant, captain, major, Deputy. All gold in color.	135	SEE DESCRIPTION	gold						
24	Black Triple Brim (Smokey Hat) with gold cord, three peace back strap and rain cover. ALBO-CSTB	50	SEE DESCRIPTION	Black						
25	Rank Chevrons, Private, corporal, sergeant, staff sergeant	200	SEE DESCRIPTION	Gold						
26	Short Sleeve, Polo Shirt (Dark Green) Available Sizes: XS – 6XL, Embroider Sheriff Star left breast R = S – 2xl, L = 3 – 6x	200	Men-s K-420, Ladies L-420 Port Authority	Spruce Green	None	Sheriff's Office Logo				
29	Long Sleeve, Polo Shirt (Dark Green) Available Sizes: XS – 6XL, Embroider Sheriff Star left breast	50	Port Authority	Spruce Green	None	Sheriff's Office Logo				
30	Base ball sytle cap, twill with logo.	100	Sportsman	Black	None	Sheriff's Office Logo				
31	Base ball sytle cap, Wool Blend with logo.	100	Sportsman	Black	None	Sheriff's Office Logo				
32	Currently using Galls Commando V Neck Acrylic wool sweater Item #SW665	20	Shoulder patch both sleeves 70% acrylic/30%wool	Black	Two					
33	Tactical cargo shorts	10	6.5 oz polyester/cotton rip-stop Elastic waistband	Khaki	None					

SUPPLIER _____

CONTACT _____

DEPARTMENT: SHERIFF'S OFFICE

UNIFORM OR DRESS SHIRTS / BUTTON FRONT
 PATCHES WILL BE PROVIDED BY FLOYD COUNTY

ITEM #	DESCRIPTION	EST. QTY	COMPARABLE TO MANUFACTURER/STYLE	COLOR(S)	# OF PATCHES SEWN ON	EMBROIDERY REQUIRED	ITEM QUOTED MANUFACTURER/STYLE	UNIT \$ STANDAR D SIZES	PREMIUM \$ LARGER SIZES	TOTAL \$ (QTY X UNIT\$)
34	5.11 Tactical Polo Short Sleeve 41060. Size S to 5XL, 100% smooth cotton fabric. Moisture wicking, mic clip pockets on each shoulder and sternum. Pen pockets on the Lt sleeve, No roll collar.	200	S-3X, (4 & 5 XL are in tall size	LE green, White,Dark Navy, Black, Red,		Sheriff's Office Logo, left breast. First and last name right breast				

SUPPLIER _____

CONTACT _____

DEPARTMENT: MISC DEPARTMENTS							
FOOTWEAR / SHOES OR BOOTS							
MANUFACTURER NAME GIVEN TO ESTABLISH QUALITY STANDARDS							
ITEM #	DESCRIPTION SHERIFF SUBMITTAL	EST. QTY 200 PAIR TOTAL	COMPARABLE TO MANUFACTURER/STYLE	ITEM QUOTED MANUFACTURER/STYLE	UNIT \$ STANDARD SIZES	PREMIUM \$ LARGER SIZES	COMMENTS
1	Thorogood Men's Athletic Oxford style 834-6333						
2	Thorogood Women's Athletic Oxford style 534-6333		Need replacement discontinued style#				
3	Bates patton shoe male 942		see description				
4	Bates patton shoe female 742		see description				
5	Rocky Alpha 8" male style 2165		see description				
6	Rocky Alpha 6" male style 2167		see description				
7	Bates 8" Tactical male boot Style 2260		see description				
8	Bates 8" Lite Tactical female boot Style 2700		see description				
9	Bates 5" Lite Tactical female boot Style 2762		see description				