

# How to do Business with the Town of Southwest Ranches



1. To be added as a vendor you will need to provide the documents below and complete the online [Vendor Application form](#):
  - a. Certificate of Insurance **with the Town listed as an Additional Insured**
  - b. Licenses
  - c. A current [IRS Form W-9](#) (October 2018 Form - see below) **MUST be uploaded.**
  - d. An E-Verify proof of registration - Memorandum of Understanding (MOU). Please download from your account at <https://www.e-verify.gov/employers> **MUST be uploaded (see instruction C. below)**
2. Visit OUR website for the latest requests for Quotations and/or Bids at:
  - a. [www.SouthwestRanches.org/procurement](http://www.SouthwestRanches.org/procurement)
3. Once you locate an item you would like to Bid / Quote on:
  - a. Download the documents
  - b. **Quotations** will list the name of the Department Head requesting the quotations. You may contact the department head directly and submit your quote via Fax, Email or in-person at Town hall.
  - c. **Bids** must be submitted online using the DEMANDSTAR.com E-Bidding Platform
    - i. Many public agencies utilize DemandStar in order to notify businesses and their suppliers of quoting/ contractual solicitation opportunities.
    - ii. Registration is Free and EASY – visit Demandstar.com for instructions
    - iii. At this stage, all questions must ONLY be directed to:

Venessa Redman  
Sr. Procurement and Budget Officer  
13400 Griffin Road  
Southwest Ranches FL 33330  
TEL: 954-343-7467  
EMAIL: [vredman@southwestranches.org](mailto:vredman@southwestranches.org)

## E-Verify Information:

Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

1. If a contractor enters into a contract with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.
2. The contractor shall maintain a copy of such affidavit for the duration of the contract. In accordance with F.S. 448.095 Contractor/Consultant acknowledges and agrees to the following:
  - a) Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Contractor during the term of the contract; and
  - b) Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

# How to do Business with the Town of Southwest Ranches



## E-Verify Memorandum of understanding (MOU)

A) GO to [www.e-verify.gov/employers](http://www.e-verify.gov/employers) For information about the process.

**Employers**

This section provides information for employers and other participants about the verification process, including detailed instructions on handling an employee's Tentative Nonconfirmation and other related topics.

For the latest about E-Verify, check out [What's New](#).

To stay up-to-date, [subscribe to E-Verify emails via GovDelivery](#).

If you are not already enrolled in E-Verify, [explore the program](#) and what it can do for your business, then [learn how to enroll](#).

**Login to E-Verify**

If you are already enrolled in E-Verify and would like to **login** now.

**LOGIN TO E-VERIFY**

**Enroll in E-Verify**  
Begin your E-Verify enrollment here

**Verification Process**  
Create a case, get results and close the case

**Account Compliance**  
E-Verify compliance activities

B) To Enroll in E-Verify, Go to <https://idp.uscis.gov/enroll/Everify> - and click on **[I Agree]** to register

**E-Verify**

### Use Agreement

You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines, or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

By clicking "I agree" below or by using this system, you consent to the terms set forth in this notice.

**I Agree**

Paperwork Reduction Act

OMB Control No. 1615-0092 · Expiration Date 12/31/2024

## C) To access your Company's MOU, please follow these steps:

Log in to your Company's E-Verify Account, under my [Company Profile/Account](#) as seen on the right upper section of the main page, click there and then scroll down on the following screen and there will be a link that shows "[view/print MOU](#)".