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
- 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 inperson 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

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 <u>newly hired</u> 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.

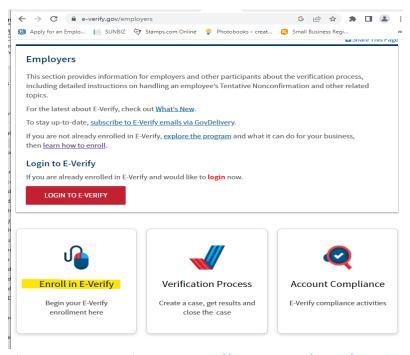
- 1. If a contractor enters into a contract with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.
- 2. The contractor shall maintain a copy of such affidavit for the duration of the contract. In accordance with F.S. 448.095 Contractor/Consultant acknowledges and agrees to the following:
 - 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

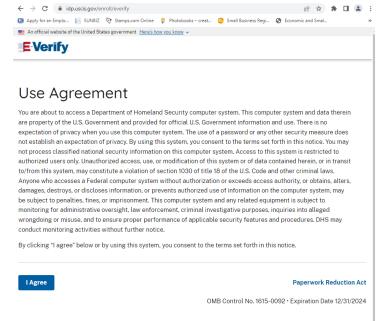
E-Verify Memorandum of understanding (MOU)

A) GO to www.e-verify.gov/employers For information about the process.





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



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

Log in to your Company's E-Verify Account, under my <u>Company Profile/Account</u> 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 <u>"view/print MOU"</u>).