



# Required Paperwork to Ensure a Speedy Payment

A Vendor's Guide on doing business with the City of St. George

The following slides contain the most common documents requested by the City from you, the vendor. Depending on the purchase/project not all of these documents are required. This guide will assist you in knowing ahead of time what will be required.

In the best interest of both a vendor and the City, contracts should be drafted and finalized before any service is provided regardless of the dollar amount. Contracts protect both parties as well as outline the specific expectations and requirements for each project. As a vendor, you should never provide a service without an approved contract.

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## ALL VENDORS

- [W9](#)
- [Invoice](#)

## SERVICE PROVIDER VENDORS

- [W9](#)
- [Bonds](#) (Bid/Performance/Payment)
- [Certification of Legal Work Status](#) (E-Verify)  
(also required for each subcontractor)
- [Proof of Liability Insurance](#)
- [St. George City Business License](#)
- [Waiver and Release upon Payment](#)  
(progress payment & final payment)

All documents MUST be fully completed. Copies of requested documents are acceptable.



# BONDS

## BID Bond

This type of bond is used when bidding on a project. A bid bond assures the City that the bidders have the financial credentials necessary for the job. Most bid bond amounts are set at a % of the bid amount. If the winning bidder declines the job or retracts the bid, the City can make a claim on the bond to recoup the difference between that bid and the next highest bid.

## PERFORMANCE Bond

A performance bond is used to guarantee that the contractor completes the project according to the contract. If the contractor fails to do so, the City can make a claim on the bond.

## PAYMENT Bond

A payment bond is used to guarantee payment in relation to the contract. If the contractor fails to pay suppliers or subcontractors a claim can be made against the bond. Usually Payment and Performance bonds are issued together.

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# Certification of Legal Work Status

Required for both the contractor and each subcontractor

The Certification of Legal Work Status is typically included in your copy of contract documents provided to you by the City's Project Manager. This form contains your E-Verify Number. The form **MUST** be signed and notarized.

Because new employees may be hired at any time, the City requests this form be included and updated with each payment request. The same Certification will **NOT** be accepted for each payment request.

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 **CERTIFICATION OF LEGAL WORK STATUS**  
(Payment request)

By submitting a request for payment, Contractor certifies that it has not and will not during the performance of this contract knowingly employed, or subcontracted with any entity which employs workers in violation of 8 USC § 1324a. Contractor has required all subcontractors at the time they were hired for this project to sign a Certification of Legal Work Status and submitted the Certification to City prior to any work being performed by the subcontractors.

Contractor agrees to produce, at the City's request, documents to verify compliance with applicable State and Federal laws. If Contractor knowingly employs workers or subcontractors in violation of 8 USC § 1324a, such violation shall be cause for unilateral cancellation of the contract between Contractor and City. In addition, Contractor may be suspended from participating in future projects with the City for a period of one (1) year. In the event this contract is terminated due to a violation of 8 USC § 1324a by Contractor or a subcontractor of Contractor, Contractor shall be liable for any and all costs associated with such termination, including, but not limited to, any damages incurred by the City as well as attorney fees. For purposes of compliance, the City requires Contractor and subcontractors to use E-Verify to verify the employment eligibility of all employees as allowed by law and the E-Verify procedures. Contractor and subcontractors must maintain authorized documentation of the E-Verify.

I certify that I have read, understand and agree to comply with the requirements herein.

Contractor Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Company's Unique E-Verification Number: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Official Title \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, who being by me duly sworn did say that he is the \_\_\_\_\_ of \_\_\_\_\_ Company and that he/she executed the foregoing document on its behalf being authorized and empowered to do so by the legal authority of the company and he/she did duly acknowledge to me that such was executed for the uses and purposes state therein.

\_\_\_\_\_  
Notary Public

EXAMPLE

# Proof of Liability Insurance

Proof of Liability Insurance is required on all Labor & Construction related projects. Liability amounts will be specified in each project contract.

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**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MMDDYYYY)  
4/25/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Your Insurance Provider	CONTACT NAME: _____ FAX: _____ PHONE: _____ E-MAIL: _____ ADDRESS: _____
INSURER(S) AFFORDING COVERAGE	
INSURER A: _____ NAME: _____	
INSURER B: _____	
INSURER C: _____	
INSURER D: _____	
INSURER E: _____	
INSURER F: _____	

**COVERAGES**      **CERTIFICATE NUMBER:** \_\_\_\_\_      **REVISION NUMBER:** \_\_\_\_\_

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE	TYPE OF INSURANCE	ADD. SUBR. (INSR. I-IV)	POLICY NUMBER	POLICY EFF. (MMDDYY)	POLICY EXP. (MMDDYY)	LIMITS
A	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					EMERGENCY TRANSPORTATION \$ 1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			9/23/2012	9/23/2013	MED EXP (Any one person) \$ 10,000
						PERSONAL & ADJ LIABILITY \$ 1,000,000
	GENL AGGREGATE LIMIT APPLIES PER POLICY	PROD. <input type="checkbox"/> LOC. <input type="checkbox"/>				GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (See accident) \$ _____
	ANY AUTO					BODILY INJURY (Per person) \$ _____
	ALL OWNED AUTOS	SCHEDULED <input type="checkbox"/>				BODILY INJURY (Per accident) \$ _____
	HIRIED AUTOS	NON-OWNED <input type="checkbox"/>				PROPERTY DAMAGE (Per accident) \$ _____
	UMBRELLA LIAB	OCCUR <input type="checkbox"/>				AGGREGATE \$ _____
	EXCESS LIAB	CLAIMS-MADE <input type="checkbox"/>				EACH OCCURRENCE \$ _____
	DED. RETENTIONS					AGGREGATE \$ _____
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY					COMBINED SINGLE LIMIT PER POLICY \$ _____
	ANY FEDERAL CONTRACTS/ORDERS/AGREEMENTS/STATEMENTS OF WORK EXCLUDED?	Y/N	N/A			E&L EACH ACCIDENT \$ 1,000,000
	WORKERS COMP IN WA			9/23/2012	9/23/2013	E&L DISEASE - (SA EMPLOYEES) \$ 1,000,000
	DESCRIPTION OF OPERATIONS (When First Reported)					E&L DISEASE - POLICY LIMIT \$ 1,000,000
A	Liquor Liability			9/23/2012	9/23/2013	Combined Limit \$2,000,000

DESCRIPTION OF OPERATIONS, ACTIVITIES, VEHICLES (Attach ACORD 101. Additional Remarks Schedule, if more space is required)  
Event: \_\_\_\_\_

Your event description \_\_\_\_\_

No later than event date

<b>CERTIFICATE HOLDER</b>  _____	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>Signature</i>
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# St. George City Business License

Any vendor conducting business within the boundaries of the City of St. George are required to obtain a St. George City Business License.

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To access the “Forms, Applications, Licenses, and Permits” page [CLICK HERE](#)

To access the “Business License Application” [CLICK HERE](#)

# Waiver and Release upon Payment

to be included with an invoice

There are two types of waivers which are commonly used for construction projects.

On large projects and in situations where payments are requested before the completion of the project a progress (or partial) payment may be submitted. Substantial proof that the requested amount equals the labor and materials used on the project may be required.

The other type is for final payment.

The Waiver and Release is typically included in your copy of contract documents provided to you by the City's Project Manager.

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**WAIVER AND RELEASE UPON FINAL PAYMENT**

Property Name: \_\_\_\_\_

Property Location: \_\_\_\_\_

Undersigned's Customer:  
City of St. George

Invoice/Payment Application Number: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

To the extent provided below, this document becomes effective to release and the undersigned is considered to waive any notice of lien or right under Utah Code Ann., Title 38, Chapter 1, Mechanics' Liens, or any bond right under Utah Code Ann., Title 14, Contractors' Bonds, or Section 63G-6-505 related to payment rights the undersigned has on the above described Property once:

(1) the undersigned endorses a check in the above referenced Payment Amount payable to the undersigned; and

(2) the check is paid by the depository institution on which it is drawn.

This waiver and release applies to the final payment for the work, materials, equipment, or combination of work, materials, and equipment furnished by the undersigned to the Property or to the Undersigned's Customer.

The undersigned warrants that the undersigned either has already paid or will use the money the undersigned receives from the final payment promptly to pay in full all the undersigned's laborers, subcontractors, materialmen, and suppliers for all work, materials, equipment, or combination of work, materials, and equipment that are the subject of this waiver and release.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_ (Company Name)

EXAMPLE

# INVOICES

Payments will be mailed 1-2 weeks after the invoice and associated paperwork has been approved.

All invoices submitted to the City of St. George should include the following:

- Purchase Order number
- Description of each line item
- Quantity of each item
- Unit price of each item
- Shipping charges
- “Ship To” location
- Name of City Employee or Department who placed the order

**REMINDER:** The City is Tax-Exempt. The City’s Certificate of Tax-Exemption is located online at [www.sgcity.org](http://www.sgcity.org) > Government > Purchasing and Procurement > Forms and Resources. Or by clicking [HERE](#)

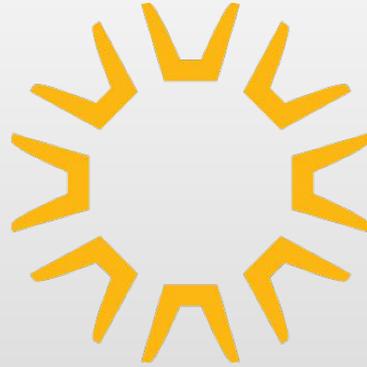
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# St. George

For Additional Info, Contact:

Brett Whitelaw  
Purchasing Manager  
[brett.whitelaw@sgcity.org](mailto:brett.whitelaw@sgcity.org)

Thank you for doing business with the City of St. George