Required Paperwork to Ensure a Speedy Payment

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

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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.

**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.
Every Vendor must provide a recent copy of their W9. You can find a blank fillable W9 by clicking HERE. The most current version has a revision date of “December 2014”

You can email a copy of your W9 to:

brett.whitelaw@sgcity.org and/or jean.wojtyla@sgcity.org

You may also deliver it to the City’s Address:

Purchasing Division
175 E. 200 N.
St. George, UT 84770

Common Errors to Avoid:
- Box 1: Use your legal entity or personal name
- Box 3: Only check one box
- Part 1: Only enter one “TIN”
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.

Source: Certified Insurance Services
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.
Proof of Liability Insurance is required on all Labor & Construction related projects. Liability amounts will be specified in each project contract.
Any vendor conducting business within the boundaries of the City of St. George are required to obtain a St. George City Business License.

To access the “Forms, Applications, Licenses, and Permits” page CLICK HERE

To access the “Business License Application” CLICK HERE
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.
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](http://www.sgcity.org).
End of Slideshow

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

For Additional Info, Contact:

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