



## HOW TO DO BUSINESS WITH GREENE COUNTY

The Greene County Purchasing Department is responsible for the centralized coordination of county purchasing, for the procurement of supplies, equipment, services, and construction for all Greene County departments at the best economic value for the taxpayers of Greene County, Missouri.

### Contact Information

Greene County Purchasing Department  
933 North Robberson (2<sup>nd</sup> Floor)  
Springfield, MO 65802  
Phone: (417) 868-4012  
Fax: (417) 868-4188

### Hours of Operation

The Purchasing Department is located in the Greene County Commission Building. Regular business hours are 7:30 a.m. to 4:30 p.m. Monday through Friday. Vendors are welcome during business hours but are encouraged to call for an appointment.

### How to Register as a Vendor

To register as a vendor with Greene County, submit a completed Vendor Registration and W-9 Taxpayer Identification form to the Purchasing Department (see pages 2-3).

### Bid Opportunities

The Purchasing Department utilizes its own website to notify the general public of bid opportunities. Should you have interest in bidding on one of our proposals then simply visit the [Greencounty.gov/purchasing/](http://Greencounty.gov/purchasing/) website and click on "Current Bids." You'll find a complete listing of all active bids there.

### Business Compliance

The vendor must be in compliance with the laws regarding conducting business in the State of Missouri. The compliance to conduct business in the state shall include but not be limited to:

- Registration of business name (if applicable)
- Certificate of authority to transact business/certificate of good standing (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g., professions/occupations/activities)
- License and permits (eg., city/county license, sales permits)
- Insurance (e.g., worker's compensation/unemployment compensation)

### Out-Of-State-Contractors

Per RSMO Sections 285.230–285.234, Greene County requires out-of-state contractors (transient employers) who do business in Greene County, Missouri to register with the Department of Revenue by submitting a Transient Employer Tax Registration Application (Form 2643T). This form can be located at

<http://dor.mo.gov/forms/>. The transient employer must provide a “financial assurance instrument,” such as a cash bond, surety bond, CD, or irrevocable letter of credit issued by a state or federal institution. In addition, the contractor must provide a Missouri Certificate of Authority number issued by the Secretary of State’s Office and certify to the Department of Revenue that it has sufficient workers’ compensation insurance.

If hiring a Missouri resident, the contractor also must provide a Missouri Employment Security Account number issued by the Missouri Department of Labor & Industrial Relations. Once all registration requirements are met, the Department of Revenue will issue a Notice of Registration to the contractor.

Greene County will require a copy of the Notice of Registration prior to executing a contract with an out-of-state contractor. If you have questions about Missouri’s transient employer law, please contact the Missouri Department of Revenue at (573)751-5860.

### **Accounts Payable**

Greene County  
Attn: Greene County Auditor  
940 Booneville  
Springfield, MO 65802  
(417) 868-4120

### **Payment Terms**

The County’s standard payment terms are net 30 days after receipt of materials or satisfactory completion of services, and receipt of an approved invoice. Where available, discount terms are taken advantage of, such as 2% 10, net 30.

### **Sales Tax**

Greene County is exempt from paying all local and state sales taxes or federal excise taxes. A copy of the State Sales Tax Exemption Certificate can be obtained from the Purchasing Department.



GREENE COUNTY PURCHASING  
933 N ROBBERSON  
SPRINGFIELD, MO 65802  
Phone 417-868-4012 Fax 417-868-4188

## VENDOR REGISTRATION FORM

*This Is Not an Order or Agreement*

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

LIST PRODUCTS OR SERVICES YOUR COMPANY SELLS:
1.
2.
3.

Is your business considered a minority, woman, or veteran owned business?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, which one(s)? \_\_\_\_\_

If so, is it certified by the federal, state, or local government as a minority, woman, or veteran owned business?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, which one(s)? \_\_\_\_\_

If so, please attach certification documentation to this paperwork.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



County of **GREENE** State of Missouri

GREENE COUNTY COMMISSION

933 N. Robberson - Top Floor  
SPRINGFIELD, MO 65802

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**(417) 868-4012**

Office of  
PURCHASING DIRECTOR

**Notice and Instructions to Bidders/Vendors**

**Regarding Sections 285.525 through 285.550 RSMO, Effective January 1, 2009  
and Section 292.675 RSMO, Effective August 28, 2009**

Effective January 1, 2009 and pursuant to the State of Missouri's RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e.g., Greene County, Mo.) to a business entity, the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

RSMO 285.530 pertains to all solicitations for services over \$5,000. RSMO 285.530 does not apply to solicitations for commodities only. If a solicitation is for services and commodities, RSMO 285.530 applies if the services portion of the solicitation is over \$5,000.

Effective August 28, 2009 and pursuant to the State of Missouri's RSMO 292.675, Contractors and subcontractors who sign a contract to work on public works projects must provide a 10-hour OSHA construction safety program, or similar program approved by the Department of Labor and Industrial Relations, to be completed by their on-site employees within sixty (60) days of beginning work on the construction project. Contractors and subcontractors in violation of this provision will forfeit to the public body \$2,500 plus \$100 a day for each employee who is employed without training. Public bodies and contractors may withhold assessed penalties from the payment due to those contractors and subcontractors.

Greene County, Missouri, in order to comply with sections 285.525 through 285.550 and 292.675 RSMO, requires as a condition for the award of any contract or grant in excess of five thousand dollars or any public works project contract, the contractor shall submit the following documents:



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**Required Affidavit for Contracts over \$5,000.00 (US) – Effective 1-1-2009.** Company shall comply with the provisions of Section 285.525 through 285.550 R.S.Mo. Contract award is contingent on Company providing an acceptable notarized affidavit stating:

1. that Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
2. that Company does not knowingly employ any person who is an unauthorized alien in connection the contracted services.

**Required Affidavit for any Public Works Project Contract – Effective 8-28-09.** Company shall comply with the provisions of Section 292.675 R.S.Mo. Contract award is contingent on Company providing an acceptable notarized affidavit stating:

3. that Company has verified the completion of a 10-hour construction safety program with respect to the employees working in connection with the contracted services.

Additionally, Company must provide documentation evidencing current enrollment in a federal work authorization program (e.g. electronic signature page from E-Verify program's Memo of Understanding (MOU)). *See attached sample*

Copies of affidavits can be found and downloaded on the Greene County Purchasing website; <http://www.greencountymo.gov/purchasing/index.php>. *See attached samples*

Greene County encourages companies that are not already enrolled and participating in a federal work authorization program to do so. E-Verify is an example of this type of program. Information regarding E-Verify is available at [http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm) or by calling **888-464-4218**.

If you have any questions, please contact Greene County, Mo., Purchasing Department at 417-868-4012.





**Company ID Number: XXXXXX**

The foregoing constitutes the full agreement on this subject between the SSA, DHS (Department of Homeland Security), and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify Operations at 888-464-4218.

**Employer, Your Company Name**

**John Doe**

\_\_\_\_\_  
Name (Please type or print)

\_\_\_\_\_  
Title

***Electronically Signed***

**01/01/2009**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Verification**

**Department of Homeland Security - Division**

**USCIS Verification Division**

\_\_\_\_\_  
Name (Please type or print)

\_\_\_\_\_  
Title

***Electronically Signed***

**01/01/2009**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sample  
E-Verify  
Memo of Understanding - MOU  
Electronic Signature Page