



Vendor Workshops



The Department of Procurement Administration will hold free Bid and Proposal Preparation Workshops for vendors on the following dates. The workshops are from **4:00 p.m. to 6:00 p.m.** in the Procurement Department Conference Room – 530 Greene Street, Room 605, Augusta, GA 30901

Architectural & Engineering Services workshops are from 3:00 pm to 4:00 pm

Call (706) 821-2422 now to reserve your space in the next workshop.

Walk-ins are Welcome; please arrive 15 minutes prior to your scheduled meeting.

2012 Free Vendor Workshops

How to Become a Registered (Local & Small) Vendor
How to fill out the Vendors' Registration Package – While it is necessary.
 (Held on the 2nd Thursday of each month)

Date	Location	Date	Location
January 12, 2012	Conf. RM 605	September 13, 2012	Conf. RM 605
February 9, 2012	Conf. RM 605	October 11, 2012	Conf. RM 605
March 8, 2012	Conf. RM 605	November 2012- <i>No Class</i>	Conf. RM 605
April 12, 2012	Conf. RM 605	December 2012- <i>No Class</i>	Conf. RM 605
May 10, 2012	Conf. RM 605		
June 7, 2012	Conf. RM 605		
July 12, 2012	Conf. RM 605		
August 9, 2012	Conf. RM 605		

How to Prepare an Invitation To Bid
 (Held on the 3rd Thursday of each month)

Date	Location	Date	Location
January 19, 2012	Conf. RM 605	September 20, 2012	Conf. RM 605
February 16, 2012	Conf. RM 605	October 18, 2012	Conf. RM 605
March 15, 2012	Conf. RM 605	November 2012 - <i>No Class</i>	Conf. RM 605
April 19, 2012	Conf. RM 605	December 2012 – <i>No Class</i>	Conf. RM 605
May 17, 2012	Conf. RM 605		
June 14, 2012	Conf. RM 605		
July 19, 2012	Conf. RM 605		
August 16, 2012	Conf. RM 605		

How to Prepare a Proposal
How to Prepare a Request for Proposal (RFP) / Request for Qualifications (RFQ)
 (Held on the 4th Thursday of each month)

Date	Location	Date	Location
January 26, 2012 – <i>No Class</i>	Conf. RM 605	September 27, 2012	Conf. RM 605
February 23, 2012	Conf. RM 605	October 25, 2012	Conf. RM 605
March 22, 2012	Conf. RM 605	November 2012 - <i>No Class</i>	Conf. RM 605
April 26, 2012	Conf. RM 605	December 2012 – <i>No Class</i>	Conf. RM 605
May 24, 2012	Conf. RM 605		
June 21, 2012	Conf. RM 605		
July 26, 2012	Conf. RM 605		
August 23, 2012	Conf. RM 605		

How to Prepare an Architectural & Engineering (A&E) Proposal
 (Held on 4th Thursday of each month)

Date	Location	Date	Location
January 26, 2012 – <i>No Class</i>	Conf. RM 605	July 26, 2012	Conf. RM 605
February 23, 2012	Conf. RM 605	August 23, 2012	Conf. RM 605
March 22, 2012	Conf. RM 605	September 27, 2012	Conf. RM 605
April 26, 2012	Conf. RM 605	October 25, 2012	Conf. RM 605
May 24, 2012	Conf. RM 605	November 2012 - <i>No Class</i>	Conf. RM 605
June 21, 2012	Conf. RM 605	December 2012 – <i>No Class</i>	Conf. RM 605

Turner Renovations & Modernization of Municipal Building
 Should you have any questions, please email: tschroeder@tcco.com

Please contact **Turner Construction** at the above email address regarding Subcontracting opportunities and or Bid Packages



Community Outreach 2012

<p>The Augusta, Georgia Procurement Department will conduct three (3) Vendor Workshops this year</p> <p>To learn "How to Do Business With Augusta" - Register and come to one of our workshops</p> <p>For more information visit our website at www.augustaga.gov</p> <p>To Register, contact Nancy Williams at (706) 821-2422.</p>	 <p>SAVE THE DATES</p> <p>Turner Renovations & Modernization of Municipal Building</p> <p>For information regarding the availability of Subcontracting opportunities and or Bid Packages, please email: tschroeder@tcco.com</p> <p>July 16th Commission Chambers – 8th Floor 530 Greene Street Augusta, Georgia 30901 5:00 pm – 8:00 pm</p> <p>October 15th Julian Smith Casino 2200 Broad Street Augusta, Georgia 30901 9:00 am – 3:00 pm</p>
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Doing Business with Augusta, Georgia requires vendors to have an E-Verify Number

Georgia Immigration Requirements for Counties

Since 2007, Georgia has mandated that counties comply with several state and federal immigration laws. These requirements have been significantly expanded over the years, most recently with the passage of HB 87 during the 2011 legislative session which added new reporting and penalty provisions.

Counties are required to register for and use the federal verification programs E-Verify and SAVE, utilize and retain the required affidavits, submit annual reports and accept only secure and verifiable documents for purposes of proving identification. Failure to comply with these requirements may result in penalties including loss of qualified government status, monetary fines, removal from office and even jail time.

Reporting Requirements

Counties are required to submit three separate immigration reports annually. The E-Verify Compliance Report must be submitted to the Department of Audits each year by December 31st beginning in 2011. This report will include the public employer's federal work authorization program verification user number and date of authorization and the legal name, address, and federal work authorization program user number of the contractor and the date of the contract between the contractor and public employer.

[E-Verify Compliance Reporting for the Department of Audits](#) [Submit by December 31, 2011]

[Occupation Tax Certificate \(Business License\) Reporting for the Department of Audits](#) [Submit by December 31, 2012]

[Public Benefits Reporting for the Department of Community Affairs](#) [Submit by January 1, 2012]

Georgia counties are required to verify the status of anyone who applies for a public benefit through the county. The benefit may be paid through federal, state or local funds or be administered through a federal, state or local program. Benefits are defined by state statute, O.C.G.A. § 50-36-1, by federal statute, 8 U.S.C. 1611 and 8 U.S.C. 1621, and by the Office of the Attorney General.

Important Websites

[Department of Audits Immigration Information](#)

[Department of Law \(AG's Office\) Immigration Information](#)

[Department of Community Affairs Public Benefits Reporting Website](#)

[E-Verify Website](#)

[SAVE Website](#)