



HOW TO DO BUSINESS

WITH THE

BIBB COUNTY SCHOOL DISTRICT

VENDOR HANDBOOK
2026

PURPOSE OF THE VENDOR HANDBOOK

The purpose of this handbook is to provide information to prospective vendors who will be doing business with the Bibb County School District. This will provide a guideline that is a professional, efficient, and effective process.

This handbook is only a guide; it does not provide all the “Laws” about the procurement office. It provides basic principles that we should adhere to at all times. Please feel free to contact the Procurement Office if you have any questions, or concerns regarding this vendor handbook.



Dear Vendor:

I would like to THANK YOU for being an interested in doing business with the Bibb County School District. We are eager to do business with your company. However, we will like to inform you of some important information pertaining to being a vendor at The Bibb County School District.

This guide is to establish a partnership with the district. Hopefully, we will be able to enhance the current working relationship for all the established vendors, as well as open the door for new vendors within the district.

We encourage all vendors, local and minority owned businesses to review our website continuously, so they can become familiar with our guidelines and expectations. As stated earlier, this is only a guideline; we want all vendors to understand our process and adhere to our policies as we move toward another school year.

Sincerely,

Dr. Elaine M. Wilson

Executive Director of Procurement

VISION

We use technology, as well as accurate training information in order to ensure that all parties involved will be equipped when procuring goods and services daily.

MISSION:

Serve the district and community by providing value-added procurement services and timely acquisition of goods and services necessary to carry out the district's mission. We will continue the mission provided by the district in ensuring that all children within the district have a safe environment with the appropriate tools needed for efficiency. The department is entrusted to operate under sound, fair, and equal policies and procedures that are transparent to the community with equal, open, and fair competition.

VALUES:

Remain dedicated to providing the best value for the administrators, students, and staff with excellent customer service at all times.

CODE OF ETHICS:

The Bibb County Procurement office recognizes the public procurement as a profession and adopts the Code of Ethics promulgated by the National Institute of Governmental Purchasing

CODE OF ETHICS

- ✓ Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.
- ✓ Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.
- ✓ Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
- ✓ Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- ✓ Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.
- ✓ Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
- ✓ Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- ✓ Resists encroachment on control of [personnel](#) in order to preserve integrity as a professional manager.
- ✓ Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in [employment](#) on the basis of politics, religion, color, national origin, [disability](#), gender, age, pregnancy and other protected characteristics.
- ✓ Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.
- ✓ Subscribes to and supports the professional aims and objectives of NIGP - The Institute for Public Procurement.

Reference: [NIGP Code of Ethics](#)

Staff Information

Procurement Contact Information

Email: Procurement@bcsdk12.net

Location: 4580 Cavalier Drive, Macon GA 31211

Fax Number: 478-779-3531

TITLE	NAME	PHONE	EMAIL
Executive Director	Dr. Elaine M Wilson - Beverly	478-779-3526	<u>elaine.wilson@bcsdk12.net</u>
Secretary To Director	Anvenitra Colbert	478-779-3526	<u>Anvenitra.Colbert@bcsdk12.net</u>
Purchasing Agent	KIM MCKAY	478-779-3524	<u>Kimberly.Mckay@bcsdk12.net</u>
Procurement Assistant	Sue Laverty	478-779-3528	<u>Sue.Laverty@bcsdk12.net</u>

THE PURCHASING PROCESS:

The Procurement Office facilitates the purchasing process between the vendor and the Bibb County School District Department/Schools according to the applicable laws, policies, and regulations. The request will be initiated by a representative from the Bibb County School District. A quote will be received from “The Vendor” Of choice. The procurement office and the end user will work jointly in completing the request and issuing of a purchase order to the vendor once everything has been finalized.

As a vendor you are to provide a written quote for all orders initiated by an end user; this will be needed in order to complete the purchasing process and issuing of the purchase order for processing. **NO WORK, SERVICE OR GOODS should be provided to the district, without a VALID PURCHASE ORDER from the Procurement Office.**

The school district will purchase a variety of commodity goods, and service; which may be done in small orders, or bulk shipment depending on the request. However, we will work with any vendor that is able to provide the district, with the best product and service. Please keep in mind Bibb County School District, is affiliated with the State of Georgia, we are not be held liable for late, or interest fees. See State of Georgia (Supplier Website) www.doas.ga.gov.

All orders pertaining to any fundraising activity must be completed with a valid purchase order, due to this being our only way of payment. The terms for **ALL** payments are Net 30; unless otherwise approved.

PROTEST FOR ANY SOLICITATIONS (RFQ'S, RFP'S, AND IFB'S)

Any responding bidder/offeror may protest the process or decision to award a competitive solicitation by submitting a protest in writing to the Procurement Director, Elaine Wilson, Elaine.Wilson@bcsdk12.net; as long as the requirements were met according to the procurement regulations, no later than five (5) business days, after the board approval, or the date the award is posted online, and made to the vendor; whichever occurs first. Any bidder/offeror, who desires to protest an award or decision on a sole source or emergency award, may follow the same process.

The written protest must include the reasoning for the protest, and the relief sought. The protest will be responded within 10 working days of the receipt of the protest: with the action taken, or the decision that is issued. The decision will be final unless the bidder/offeror sends a response within 3 working days of the receipt of the written documentation to the, CFO Eric Bush.

The Deputy Superintendent, CFO will respond within 5 working days of the appeal, stating the decision of the appeal. **The Deputy Superintendent/CFO decision will be final.**



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE

BCSD (BIBB COUNTY SCHOOL DISTRICT) ADHERES TO THE REQUIREMENTS SET FORTH IN THE GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT. AS AMENDED BY THE ILLEGAL IMMIGRATION REFORM ACT OF 2011, OCGA 13-10-90, ET.AL. APPLICABLE DOCUMENTS ARE INCLUDED IN EACH SOLICITATION RELEASED BY BCSD PROCUREMENT AND MUST BE PROPERLY EXECUTED BY RESPONDING SUPPLIERS (INCLUDING THE NOTARIZATION) IN ORDER TO BE CONSIDERED FOR AN AWARD OF ANY SOLICITATION. THIS ALSO INCLUDES ANY VENDOR COMPLETING A “SERVICE” TO THE DISTRICT UNDER QUALIFYING CIRCUMSTANCES.



Bibb County School District
484 Mulberry Street
Macon, GA 31201
Fax (478) 779-3531

Vendor Registration Form

Thank you for your interest in doing business with Bibb County School District. In order to become a registered vendor you must complete and submit the vendor registration form, W-9 and the appropriate "Illegal Immigration Reform and Enforcement Act of 2011" form(s).

**ALL VENDOR REGISTRATION MUST BE COMPLETED
ONLINE VIA BONFIRE ONLY.....**

Bibb County Public School (SERVICES ONLY)
Contractor Affidavit of Compliance under O.C.G.A. § 13-10-91(b) (l)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Bibb County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Bibb County School

Name of Public Entity

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____

in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of authorized Officer or Agent

Subscribed and Sworn Before Me

On This the _____ Day Of _____, 20____.

Notary Public

My Commission Expires: _____

Bibb County School District



Affidavit of Exception (Services ONLY)

I attest that I am exempt from providing an Affidavit of Compliance to Bibb County School District pursuant to O.C.G.A. § 13-10-91, as amended, for one of the following reasons:

_____ I am a sole proprietor with no employees, subcontractors or sub-subcontractors and I will not use employees, subcontractors or sub-contractors for any work performed for Bibb County School District.

***In order to be exempt from compliance under the above exception, in addition to this affidavit you must provide a copy of your State of Georgia driver’s license.**

(Please see

http://www.georgia.gov/vgn/images/portal/cit_1210/50/35/173461453Lists_of_states_that_verify_migration_status_7_26_11.pdf for a list of driver’s licenses from alternative states that can be submitted in lieu of a Georgia driver’s license.)

_____ My company/firm will render services to Bibb County School District; however, the services will not be rendered in the State of Georgia.

_____ My company/firm will only provide goods to Bibb County School District and will not render any physical services to Bibb County School District.

_____ My company/firm will render services to Bibb County School District, however my company/firm has ten (10) or fewer full-time employees.

Vendor Name: _____

Name of Project: _____

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____

in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of authorized Officer or Agent

Subscribed and Sworn Before Me

On This the _____ Day Of _____, 20____.

Notary Public

My Commission Expires: _____

Please attached a copy of your W-9 Form as well with this Form.....

ACKNOWLEDGEMENT FORM

To Whom It May Concern:

Please review the "Paragraph" Below, please fill in the appropriate areas by Printing or Typing, and fax back to the Procurement Office, we will keep this with the vendor application that is on file. If you have any questions, please feel free to contact Elaine Wilson, Procurement Director for the Bibb County School District.

"I am aware and adhere to the policies indicated within this Bibb County School District Vendor Manual, as a new established vendor here with the district, I am willing to abide by the Codes of Ethics within this document, and the policies and procedures indicated."

Signature: _____

Company Name: _____

Title: _____

Date: _____ Email: _____