

# MIDDLE GEORGIA REGIONAL AIRPORT

**Non-Exclusive Automobile Rental Services**



**PROPOSAL SOLICITATION  
25-001-LH**

**Issued: August 1, 2024  
Proposals Due: September 5, 2024, 12:00PM EST**

Middle Georgia Regional Airport  
1000 Terminal Drive, Suite 100  
Macon, GA 31216

**Macon-Bibb County Middle Georgia Regional Airport**

**Non-Exclusive Automobile Rental Services**

**Contents**

I. INVITATION ..... 2

II. GENERAL INFORMATION ..... 2

    2.1 GEOGRAPHICAL INFORMATION ..... 2

    2.2 AIRPORT BACKGROUND ..... 2

    2.3 CURRENT PROGRAMS ..... 3

    2.4 FACILITY INFORMATION ..... 3

    2.5 TOURS ..... 3

III. INSTRUCTIONS TO RESPONDENTS ..... 3

    3.1 INTRODUCTION ..... 3

    3.2 RESPONSIBILITY FOR PROPOSAL ..... 4

    3.3 PROPOSAL SUBMITTAL ..... 4

    3.4 PROPOSAL DEADLINE ..... 4

    3.5 PROPOSAL CRITERIA ..... 4

    3.6 MINIMUM OPERATIONAL REQUIREMENTS ..... 6

    3.7 SBE/DBE ..... 8

    3.8 AGREEMENT TERMS ..... 8

IV. POST-SUBMITTAL EVENTS ..... 10

    4.1 EVALUATION OF PROPOSALS ..... 10

    4.2 PROPOSAL SELECTION ..... 10

    4.3 NOTICE OF ACCEPTANCE OF PROPOSAL ..... 10

    4.4 AUTHORITY CONTACT ..... 11

V. APPENDIX ..... 12

    A. CURRENT USAGE METRICS ..... 12

    B. FACILITIES ..... 14

    D. VENDOR APPLICATION ..... 15

## I. INVITATION

### REQUEST FOR PROPOSAL

The purpose of this Bid Solicitation is to solicit bids from prospective concessionaires (“Bidders”) to award non-exclusive rental car concession privileges at Middle Georgia Regional Airport (MCN) (“Airport”). These instructions are not intended to completely define the proposed contractual relationship between the Bidder and Macon-Bibb County (“County”), but rather provide direct information necessary for completing the bid package.

The Airport will award multiple vendors with terms of service pursuant to space available.

The County will receive sealed proposals in the Procurement Department, Suite 308, Macon-Bibb Government Center, 700 Poplar Street, Macon, Georgia 31201, until 12:00PM EST on Thursday, September 5, 2024. No proposals will be accepted after this designated time. Respondent to this solicitation must submit original hard copy RFP and Flash Drive. Proposals will be publicly opened in the Macon-Bibb County Procurement Department Conference Room on Thursday, September 5, 2024, at 2:00 pm. **All questions concerning this solicitation must be submitted via email to [lhardwick@maconbibb.us](mailto:lhardwick@maconbibb.us) the deadline for submitting questions is Friday, 8/23/2024.**

## II. GENERAL INFORMATION

### 2.1 GEOGRAPHICAL INFORMATION

Macon-Bibb County (MBC) is located roughly 85 miles southeast of Atlanta, Georgia and 167 miles northwest of Savannah. It is situated in the center of the state – hence the nickname “The Heart of Georgia.” Macon is home to two airports, the Middle Georgia Regional Airport (MCN) and the Macon Downtown Airport. Collectively, the MBC airports generate over \$160,000,000 of total economic activity and serve as productive economic engines for the Middle Georgia Region.

The Middle Georgia Regional Airport is conveniently located less than 12 miles from downtown Macon, with easy access to I-75 and I-16. The airport’s location is attractive for cargo operations and was identified as such in a recent study conducted by the Georgia Department of Transportation (GDOT).

### 2.2 AIRPORT BACKGROUND

In 2019, MCN had 17,109 enplanements which is the highest level since 2004. MCN also works with two major gaming operators that host charter flights to their properties. Atlantic City, NJ, Gulfport, MS, and Laughlin, NV are their most common destinations. Additionally, the airport recently secured an MRG which is beneficial in attracting additional air service to the airport. Therefore, we are optimistic that we will continue to see the number of passengers continuing to grow.

In October 2023, Macon-Bibb County acquired the remaining lease of the previous FBO. Recognizing the crucial role that an FBO plays at an airport, MBC gained greater control over this asset. MBC intends to strategically utilize the FBO, now being operated by the County as High Note Aviation, to not only retain

aviation-related industries at the airport but also to foster the growth of businesses operating on or near the airport premises.

### 2.3 CURRENT PROGRAMS

The Middle Georgia Regional Airport accommodates a variety of aviation-related activities that include commercial service, MRO, corporate/business jet, recreational flying, and police/law enforcement. The Airport is currently served by Contour Airlines, who offers daily, roundtrip service to Baltimore-Washington International Airport (BWI). Current data on operational usage can be found in section V of this RFP

Maintenance Repair and Overhaul has been and continues to be a strength of the airport. The airport is home to four major facilities which have housed MRO industry leaders over the years. We expect this sector of the industry to continue to thrive at the airport as there are promising opportunities ahead.

### 2.4 FACILITY INFORMATION

Each of the three rental car counter is approximately one hundred and twelve (112) square feet of space, and each co-located office is approximately two hundred and fourteen (214) square feet of space. These counters and office spaces are located within the first-floor lobby of the terminal facility.

The successful Bidder(s) will also be able to use up to thirty-eight (38) parking spaces in the rental car parking lot, as designated by the Airport Manager.

### 2.5 TOURS

Any Bidders interested in viewing the rental car counters may do so at their convenience during the Airport's normal operating hours. If any Bidder wishes to view the non-public areas of the rental car counters, they may schedule a tour with the Airport. Questions will not be answered on any such tour to be fair to all Bidders that elect not to participate in a tour. Questions may be submitted as indicated herein. The contact person to schedule tours

Heather Lowe, Airport Manager  
Middle Georgia Regional Airport  
1000 Terminal Dr.  
Macon, GA 31297  
[HLowe@maconbibb.us](mailto:HLowe@maconbibb.us)  
O: 478-751-8082

## **III. INSTRUCTIONS TO RESPONDENTS**

### 3.1 INTRODUCTION

The Middle Georgia Regional Airport (MCN) is to solicit bids from prospective concessionaires ("Bidders") to award non-exclusive rental car concession privileges at Middle Georgia Regional Airport (MCN) ("Airport"). These instructions are not intended to completely define the proposed contractual relationship between the Bidder and Macon-Bibb County ("County"), but rather provide direct information necessary for completing the bid package.

### 3.2 RESPONSIBILITY FOR PROPOSAL

Each Respondent is responsible for carefully examining the terms and conditions set forth in this Request for Proposals, for inspecting the rental area, and for otherwise judging for itself all the circumstances and conditions affecting the Respondent's Proposal. Submission of a Proposal shall be conclusive evidence that the Respondent has made such examinations and investigations. Failure on the part of the Respondent to make such examination and to investigate fully and thoroughly shall not be grounds for any declaration that the Respondent did not understand the conditions of the RFP.

### 3.3 PROPOSAL SUBMITTAL

Respondents shall abide by all the procedures set forth in the Request for Proposals in the preparation and submission of their Proposal. Each Respondent must include one unbound original and one digital copy of the Proposal. Mail or deliver this material to:

Procurement Department, Suite 308  
Macon-Bibb City Hall  
700 Poplar Street  
Macon, Georgia 31201

### 3.4 PROPOSAL DEADLINE

Proposals must be received at the address provided in Section 3.3 herein no later than Thursday, September 5, 2024, by 12 p.m. EDT.

### 3.5 PROPOSAL CRITERIA

A successful proposal will be required to include the following information:

1. Background information of business and intended use of the facilities
  - a. Scope of service
  - b. Number of current or projected employees
  - c. Examples of current business operations at other facilities if applicable
  
2. Pricing information –  
Minimum Bid - The successful bid will be required to make the following payments which are calculated monthly. Note that these figures are fixed, **and Bidders may not propose higher or lower prices in their Bids:**  
**Minimum Annual Guarantee (MAG) of \$48,000 or 12% of Annual Adjusted Gross Receipts, whichever is greater. Plus, all of the following:**
  - a. Lease Rate of \$28.94 per square foot of counter and office space; totaling \$9,434.44 per year (\$786.20 per month)
  - b. Counter Space = (112 sq ft x \$28.94) = \$3,241.28 per year
  - c. Office Space = (214 sq ft x \$28.94) = \$6,193.16 per year
  - d. Common Area Maintenance Fee of \$3,422.00 annually for each counter.
  - e. Utilities = (326 sq ft x \$5.00) = \$1,630.00 per year

- f. Terminal Use = (326 sq ft x \$2.00) = \$652.00 per year
- g. Parking Lot Use = (38 spaces x \$30.00) = \$1,140.00 per year

\*Annual Adjusted Gross Receipts at Middle Georgia Regional Airport Operation. Any bid of less than 12% will be rejected. The “Annual Adjusted Gross Receipts of the Middle Georgia Regional Airport Operation” includes the net time and mileage charges received, before discounts, from business at the Middle Georgia Regional Airport, unless the entity has additional rental car locations within 10 statute miles of the Airport. If the agency has additional rental car locations within 10 statute miles, then the bid must specify a verifiable method to determine all charges with a direct or indirect connection to the Airport. For example, a rental car agency that provides a shuttle service from the airport to a remote location for vehicle pickup or other services must explain how such transactions are tracked and credited to airport operations. Explanations that cannot be easily verified or understood will be rejected. It is intended that the airport concession be the primary rental car location in the area.

Annually, effective July 1 of each year, the monthly concession fee/rental payment shall be adjusted in accordance with the Consumer Price Index (CPI) as published using the following formula: multiplying the annual concession fee by a fraction, the numerator of which is the most recent Consumer Price Index for all Urban Consumers – U.S. City Average – All Items published by the Bureau of Labor Statistics and denominator of which is the corresponding index for the comparable period one year earlier. The result shall be rounded up to the next multiple of twelve cents (\$0.12) and then divided by 12 to determine the monthly fee.

3. The location of any rental car operations (fixed or remotely serviced) operated by the entity, parent company or brand name submitting the bid within 35 miles of Middle Georgia Regional Airport (If your entity has an additional location within 10 statute miles, you must provide a verifiable method to determine all charges with connection to airport as described above)
4. List of five similar operations of similar size and scope and include airport contact information
5. Annual Report and/or audited Financial Statements for past two years
6. Resumes of proposed local management personnel
7. If the entity submitting bid is a corporation, a Vote of Corporate Authorization, certifying the corporate capacity and authority of the party signing the bid on behalf of the corporation
8. List of any performance-related claims or litigation against the Bidder by client airports or municipalities for the past five (5) years
9. Completed attachments listed below as applicable:
  - a. Bidder Qualification Form
  - b. Financial and Legal Stability Statement
  - c. Insurability Statement
  - d. Debarment Certificate
  - e. Non-Collusion Affidavit
  - f. Vendor Application
  - g. W-9

### 3.6 MINIMUM OPERATIONAL REQUIREMENTS

#### *A. HOURS OF OPERATION*

##### Airline Operational Hours:

- At least one (1) hour prior to all airline arrivals and until one (1) hour following said arrivals; or until all arrived customers (with or without reservations) have been served.
- Cars are ready for rental and staff are on duty at the airport
- At least two (2) hours prior to all scheduled airline departures.
- A clearly defined and visible method to receive returned vehicles is available

##### Standard Business Hours

- Daily, 8:00 AM to 5:00 PM
- Cars are ready for rental and staff are on duty at the airport

##### After Hours Operations

- A system to return cars whenever the counter is closed, (and when the airport terminal is still open) must be posted and user friendly.
- The after-hours system for returns must be described in complete detail within the Business Operations Plan submitted as part of the Bid Solicitation.
- A system to return cars whether the counter and the airport terminal is closed, may be considered.
- This option may consist of an outdoor key receptacle, drop box, or another method as proposed by the Bidder.

It is the intent of the Airport to provide convenient and courteous car rental services during Airline Operational Hours and Standard Business Hours. Furthermore, the Airport, aims to accommodate the significant amount of normal walk-up business in addition to all passengers utilizing the Airport for commercial airline services. This includes local business, all commercial flights; scheduled, delayed, and other irregular flight deviations, such as unscheduled diversions that may occur.

#### *B. AUTOMOBILES*

Each Bidder is offered thirty-eight (38) parking spaces for the storage of their car rental vehicles. Bidders will have sufficient vehicles to meet the demand of airport car rental business. Automobiles will be clean and mechanically sound, and not exceed five years in age from the date of manufacture. The Business Operations Plan will include a description of how vehicles will be cleaned and maintained.

Maintenance service and roadside assistance must be available 24/7 and fully described in Business Operations Plan.

Outdoor washing of vehicles on airport property is prohibited due to airport environmental restrictions. A vehicle cleaning plan must be included in the Business Operations Plan.

Car rental operators may propose to construct a car wash facility onsite in a location to be designated by the Airport. All utilities required for car wash facilities, and other construction

costs, will be the responsibility of the car rental operator. At the conclusion of the main car rental operator lease term, all constructed facilities will, at the sole discretion of the Airport, either be demolished and the land returned to its original state or left in place for future use by the Airport.

Onsite car wash facility bids should be included in the Bidders' Business Operations Plan and will be evaluated for compliance with the Airport's SWPPP and other local, state, and federal environmental requirements.

Additionally, all proposed car wash structures will be subject to a non-aeronautical land lease rate of two dollars and fifty cents (\$2.50) per square foot per year. Said property, and lease fee, will also need to be calculated and included as a supplemental lease fee in the bidder's minimum bid. The supplemental lease fee will also be bound by the Consumer Price Index (CPI) Adjustment.

All car rental vehicles must be stored in the rental car parking lot in the spaces designated by the Airport Manager and may not be stored, parked in any other location, without prior authorization. The method for customers to receive and return vehicles must be fully described in the Business Operations Plan.

Any rental vehicle returned by a customer to terminal curbside, the employee parking lot, or non- rental car lot must be immediately moved by the Operator. Any rental vehicle left unattended or parked in an unapproved location will be addressed accordingly (towed, ticketed, etc.) by local law enforcement to ensure compliance with federal security regulations.

The Middle Georgia Regional Airport will also accept automobile rental bids which also include an optional additional bid for the rental of small box trucks not to exceed sixteen feet (16ft) in box length and twelve thousand pounds (12,000 lbs.) in gross vehicle weight. Small box trucks must be able to properly fit in a standard vehicle parking space.

Said optional additional bids should include a guaranteed additional minimum annual guarantee (MAG) for truck rentals and a proposed percentage of the annual adjusted gross receipts relating specifically to truck rentals.

#### *C. RELIANCE OF SATELLITE OR OTHER BRANCHES*

It is understood that rental car agencies of the same brand may need to exchange or relocate vehicles as well as assist customers by transporting them to local destinations from time to time. However, the Airport will not authorize a satellite operation at the airport that does not have adequate vehicles readily available for rental or the staff on hand to assist customers during the hours of operation or extended hours in the bid (if greater). Open for business means staffed and with vehicles to rent.

#### *D. CARE OF LEASED SPACE AND PARKING AREAS*

Operator is responsible for the cleanliness of their respective leased space within the terminal facility, as well as their allotted spaces in the Rental Car Parking Area.



*E. OPERATION OF MOTOR VEHICLES BY AUTHORIZED PERSONNEL*

Operator must ensure that personnel and authorized representatives do not race, speed, or operate motor vehicles in an unsafe manner while on airport property. Any violations observed by Airport or County representatives will be immediately reported to the Operator’s appointed manager for correction and discipline. Should this behavior continue, Airport shall have the option of requesting that said employee be removed from the premises.

*F. INSURANCE REQUIREMENTS*

Operator must be licensed to do business within the State of Georgia with a BEST rating of A or better. During the term of the agreement, Operator must maintain insurance in the following amounts:

Comprehensive General Liability:

- \$5,000,000 per each occurrence
- If Operator does not currently carry the limit amount listed above, it will not be an automatic disqualifying factor. Macon-Bibb County will review existing policies prior to selection.
- \$5,000,000 aggregate

Comprehensive Automotive Liability:

- \$1,000,000 per each occurrence
- Property Damage Insurance:
- \$1,000,000 per each occurrence

Worker’s Compensation:

- Georgia Statutory Requirements

In addition to the limits listed above, Operator must also name Macon-Bibb County as additionally insured and provide certificates of insurance prior to initiation of rental car operation. Copies of all incidents regarding their operation at Middle Georgia Regional Airport must be immediately reported to the Macon-Bibb Aviation Department and in-turn, the Macon-Bibb County Risk Management Department. The deductible for each policy must be indicated and approved by Macon-Bibb County.


3.7 SBE/DBE

Middle Georgia Regional Airport is committed to promoting of development of small business enterprises (SBE) and disadvantaged business enterprises (DBE) in this area. All SBE and DBEs are encouraged to participate in this RFP process and Middle Georgia Regional Airport agrees to comply with all applicable federal, state and local laws, including the Civil Rights Act of 1964 as amended

3.8 AGREEMENT TERMS

The following non-exhaustive list of terms will be incorporated in the agreement(s) resulting from this Bid Solicitation. The County reserves the right to add additional terms to the agreement resulting from this Bid Solicitation.

1. The term of this agreement will be for three years, with automatic annual renewals for a term not to exceed five years. If the Airport and tenant agree to continue this agreement beyond five years, they must do so in writing. Rates will continue as outlined herein, including annual Consumer Price Index Adjustments.

2. The airport may audit Rental Car operations at any time. The Rental Car Agency(cies) shall submit monthly activity reports detailing all rental activities at the airport.
3. Car rental operators must establish their own vehicle cleaning stations in a location to be designated by the Airport. Additionally, utilities at these locations are also the responsibility of the car rental operator. Operators and their cleaning activities must follow the Airport's SWPPP and other local, state, and federal environmental requirements. A vehicle cleaning plan must be included in the Business Operations Plan.
4. The rental car agency is responsible for installing necessary computer, telephonic equipment, internet access, and necessary business equipment at the rental car agency's sole expense. The existing booth does have a physical customer service counter in place.
5. The airport shall provide heat, air conditioning and electricity for the terminal counter and office at no additional cost beyond what is already specified in the Bid Solicitation.
6. Public restrooms on the first floor of the terminal are available for customers and employees of the rental car agencies.
7. Thirty-eight (38) rental car spaces are provided as part of the agreement for each counter utilized in the terminal. Rental car agencies are responsible for the daily cleanliness (litter and trash removal) of their parking area and all necessary signage. Signage is subject to approval by the airport manager and will not be withheld unless the airport manager finds the proposed signage is not consistent with airport signage and shall so advise the rental car agency.
8. Snow and ice removal in the rental car lot shall be the sole responsibility of the rental car agency.
9. Either party may terminate the agreement at any time upon 60 days' notice 
10. The rental car agency shall ensure that all employees are respectful and considerate to customers, any other concessionaires in the Airport, and County or Airport personnel. The rental car agency will be responsible for ensuring that it and all its agents or employees abide by the Airport Rules and Regulations.

## **IV. POST-SUBMITTAL EVENTS**

### **4.1 EVALUATION OF PROPOSALS**

Middle Georgia Regional Airport will use evaluation criteria it judges most appropriate to the review process and the relative importance of this criteria will be determined at the sole discretion of the Airport. No Respondent shall have any cause of action against the Airport or County arising out of a failure to secure an agreement with the County, failure by County to consider a Respondent's Proposal or the methods by which the County evaluated Proposals received. The selection of the prospective Operator(s) and the decision to engage in negotiations with that Operator shall be at the sole discretion of the County.

The County intends to enter into an Agreement with selected Operator whose Proposal(s), in the sole judgment of County, is advantageous to County and users of the Airport. The County reserves the right 1) to accept the Operator it deems most suitable and beneficial, 2) to reject any or all Proposals for any reason, and 3) to waive any of the requirements of the Proposal procedures explained in this document. The Authority reserves the right to retain all copies of Proposals submitted by prospective Respondents.

### **4.2 PROPOSAL SELECTION**

The County intends to select a Proposer to lease the car rental facilities at the Airport but reserves the right to accept none of the Proposals, to negotiate for modification of any Proposal with the mutual consent of the Proposer, to accept the Proposal which, in the judgment of the County, shall be deemed the most advantageous to the Authority, and/or to proceed in any other manner deemed to be in the Authority's best interest.

In addition to the minimum evaluation criteria listed above and below, all bids shall be evaluated on, but not limited to, the following:

- Completeness of the Proposal
- Ability to successfully and efficiently execute a plan to make the business operational including completing necessary improvements
- References
- Ability to maintain good management skills, management accountability, and protection of assets
- Responsiveness to the criteria, terms and conditions contained in the solicitation, and attachments
- Ability to work in harmony with the goal of a long-term, mutually beneficial, relationship between the Airport and the selected Proposer

### **4.3 NOTICE OF ACCEPTANCE OF PROPOSAL**

Upon the County's selection of a Proposal, the selected Proposer will be notified upon completion of the evaluation. Should the selected Proposer fail or refuse to so perform, the County reserves the right and shall be free to revoke such selection. The selected Proposer will enter into an Agreement with the County. The Proposer and County will schedule a meeting to discuss the Agreement, if necessary.

4.4 AUTHORITY CONTACT

Inquiries on all matters pertaining to this RFP or the process should be directed to:

Laura Hardwick  
Procurement Director  
Macon City Hall  
700 Poplar Street, Suite 308  
Macon, Georgia 31201

## V. APPENDIX

### A. CURRENT USAGE METRICS

#### A.1 PASSENGER STATISTICS AND AIRLINE INFORMATION

Table 1 below indicates the total amount of enplaned, deplaned, and movement of passengers at Middle Georgia Regional Airport, for years 2021-2023.

<b>Middle Georgia Regional Airport Passenger Statistics</b>			
	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Total Enplanements</b>	9446	11547	10294
<b>Total Deplanements</b>	9457	11431	10196
<b>Total Movements</b>	18903	22978	20490

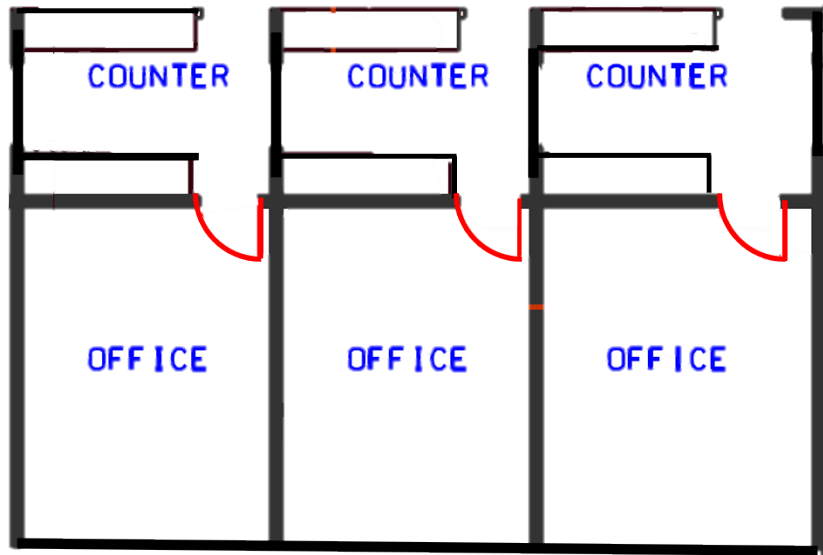
Contour Airlines is the primary air carrier for Middle Georgia Regional Airport (MCN), providing daily air service to Baltimore-Washington International Airport (BWI). Middle Georgia Regional Airport also receives public charter flights for Sun Country Airlines on a monthly or seasonal basis. Table 2 indicates Contour Airlines daily flight schedule as of February 2024.

A.2 SAMPLE AIRLINE SCHEDULE

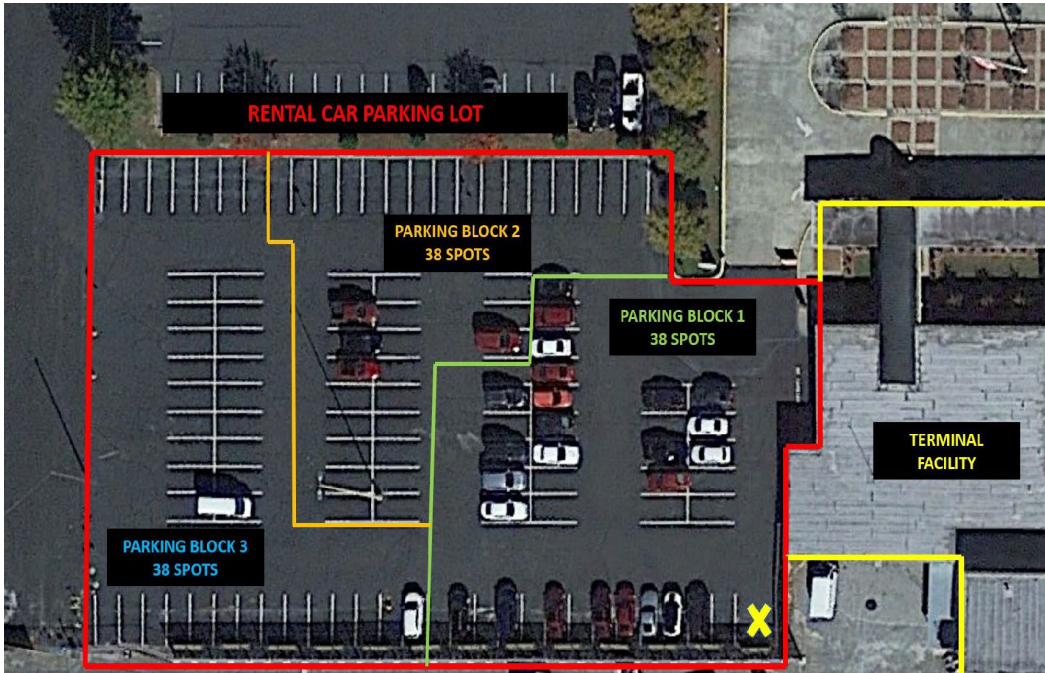
<b>Contour Airlines Schedule February 2024</b>		
<b>Thursday</b>	MCN-BWI	7:00am-8:55am
	BWI-MCN	9:30am-11:40pm
	MCN-BWI	2:45pm-4:40pm
	BWI-MCN	5:15pm-7:25pm
<b>Friday</b>	MCN-BWI	7:00am-8:55am
	BWI-MCN	9:30am-11:40am
	MCN-BWI	2:45pm-4:40pm
	BWI-MCN	5:15pm-7:25pm
<b>Saturday</b>	MCN-BWI	9:15am-11:10am
	BWI-MCN	11:45pm-1:55pm
<b>Sunday</b>	MCN-BWI	9:15am-11:10am
	BWI-MCN	11:45pm-1:55pm
	MCN-BWI	2:45pm-4:40pm
	BWI-MCN	5:15pm-7:25pm
<b>Monday</b>	MCN-BWI	7:00am-8:55am
	BWI-MCN	9:30am-11:40am
	MCN-BWI	2:45pm-4:40pm
	BWI-MCN	5:15pm-7:25pm
<b>Tuesday</b>	MCN-BWI	8:45am-10:40am
	BWI-MCN	3:00pm-5:10pm
<b>Wednesday</b>	MCN-BWI	7:00am-8:55am
	BWI-MCN	9:30am-11:40am
	MCN-BWI	2:45pm-4:40pm
	BWI-MCN	5:15pm-7:25pm

**B. FACILITIES**

*B.1 Counter and Office Facilities*



*B.2 Rental Car Parking Lot*



## D. VENDOR AGREEMENT

### **Registering Online:**

If you wish to register online, please click the link below to complete the vendor application package. It is not necessary to email any documents if you use the link provided. Once the on-line documents are completed, uploaded, and submitted, the online system will automatically transmit documents to the Procurement Department. Upon approval, the procurement team will notify you via email with a vendor number.

<https://www.maconbibb.us/procurement/vendor-application-package/>.

### **Registering by Email:**

If you prefer to download the vendor application package and complete the documents offline, please click the link below:

<https://www.maconbibb.us/wp-content/uploads/2023/09/MACON-BIBB-County-Vendor-Application-Required-Documents-Package.pdf>

Upon completion of the vendor package, the documents can be emailed to [procurement@maconbibb.us](mailto:procurement@maconbibb.us). Once the completed vendor application is received, the procurement team will process your request and contact you via email with a vendor number.

If your business is located in Bibb County, please include a copy of your current Business License. It is very important the **E-Verify Form** is signed and notarized before returning to our department. Additionally, if your business is a **Not for Profit/Non-Profit Organization, please include a copy of your 501-3C letter from the IRS noting approval of the Non-Profit Status.**