



**CITY OF
TALLAHASSEE**

Vendor Notice - March 3, 2021

PANDEMIC: As the City continues to operate under this pandemic, many employees have returned to their offices as we accept this “new normal”. The City continues to screen personnel, including contractors and subcontractors that enter city facilities or buildings. When on City property, please be prepared to answer screening questions, have your temperature taken, maintain your social distance and wear a mask.

INVOICING: The City has recently changed its processing of invoices. This information is also included on the City website but bears repeating. Non-construction invoices should be submitted to invoices@talgov.com.

Your invoice will be rejected if it does not include the following:

- Name of Vendor and Remit To Address
- Purchase Order No. & Invoice No.
- Date of Preparation
- Item Description, Quantity and Price

Submit one invoice per email. Additionally, this email box is not for general correspondence but Invoices only. For the latest information on Payment and Invoices, visit the [City’s website or https://www.talgov.com/doingbusiness/citypayment.aspx](http://www.talgov.com). The City will discontinue supporting or recognizing the accountspayable@talgov.com email address by **May 1, 2021**.

SUPPLIER PORTAL: The City will soon launch a new self-service Supplier Portal **near the end of March** and will discontinue use or support of the old Biz-E portal on May 1. The new Supplier Portal gives vendors the power to:

- Update your contact information in real time (e-mail, telephone, mailing address, and fax);
- Manage direct deposit banking information for faster payments;
- Review past transaction history with the City of Tallahassee; and
- Monitor the status of pending purchase orders or invoices.

Look for more information in the coming weeks.

HOLIDAYS: Last year the City added Emancipation Day as a recognized holiday. Accordingly, City offices will be closed in observance of this holiday. Below is a list of the remaining holidays for the year.

Emancipation Day – Thursday, May 20th	Veteran’s Day – Thursday, November 11th
Memorial Day - Monday, May 31st	Thanksgiving – Thurs-Fri, November 25-26th
Independence Day-Monday, July 5th	Christmas – Friday, December 25th
Labor Day – Monday, September 6th	New Years – Friday, December 31st

E-VERIFY: Effective January 1, 2021, all contractors and subcontractor shall utilize the U.S. Department of Homeland Security’s E-verify system to confirm the employment eligibility of all persons employed by the contractor, including subcontractors assigned by the contractor to perform work. The contractors and subcontractors must adhere to Section 448.095, Florida Statutes (2020). Subcontractors shall provide an affidavit stating that it does not employ, hire or subcontract with unauthorized persons. Contractors must maintain this affidavit for the duration of the contract term.