

## BAY DISTRICT SCHOOLS PURCHASING DEPARTMENT VENDOR APPLICATION

This is a:

NEW VENDOR

Update Current Vendor

App Checklist:

Foreign Attestation

Labor Attestation

W9 Form

Cert of Insurance

E-Verify Cert

**INSTRUCTIONS:** Complete all fields of this application and return it to the Purchasing Department at [Procurement@bay.k12.fl.us](mailto:Procurement@bay.k12.fl.us). **Applications sent in without the required fields completed will not be processed.**

### ADDRESS FOR BIDS, QUOTES/ORDERS (Required Fields)

### REMIT TO ADDRESS: (IF DIFFERENT)

COMPANY APPLICANT'S NAME

COMPANY APPLICANT'S NAME

PO BOX

PO BOX

STREET ADDRESS

STREET ADDRESS

CITY/STATE/ZIP

CITY/STATE/ZIP

CONTACT NAME

CONTACT NAME

PHONE

FAX

WEBSITE ADDRESS:

EMAIL ADDRESS of Primary Contact Person (Required Field)

EMAIL ADDRESS for Purchase Orders: (Required Field)

### E-VERIFY (Florida Statute 448.095)

**VENDORS MUST ATTACH A COMPLETED E-VERIFY CERTIFICATION TO THIS APPLICATION WHEN SUBMITTING. YOU MAY DOWNLOAD THE FORM AT <https://www.bay.k12.fl.us/purchasing>**

### TAX INFORMATION

The Internal Revenue Service (IRS) Codes require us to have the Taxpayer's Identification Number (TIN) on file for all individuals or non-corporate businesses receiving payments after January 1, 1984. There are substantial IRS penalties if we do not comply. Furthermore, under Federal income tax law, you are subject to certain penalties if you do not provide us with your correct social security number or other taxpayer identification number.

**VENDORS MUST ATTACH A COMPLETED IRS FORM W-9 TO THIS APPLICATION WHEN SUBMITTING. YOU MAY DOWNLOAD THE FORM AT <https://www.irs.gov/forms-pubs/about-form-w-9>**

### REQUESTING CENTER (Required Field)

School/Department requesting vendor setup:

Contact Person

Phone Number

## Vendor Affidavit Regarding the Use of Coercion for Labor and Services

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized Representative's Name: \_\_\_\_\_

Authorized Representative's Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Section 787.06(13), Florida Statutes requires all nongovernmental entities (such as Vendor) executing, renewing, or extending a contract with a governmental entity (such as the School Board of Bay County, Florida) to provide an affidavit signed by an officer or representative of Vendor under penalty of perjury that Vendor does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Vendor, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

\_\_\_\_\_  
Signature of Authorized Representative



**E-VERIFY CERTIFICATION**

1. I am (title) \_\_\_\_\_ of \_\_\_\_\_ (“Contractor”).
2. I hereby attest that I am authorized to execute this certification on behalf of the above named company, its owners, directors, and officers.
3. The Contractor has contracted with or may contract with School Board of Bay County Florida (“Board” or “District”) (the “Agreement”).
4. I hereby certify that the Contractor is registered or, if not registered, shall register with and shall use the United States Department of Homeland Security’s E-Verify system to verify the work authorization status of all employees hired during the term of the Agreement and shall provide evidence thereof upon request.
5. The Contractor does not and shall not employ, contract with, or subcontract with an unauthorized alien, pursuant to section 448.095, Florida Statutes.
6. The Contractor/Vendor shall require all subcontractors performing work under the Agreement to use the E-Verify system for any employees they may hire during the term of the Agreement.
7. The Contractor/Vendor shall require all subcontracts performing work under the Agreement to provide an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, pursuant to section 448.095, Florida Statutes. The Contractor shall provide the District with a copy of said affidavit upon receipt and shall maintain a copy during the term of the Agreement.
8. The Contractor/Vendor acknowledges that failure to comply with this provision is a material breach of the Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary).
9. The Contractor/Vendor acknowledges that termination due to failure to comply may result in one (1) year suspension from contracting with the District.

CONTRACTOR NAME:

AUTHORIZED REPRESENTATIVE:

(Printed Name)

(Signature)

(Title)

(Date)

**FOREIGN COUNTRY OF CONCERN ATTESTATION  
(PUR 1355)**

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name:

Title:

Signature:

Date: