



Vendor Application

Interested vendors should fill out the Vendor Application Forms and refer to the Procurement website, at <http://procurement.dadeschools.net> for current solicitations. The completed Vendor Application Forms should be sent by fax or mail to the number or address listed below:

THE SCHOOL BOARD ADMINISTRATION BUILDING
PROCUREMENT MANAGEMENT SERVICES
1450 Northeast Second Avenue
Room 352
Miami, Florida 33132
(305) 995 - 4288
(305) 995 - 2642 FAX

Vendor Application

FOR PROCUREMENT USE ONLY

**Miami-Dade County Public Schools
Procurement Management Services**

Vendor #: _____
Date: _____
Assigned: _____
Assigned By: _____

1 A. _____
Federal Employer Identification Number

If none _____
Owner's Social Security Number

1 B. Name of Business

This name will be used on purchase orders and checks issued to your company.

Name of Firm, Individual(s), Partners or Corporation

Doing Business As (if same as above, leave blank)

Street Address

City State Zip Code

2. Mailing Address (If same as above, leave blank)

Street Address

City State Zip Code

3. Invoice Remittance Address (where check should be mailed)
(If same as mailing address, leave blank)

Street Address

City State Zip Code

4. Telephone/Fax Number/Contact Person

Tel. Number

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800 Number

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Fax Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Contact Person _____

E-Mail _____

5. Affiliated Companies

(Parent company, subsidiary, joint venture, etc.)
Use separate sheet if necessary.

Name of Company

Street Address

City State Zip Code

Tel. Number

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6. Type of Business

Corporation (State Incorporated) _____

(Date Incorporated) _____

Partnership

Sole Proprietorship (One individual owner)

Non-Profit Organization

Joint venture

Other _____

7. Licenses

Occupational License No. _____
(Attach copy of license to application)

Issued by _____

Certificate of Competency (if applicable) _____

Other Licenses _____

8. Primary Business Classification

(Check appropriate type)

Manufacturer/Producer General Contractor

Dealer or Distributor Subcontractor _____
(Type)

Retailer Broker _____
(Type)

Maintenance/Repair Other _____
(Type)

Professional Services _____
(Type)

9. Owner/Gender Classification

(Check those that apply)

Caucasian

African American

Hispanic

Female

Male

Other _____

10. Ownership Disclosure

If the contract or business transaction is with a corporation, partnership, sole proprietorship, or joint venture, the full legal name and business address shall be provided for each officer, director, and stockholder or owner who holds, directly or indirectly, five percent (5%) or more of the stock or ownership. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. Post Office addresses are not acceptable.

Name	Title	Gender	Race/Ethnicity	Stock Ownership

11. Agent, Representative or Employee Authorized to Transact Business on Behalf of the Entity/Firm

Name Title

Name Title

Name of company, if other than applicant

Name of company, if other than applicant

Street Address

Street Address

City State Zip Code

City State Zip Code

Tel. Number

Tel. Number

12. Please use Attachment "A" and type the appropriate categories you would like to receive bid information on. The attachment can be found at <http://procurement.dadeschools.net/pdf/vendorlist.pdf>

Category No.	Item No.	Category No.	Item No.	Category No.	Item No.	Category No.	Item No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Under penalties of perjury, I certify that:

- The number shown on this vendor application is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding. Vendor must cross out Item 2 above if he/she has been notified by the IRS that he/she is currently subject to backup withholding because of failure to report all interest and dividends on his/her tax return.
- I agree with the School Board of Miami-Dade County Business Code of Ethics and agree to comply with this Code and all applicable School Board contracting and procurement policies and procedures. (School Board Rule 6Gx13-3F1.025)

Pursuant to School Board Rule 6Gx13-3F1.025, which may be accessed at <http://www2.dadeschools.net/schoolboard/rules> all bidders, proposers, consultants, and contractors are required to disclose the names of any of their employees who serve as agents or principals for the bidder, proposer or contractor, and who **within the last two years**, have been or are employees of the School Board. Such disclosures will be in accordance with current School Board rules, but will include, at a minimum, the name of the former School Board employee, a list of the positions the employee held in the last two years of his or her employment with the School Board, and the dates the employee held those positions.

(Corporate Seal, if appropriate)

(Signature)

(Date)