

St. John the Baptist Parish Council
Purchasing and Procurement Department
1811 W. Airline Hwy., LaPlace LA 70068
Phone: (985) 652-9569

VENDOR REGISTRATION FORM

COMPANY & CONTACT INFORMATION

Company Name: _____
Street Address: _____
City: _____
State: _____
Zip / Postal Code: _____
Business Telephone: _____
Business Fax: _____

Contact Name: _____
Contact Title: _____
Contact Cell Phone: _____
Contact Email: _____
Business Website URL: _____
Year Established: _____

BUSINESS INFORMATION

Parent Company: _____
Former Name: _____
Accounts Payable Address: _____
City: _____
State: _____
Zip / Postal Code: _____
Business Structure: (Check One)
 Partnership
 Joint Venture
 Corporation
 Sole Proprietorship
 Limited Liability Company
Federal Tax UD# (EIN) or SS # _____
LA State Sales Tax # _____
LA State Contractor's License # _____
Occupational License # _____
St. John Sales Tax # _____

Type of Business: (Check One)
 Maintenance & Construction Services
 Technical & Professional Services
 Manufacturer / Wholesale / Retail Sales
 Other (Specify Below)

List Products / Services Offered: _____

No. of Locations: _____
No. of Full Time Employees: _____
Business Ownership: (Check all that apply)
 Minority Owned Minority Woman Owned (MNW)
 Small Business Non-Minority Woman Owned (NBE)
 Unknown

CUSTOMER REFERENCES

Company Name: _____
Telephone: _____
Contact Name: _____
List Products / Services Provided: _____

Company Name: _____
Telephone: _____
Contact Name: _____
List Products / Services Provided: _____

CONFLICT OF INTEREST

Are you, any member or major stockholder of your firm, or any relatives, employed by or are elected officials of St. John the Baptist Parish Government or any of its agencies?

Check One: Yes No

If Yes, please provide information below:

Name: _____

Relationship: _____

Department / Agency: _____

CONFLICT OF INTEREST Vendor shall exercise reasonable care and diligence to prevent actions or conditions, which could result in a conflict with the best interests of St. John the Baptist Parish Government. This obligation shall apply to the activities of the employees and agents of Vendors in their relationships with the employees and their families of owner, vendors, subcontractors, and third parties arising from contracts or purchase orders for furnishing goods or services to St. John the Baptist Parish Government. Contractor's efforts shall include but not be limited to, establishing precautions to prevent it employees from making, receiving providing, or offering gifts, entertainment, payments, loans, or other considerations of more than normal value.

BUSINESS ETHICS Vendor agrees to comply with all laws and lawful regulations applicable to any activities carried out in the name of or on behalf of the St. John the Baptist Parish Government under the provisions of St. John the Baptist Parish Government contracts or purchase orders including any amendments thereto.

Vendor agrees that all financial settlements, billings and reports rendered to St. John the Baptist Parish Government, will reflect properly the facts about all activities and transactions handled for the account of St. John the Baptist Parish Government, which data may be relied upon as being complete and accurate in any further recording and reporting made by St. John the Baptist Parish Government for whatever purposes.

Further, the undersigned agrees to notify the Purchasing Department by any changes which would materially affect the statements made herein or which could affect conducting business in the best interests of St. John the Baptist Parish Government.

I understand that completing this Vendor Registration Form does not, in and of itself, approve, qualify, or guarantee business transactions between the company listed and St. John the Baptist Parish Government.

Completed by: _____

Date Completed: _____