



Calcasieu Parish Public Schools Vendor Application

Please return all applications to:

1724 Kirkman Street
Lake Charles, LA 70601

PHONE: (337) 217-4070 FAX: (337) 217-4071

New Application

Information Change

Please answer all questions for each new application or informational change. Foreign vendors must complete a Federal Form W-8BEN. Corporation Registration, Insurance Certificates, & Contractor License must be included for both new applications and information changes.

A. GENERAL INFORMATION

Company Name

Purchase Order Mailing Address

Street or PO Box

City/State/Zip Code/County

Area Code/Telephone Number

Fax Number

Accounts Receivable Mailing Address

Street or PO Box

City/State/Zip Code/County

Area Code/Telephone Number

Fax Number

Type of Business Structure / Ownership

Sole Proprietorship Partnership Corporation Limited Liability Company (LLC)

Federal ID or Social Security Number

Louisiana Revised Statutes requires each independent contractor who is an individual, the sole shareholder of a corporation, sole member of a limited liability company, or sole proprietor of a company to provide their social security number and birth date for reporting purposes.

Social Security Number: _____ - _____ - _____

Birth Date: _____ / _____ / _____

KEY EXECUTIVE:

Email Address:

Office Number:

Fax Number:

CONTACT / SALES REPRESENTATIVE:

Email Address:

Office Number:

Cellular Number:

Fax Number:

Calcasieu Parish Public Schools uses e-mail to send and receive quote solicitations from vendors. Please include an e-mail address that is monitored daily to avoid missing business opportunities.

B. SOCIALLY & ECONOMICALLY DISADVANTAGED / LOCAL BUSINESS INFORMATION

Is your business considered as a minority business?

(Proper documentation as to minority status must be submitted with this application if you claim minority status)

Yes No

If yes, please check one of the following boxes that best describes the ownership of your business:

African American

Asian Pacific

Caucasian

DBE or US Small Business 8a

Female

Hispanic-Latino

Indian Subcontinent

Native American

(Note: This information is requested for data-gathering purposes only. It will not be used as part of the process of selecting vendors.)

C. MISCELLANEOUS

- 1) What amount of general liability insurance do you carry? \$ _____ **Insurance certificates must be attached for this application to be processed.**
- 2) Does a Calcasieu Parish School employee or relative have a vested or equity interest in, or work for your business? This excludes publicly traded securities.
- No Yes **IF YES, please name the Calcasieu Parish School employee:** _____

D. PRODUCT / SERVICE CATEGORIES

Please circle no more than one category of products or services that you wish to supply.

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| <ul style="list-style-type: none"> 50. Advertising 51. Art Supplies 1. Asphalt Contractor 52. Athletic Products 53. Audio Visual Products 2. Automotive / Bus Products 54. Automobiles / Buses 55. Awards / Incentives 3. Boiler Contractor / Supplies 4. Broker 5. Business Forms 6. Carpentry Contractor 56. Carpet Cleaning Services 57. Clothing Products 58. Competition Location Services 7. Computer Hardware 82. Computer Internet Services 8. Computer Software 59. Computer Systems 9. Concrete / Masonry Contractor 10. Construction Contractor | <ul style="list-style-type: none"> 11. Construction Design 12. Consulting Services 13. Drain Cleaning Contractor 14. Electrical Contractor 60. Electronic Products 15. Engineering Services 61. Event Services 62. Facility Exterior Products 63. Facility Interior Products 16. Fence Contractor / Materials 64. Financial Services 17. Fire Extinguishers 18. Flooring Contractors/ Materials 19. Food / Food Service Products 65. Fuel 20. Fundraising 21. Furniture, Fixtures 66. Hotel / Motel 22. HVAC Contractor / Materials 67. Instructional Products 23. Janitor Supplies | <ul style="list-style-type: none"> 24. Landscape Cont'r / Materials 25. Lock Contractor / Materials 26. Locker Contractor / Materials 27. Maintenance Supplies 28. Mechanical Contractor 68. Medical / Health Products 69. Musical Products / Services 29. Office Equipment 30. Office Supplies 31. Overhead Door Contractor 32. Paint Contractor / Materials 71. Periodicals / Newspapers 33. Pest Control Services 34. Plaster Contractor 35. Plumbing Cont'r / Materials 72. Printing Services 70. Professional Organization 36. Promotional Items 73. Publishing Services 37. Refrigeration Cont'r / Materials 38. Roofing Contractor / Materials | <ul style="list-style-type: none"> 74. Scientific Products 75. School 39. Security Services 40. Seminars / Educational Services 41. Sheet Metal Cont'r / Materials 44. Snow Plow Contractor 76. Social Services 42. Sporting Goods 43. Steam Cleaning Contractor 77. Teaching Materials 45. Telecom Equipment / Services 46. Textbooks 78. Training Services 47. Transportation Services 79. Travel Agency 80. Uniforms 81. Utility Company 48. Welding Contractor 49. Other: _____ |
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E. VENDOR SIGNATURES

THE INFORMATION CONTAINED IN THIS APPLICATION IS COMPLETE AND ACCURATE IN ALL DETAILS TO THE BEST OF MY KNOWLEDGE.

Printed Name	Signature
Title	Date

Acceptance of this Vendor Application is not intended to imply any assurances that the company will be awarded any contract from Calcasieu Parish Schools. This form is the means by which CPSS matches product requirements with potential vendor capabilities.

The Calcasieu Parish School Board does not discriminate on the basis of race, sex, creed, national origin, age, disabling condition or veteran status in its educational programs, activities, employment policies and purchasing practices.

F. CALCASIEU PARISH SCHOOLS SYSTEM USE ONLY

Director of Purchasing or Designee Signature: _____ Date: _____

Who Should be Notified After the Vendor Number is Assigned: _____ Phone: _____

Vendor Number: _____

Notes / Comments: _____

Referred to CPSS Legal Department on: _____