



Calcasieu Parish Public Schools Vendor Application

Please return all applications to:

3310 Broad Street

Lake Charles, LA 70615

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.

- | | | | |
|-----------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|
| 50. Advertising | 11. Construction Design | 24. Landscape Cont'r / Materials | 74. Scientific Products |
| 51. Art Supplies | 12. Consulting Services | 25. Lock Contractor / Materials | 75. School |
| 1. Asphalt Contractor | 13. Drain Cleaning Contractor | 26. Locker Contractor / Materials | 39. Security Services |
| 52. Athletic Products | 14. Electrical Contractor | 27. Maintenance Supplies | 40. Seminars / Educational Services |
| 53. Audio Visual Products | 60. Electronic Products | 28. Mechanical Contractor | 41. Sheet Metal Cont'r / Materials |
| 2. Automotive / Bus Products | 15. Engineering Services | 68. Medical / Health Products | 44. Snow Plow Contractor |
| 54. Automobiles / Buses | 61. Event Services | 69. Musical Products / Services | 76. Social Services |
| 55. Awards / Incentives | 62. Facility Exterior Products | 29. Office Equipment | 42. Sporting Goods |
| 3. Boiler Contractor / Supplies | 63. Facility Interior Products | 30. Office Supplies | 43. Steam Cleaning Contractor |
| 4. Broker | 16. Fence Contractor / Materials | 31. Overhead Door Contractor | 77. Teaching Materials |
| 5. Business Forms | 64. Financial Services | 32. Paint Contractor / Materials | 45. Telecom Equipment / Services |
| 6. Carpentry Contractor | 17. Fire Extinguishers | 71. Periodicals / Newspapers | 46. Textbooks |
| 56. Carpet Cleaning Services | 18. Flooring Contractors/ Materials | 33. Pest Control Services | 78. Training Services |
| 57. Clothing Products | 19. Food / Food Service Products | 34. Plaster Contractor | 47. Transportation Services |
| 58. Competition Location Services | 65. Fuel | 35. Plumbing Cont'r / Materials | 79. Travel Agency |
| 7. Computer Hardware | 20. Fundraising | 72. Printing Services | 80. Uniforms |
| 82. Computer Internet Services | 21. Furniture, Fixtures | 70. Professional Organization | 81. Utility Company |
| 8. Computer Software | 66. Hotel / Motel | 36. Promotional Items | 48. Welding Contractor |
| 59. Computer Systems | 22. HVAC Contractor / Materials | 73. Publishing Services | 49. Other: _____ |
| 9. Concrete / Masonry Contractor | 67. Instructional Products | 37. Refrigeration Cont'r / Materials | |
| 10. Construction Contractor | 23. Janitor Supplies | 38. Roofing Contractor / Materials | |

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 BOARD 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 CPSP Legal Department on: _____

Revised 9/29/14