



**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 REMIT & CONTACT INFORMATION

Company Name: \_\_\_\_\_  
Remit Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip / Postal Code: \_\_\_\_\_  
Business Telephone: \_\_\_\_\_  
Business Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
Contact Title: \_\_\_\_\_  
Contact Cell Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Purchase Order Email: \_\_\_\_\_  
Business Website URL: \_\_\_\_\_  
Year Established: \_\_\_\_\_

### BUSINESS INFORMATION & 1099 ADDRESS

Parent Company: \_\_\_\_\_  
DBA Name: \_\_\_\_\_  
1099 Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_

Type of Business: (Check One)

- Maintenance & Construction Services
- Technical & Professional Services
- Manufacturer / Wholesale / Retail Sales
- Other (Specify Below)

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 # \_\_\_\_\_

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 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 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 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: \_\_\_\_\_