



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 PAYMENT & CONTACT INFORMATION

Company Name: _____
Remit Payment 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: _____

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 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: _____