

Albuquerque Public Schools Applicant Vendor Questionnaire

THIS QUESTIONNAIRE TO BE COMPLETED BY APPLICANT VENDORS ONLY

Thank you for supporting Albuquerque Public Schools and for applying for a vendor number. Please kindly read the following information about doing business with APS, and fill in, sign, and date where indicated.

Conflict of Interest: No employee or board member of Albuquerque Public Schools (or close relative) has a direct or indirect financial interest in the vendor or in the proposed transaction, and vendor neither employs, nor is negotiating to employ, any Albuquerque Public Schools employee, board member or close relative, and vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made, with the exception of person(s) identified below. *List below the name(s) of any Albuquerque Public Schools employee, board member or close relative who now or within the preceding 12 months (1) works for the vendor; (2) has an ownership interest in the vendor (other than as an owner of less than 1% of vendor's stock, if vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the vendor; (4) has received grant, travel, honoraria or other similar support from vendor; or (5) has a right to receive royalties from the vendor.*

If the vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in vendor, please identify the legislator(s) in the following space: _____

Vendor shall notify Albuquerque Public Schools Purchasing of any change of status related to conflict of interest.

Debarment/Suspension Status: The vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or in receipt of a notice or proposed debarment from any agency. The vendor agrees to provide immediate notice to Albuquerque Public Schools purchasing department buyer in the event of being suspended, debarred or declared ineligible by any department or federal agency, or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract.

Doing Business with APS: The vendor will: a.) not provide any goods or services, including free trials or sample orders, to any APS school or department without a signed and approved Purchase Order from APS's Procurement Department in hand. *APS will not make payment for goods or services that are delivered without an approved Purchase Order;* b.) upon request by APS, provide an itemized written quote that includes item detail, unit costs, shipping costs for goods, and sales tax on services; and c.) include the corresponding Purchase Order Number on all invoices submitted to APS for payment. *The vendor understands that any invoice(s) submitted to APS's Accounts Payable Department for payment without the corresponding Purchase Order Number included on the invoice will NOT be paid, and will be returned for correction and resubmittal.*

Vendor's Tax Classification: Please refer to Box 3 on your IRS Form W-9. If you are an individual/sole proprietor or single-member LLC, copies of the following are REQUIRED to be submitted with this Questionnaire: A City of Albuquerque Business License (or your city of business), A State of New Mexico Gross Receipts Tax Certificate (also known as CRS-1) which is required by law of all entities conducting business in the State of New Mexico, and At least one other business document showing that you are truly in business for yourself offering your services to the general public (e.g. advertisement, yellow pages listing, list of other customers, website print screen, flyer, business card, etc.)

Please provide the following information for your vendor file

Vendor Name: _____ Vendor Contact Person's Name: _____

Phone: _____ Fax: _____ Email to which POs can be sent: _____

Please provide your address for payment remittance if different from the address on your IRS Form W-9

Name: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Please provide your physical address if different from the address on your IRS Form W-9

Name: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Certification: The undersigned hereby certifies that he/she has read this Vendor Questionnaire, and that he/she will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named and that the information contained in this document is true and accurate to the best of their knowledge

Signature: _____ Title: _____ Date: _____

Print Name: _____ Vendor Name: _____

Vendor Principal Owner(s): _____

After completing the areas above, please send this Vendor Questionnaire, the additional documents listed in the section on Tax Classification above (if applicable), and your IRS Form W-9 signed and dated within the last 12 months, to the APS school or department you're working with. Information on this form and your W-9 is used to set up a vendor in APS's financial software and will not automatically make you eligible for electronic notification of bid requests. To register for electronic notification of bid requests, please visit our website at <http://www.aps.edu/procurement/information-for-vendors>. A vendor number is not a PO number, nor does it mean you are a "preferred vendor" or that you have been formally awarded a contract.