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.

Note 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 Albuquerq 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 purcha 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 department without a signed and approved Purchase Order from APS's Procurement Department in hand. APS will not make payment for goods services that are delivered without an approved Purchase Order (b.) upon request by APS, provide an Itemized written quote that includes ite detail, unit costs, shipping costs for goods, and sales tax on services; and c.) include the correspondian purchase Order Number on all most object without the corresponding Purchase Order Number included on the invoice will NOT be paid, and will be returned for correction at resubmitted. Please provide the following information for your vendor file: Vendor Name: Vendor Name: Vendor Name: Vendor Name: Vendor State: State: ZIP Code: Please provide your address for payment remittance 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 the requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named and that the informatic contained in this document is tr	If the vendor is a New Mexico State Legislator o	r if a New Mexico State Legislator hol	ds a controlling interest in ven	dor, please identify the legislator(s)	
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Vendor NAICS code: Vendor Contact Person's Name:	Please provide the following information for y	our vendor file:			
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Please provide your address for payment remittance if different from the address on your IRS Form W-9 Name:					
Name:	Phone: Fax:	Email to which P	Email to which POs can be sent:		
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Print Name: Vendor Name:	requirements. The undersigned further certific	es that they have the authority to co		• • •	
	Signature:	Title:		Date:	
	Print Name:	Vendor Name:			
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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.