



Vendor Qualification/Registration Application

Date: _____ Federal ID or SS#: _____
Legal name of organization: _____

W9 or substitute enclosed. **Submittal of W-9 required or application is not complete!**

Complete Mailing Address for Bids & Purchase Orders:

Street: _____ Suite _____
City _____ State _____ Zip _____ -

Complete Mailing Address for payments (if different from mailing address)

Street: _____ Suite _____
City _____ State _____ Zip _____ -

Type of organization

- Individual (D.B.A)
- Partnership
- Corporation, Incorporated under laws of state
- Joint Venture
- Non-Profit organization
- other

- a) How long have you been in business?
- b) How long have you been doing business under this name?
- c) Under what other names have you or your organization operated under?

d) Person Authorized to Sign Bids, Offers, Contracts:

Name _____ Title _____
Phone _____ email _____

e) Person to contact on Bids or Quotes:

Name _____ Title _____
Phone _____ email _____

f) Type of business

- Service- define _____
- Construction
- Unlimited Contractor - define _____
- Limited Contractor- define _____
- Manufacture
- Wholesale Dealer
- Retail
- Factory representative

g) **Required:** List all commodity code(s) or services available. Only select those you are capable of providing from the enclosed JPS Commodity List (JPSPUR- 105).

h) Work previously done for Jenks, date and Jenks contact reference.

i) Work done for: References (Name of Jenks contact & project or items supplied if applicable)

j) Contractor Section--- Required for Contractors ONLY

Has your organization ever failed to complete an awarded contract? Yes No

If so, explain what project, with whom, and resolution.

Is your organization currently prohibited from doing business in any state? Yes No

If so, please explain.

Current Bond and Insurance certificates:

Is your organization financially stable and capable of the scope of work you are applying for?

Yes No Explain

Other/Comments

By signing this application you are certifying that all information provided is accurate and true. False statements or an incomplete application can disqualify you and/or your company from continued bids and business with Jenks Public Schools in the future.

Name: _____ Title: _____

Signature _____ Date _____

**Electronic versions (protected pdf or tif) of an actual signature are acceptable. A font text 'signature' is not acceptable. The form can be signed by hand and scanned for email or faxed to 918-298-4341.*

Jenks Public Schools: **A Tradition of Excellence with a Vision for Tomorrow**