



VENDOR REGISTRATION FORM

ORDER INFORMATION		PAYMENT INFORMATION	
LEGAL NAME OF ORGANIZATION / INDIVIDUAL		LEGAL NAME OF <u>PAYEE</u>	
ORDER MAILING ADDRESS		PAYMENT MAILING ADDRESS	
ORDER MAILING ADDRESS 2		PAYMENT MAILING ADDRESS 2	
ORDER CITY		PAYMENT CITY	
ORDER STATE	ORDER ZIP	PAYMENT STATE	PAYMENT ZIP
ORDER PHONE NUMBER W/ EXT	ORDER FAX NUMBER	PAYMENT PHONE NUMBER W/ EXT	PAYMENT FAX NUMBER
SALES CONTACT NAME		BILLING CONTACT NAME	
SALES EMAIL ADDRESS		BILLING EMAIL ADDRESS	
EMAIL ADDRESS FOR <u>PURCHASE ORDERS</u>		WEBSITE ADDRESS	
DO YOU REMIT ARIZONA STATE SALES TAX? <input type="checkbox"/> YES <input type="checkbox"/> NO		DOES YOUR COMPANY ACCEPT PURCHASE ORDERS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF GLENDALE ELEMENTARY STAFF WITH WHOM YOU ARE CURRENTLY WORKING		ARE YOU A GESD EMPLOYEE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN: RELATIVE OF GESD EMPLOYEE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN: MEMBER OR RELATIVE OF GESD GOVERNING BOARD? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN:	
DESCRIBE GOODS/SERVICES OFFERED:			

VENDOR ACKNOWLEDGEMENTS BY SIGNING BELOW, I CERTIFY THAT:

- I am duly authorized to certify the information requested herein.
- To the best of my knowledge, the elements of the information provided herein are accurate and true as of this date.
- My organization will comply with all applicable State statutes and Federal regulations that govern purchases from my company.
- Filing of a Vendor Registration Application supplies information only and does not constitute an assumed obligation by Glendale Elementary School District (GESD) to guarantee contractual awards or agreements to my organization.
- Updating information contained on this form is solely the duty of my organization.
- My organization will not provide any product/service without first having in our possession an authorized GESD Purchase Order. No products/services will be provided based on a verbal promise of a Purchase Order or with the submission of a requisition for a Purchase Order. I understand that payment for any product/service provided without an authorized Purchase Order is not the responsibility of GESD and that I will have to obtain payment from the individual requestor.
- My organization will direct all communication regarding GESD Purchase Orders to the GESD Purchasing Department.
- My organization will provide the Purchase Order number on all invoices submitted to GESD. I understand that invoices received without this information will not be paid.
- My organization will submit all invoices directly to GESD Accounts Payable and not to the requesting department or school.
- All goods/services must be received by June 30 of each fiscal year. I understand that it is my responsibility to follow up on payment of invoices within 30 days.
- This form allows GESD to issue PO's and payment to you. It does not provide inclusion in GESD's Bid List. To be included in future bid opportunities, please register separately [https:// https://portals.gesd40.org/bonfirehub.com](https://portals.gesd40.org/bonfirehub.com).

PRINTED OR TYPED NAME	TITLE
SIGNATURE	DATE

Please return this Vendor Registration Form and a **current IRS W-9 Form** to:

Glendale Elementary School District #40
 Attn: Purchasing
 7015 W. Maryland Ave, Bldg. C,
 Glendale, AZ 85303

Email: poquestions@gesd40.org

Questions? 623-237-6282

Revised 1/2022

Glendale Elementary School District #40 Conflict of Interest Disclosure Form

Company Name _____

Arizona State law (ARS, 38-503) requires you to disclose any substantial interest¹ you or your relatives² have in any Glendale Elementary School District vote, decision, contract, sale or purchase. A Glendale Elementary School District Board Member or employee must complete and submit this form promptly when a situation arises or may arise that requires disclosure.

Federal Law (2 CFR 200.112) requires the non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

Are you a Glendale Elementary School District employee? Yes No (If Yes, full solicitation must be done)

Are you a Glendale Elementary School District Board Member? Yes No (If Yes, Please see GESD Policy BCB for Instructions)

	INITIAL EACH STATEMENT
	I understand that if <u>I</u> or a <u>relative</u> has financial or ownership interest in a Glendale Elementary School District matter, I may <u>NOT</u> participate in it in any way for any segment <u>ON</u> behalf of the Glendale Elementary School District.

	I understand that if <u>I</u> or a <u>relative</u> is employed by, is sales representative for or owns part of a business, company, property or partnership I may <u>NOT</u> do any of the following on Glendale Elementary School District behalf:
	<ul style="list-style-type: none">• Participate in selecting a vendor for the goods or services supplied by the business• Vote on or approve the award of a contract to the business• Supervise the work of the business for Glendale Elementary School District• Approve invoices from the business• Participate in determining that Glendale Elementary School District #40 needs the types of goods or services supplied by the business• Participate in resolving any contract disputes between the business and Glendale Elementary School District No. 40

No conflict of interest exists for me at this time. I have no financial and/or ownership interest in any business, company, partnership or property.

Yes, I have financial and/or ownership interest in the following: Business Company Partnership Property

Name of business, company, partnership or property: _____ Phone: (_____) _____

Provide a full description of your financial or ownership interest:

Describe any current or future matters that GESD is or may be involved in that affect the interests you identified above: _____

In signing this form, I understand that there are criminal and civil penalties for violating State of Arizona and Federal laws relating to conflicts-of-interest.

Name (please print): _____ **Telephone:** (_____) _____

Signature: _____ **Date:** _____

¹ **“Substantial Interest” Defined:** A “substantial interest” is any financial or ownership interest, direct or indirect, that isn’t a “remote interest.” For instance, employment by a firm creates a substantial interest. The situations that qualify as “remote interests” under law are very limited.

² **Persons Covered:** The law covers governing members and full-time, part-time and contract employees. Also, any substantial interest of these relatives will be attributed to your: spouse, child, grandchild, parent, grandparent, brother or sister -- whole or half blood -- and their spouses and parents, or a brother, sister or child of a spouse.

EDGAR CERTIFICATIONS

The following certifications and provisions are required and apply when a Glendale Elementary School District #40 expends federal funds for any contract resulting from this procurement process. Accordingly, the parties agree that the following terms and conditions apply to the Contract between Glendale Elementary School District #40, Member and awarded Vendor (“Vendor”) in all situations where Vendor has been paid or will be paid with federal funds:

A. Contractor Violation or Breach of Contract Terms

Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when Glendale Elementary School District #40 expends federal funds, Glendale Elementary School District #40 reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

B. Termination of Cause or Convenience

Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (B) above, when Glendale Elementary School District #40 expends federal funds, Glendale Elementary School District #40 reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Glendale Elementary School District #40 also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if Glendale Elementary School District #40 believes, in its sole discretion that it is in the best interest of Glendale Elementary School District #40 to do so. Vendor will be compensated for work performed and accepted and goods accepted by Glendale Elementary School District #40 as of the termination date if the contract is terminated for convenience of Glendale Elementary School District #40. Any award under this procurement process is not exclusive and Glendale Elementary School District #40 reserves the right to purchase goods and services from other vendors when it is in Glendale Elementary School District #40’s best interest.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

C. Equal Employment Opportunity

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Pursuant to Federal Rule (C) above, when Glendale Elementary School District #40 expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does Vendor agree to abide by the above? YES _____ Initials of Authorized Representative of Vendor

D. Davis-Bacon Act

When required by Federal program legislation, contractor agrees that, for all prime construction contracts in excess of \$2,000, contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. Current prevailing wage determination issued by the Department of Labor are available at www.wdol.gov. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. Contractor further agrees that it shall also comply with the Copeland "AntiKickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The Glendale Elementary School District #40 must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when Glendale Elementary School District #40 expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable DavisBacon Act provisions.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

E. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)

Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers, Contractor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when Glendale Elementary School District #40 expends federal funds, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Glendale Elementary School District #40 resulting from this procurement process.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

F. Rights to Invention Made Under a Contract or Agreement

If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations

and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Glendale Elementary School District #40, Vendor certifies that during the term of an award for all contracts by Glendale Elementary School District #40 resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (6) above.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

G. Clean Air Act and Federal Water Pollution Act

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 74017671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by Glendale Elementary School District #40, Vendor certifies that during the term of an award for all contracts by Glendale Elementary School District #40 resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

H. Debarment and Suspension

Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Glendale Elementary School District #40, Vendor certifies that during the term of an award for all contracts by Glendale Elementary School District #40 resulting from this procurement process, Vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

I. Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by Glendale Elementary School District #40 Member, Vendor certifies that during the term and after the awarded term of an award for all contracts by Glendale Elementary School District #40 resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does Vendor agree? YES _____ **Initials of Authorized Representative of Vendor**

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Glendale Elementary School District #40 for any contract resulting from this procurement process, Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. Vendor further certifies that it will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does Vendor agree? YES _____ **Initials of Authorized Representative of Vendor**

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When Glendale Elementary School District #40 expends federal funds for any contract resulting from this procurement process, Vendor certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does Vendor agree? YES _____ **Initials of Authorized Representative of Vendor**

CERTIFICATION OF EQUAL EMPLOYMENT STATEMENT

It is the policy of Glendale Elementary School District #40 not to discriminate on the basis of race, color, national origin, gender, limited English proficiency or handicapping conditions in its programs. Vendor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this Contract, with respect to hire, tenure, terms, conditions and privileges of employment, or a matter directly or indirectly related to employment, because of age (except where based on a bona fide occupational qualification), sex (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry. Vendor further agrees that every subcontract entered into for the performance of this Contract shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

Glendale Elementary School District #40 has a preference for domestic end products for supplies acquired for use in the United States when spending federal funds (purchases that are made with non-federal funds or grants are excluded from the Buy America Act). Vendor certifies that it is in compliance with all applicable provisions of the Buy America Act.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336

Vendor agrees that the District's Inspector General or any of their duly authorized representatives shall have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTRS

Vendor agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

VENDOR AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, RULES, REGULATIONS, AND ORDINANCES. IT IS FURTHER ACKNOWLEDGED THAT VENDOR CERTIFIES COMPLIANCE WITH ALL PROVISIONS, LAWS, ACTS, REGULATIONS, ETC. AS SPECIFICALLY NOTED ABOVE.

Vendor Name: _____

Phone: _____ Fax: _____

Printed Name and Title of Authorizes Representative: _____

Email Address: _____

Signature of Authorized Representative: _____

Date: _____