



VENDOR APPLICATION

Metro Tech Employee Status: Applicant must select one of the following options:

1. ☐ Current Metro Tech Employee
2. ☐ Not a Current Metro Tech Employee

Company Name	
Federal Tax ID Number or SSN	
Address/City/State/Zip Code	
Type of Business – Product(s) Sold/ Services Provided	
Name of Contact	
Email Address for Purchase Orders	
Telephone Number	
Remit to Address (if different from above)	
Accounts Receivable Email Address	

*******A W-9 FORM MUST BE SUBMITTED WITH THIS APPLICATION*******

_____ ("Vendor") hereby acknowledges that it has a contract with or will receive a purchase order from Metro Area Vocational Technical School District #22 Oklahoma County, Oklahoma, a/k/a Metro Technology Centers, for services to be performed on school premises. Vendor declares that it has verified and will continue to verify that none of its employees working on school premises shall have been convicted in the State of Oklahoma, the United States, or any other state of 1) any felony offense within the last ten (10) years unless such an employee has received a presidential or gubernatorial pardon, or 2) any sex offense subject to a Sex Offenders Registration Act, or 3) any offense subject to the Mary Rippy Violent Crime Registration Act.

Vendor acknowledges that, pursuant to 57 O.S. § 589, it is unlawful for any person registered pursuant to the Sex Offenders Registration Act or the Mary Rippy Violent Crime Registration Act to work with or provide services to children or to work on school premises and that it is unlawful for Vendor to knowingly and willfully allow any employee to work with children or to work on school premises who is registered pursuant to the Sex Offenders Registration Act or the Mary Rippy Violent Crime Registration Act.

Vendor further verifies that it does not employ persons in violation of the Oklahoma Taxpayer and Citizen Protection Act (25 O.S. §§ 1312, 1313, and 68 O.S. § 2355) and that this Vendor complies and will continue to comply with the requirements of the Act. Metro Technology Centers is committed to a policy of equal employment opportunity and affirmative action, and does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, or handicap.



Utilization of any agency for goods and services is predicated upon its adherence to a similar policy of nondiscrimination and affirmative action.

The undersigned (authorized agent), of lawful age, being first duly sworn, on oath says that the invoice or claim is true and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed or supplied) in accordance with the plans, specifications, orders, or requests furnished the Affiant. Affiant further states that he/she has made no payment directly or indirectly to any elected official, officer, or employee of the state of Oklahoma, any county or local subdivision of state, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is required.

Metro Technology Centers is a tobacco-free and weapons-free workplace for all schools, buildings and grounds whether leased or owned by the District. Use of tobacco products or possession of a weapon, while on any District grounds, in any District buildings, or in any District vehicle is prohibited. Violations could include termination of employment and/or contract with the District.

Please answer the following questions:

- Has your company ever been debarred from doing business with any federal, state, local agency or school district? ☐ Yes ☐ No
- If yes, please provide details including name, date and reason for debarment. Attach sheet.
- Have you or any person working for you or your company used funds to influence or attempt to influence any officer, or employee of Metro Technology Centers? ☐ Yes ☐ No

**IT IS A VIOLATION OF OKLAHOMA STATE LAW TO PROVIDE
ANY GOODS AND/OR SERVICE(S) PRIOR TO THE ISSUANCE OF
A PURCHASE ORDER OR WITHOUT A VALID PURCHASE ORDER**

I _____ being the authorized agent have read the forgoing document and hereby acknowledge the Vendor's responsibility to adhere to the District's policy. I further attest that the information provided on this application is true to the best of my knowledge.

Signature _____ Date _____

Please email forms and /or questions to purchasing@metrotech.edu

*****PLEASE FOLLOW THE LINK TO W-9 AND SUBMIT WITH APPLICATION*****

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>



Insurance Requirements for Service Provider Vendors

Vendors coming on to Metro Technology Centers premises to do work or provide services are required to have insurance. Insurance is necessary to cover any claims or losses for which the Vendor may be responsible.

The following minimum insurance standards shall apply to all Vendors performing, selling, installing or distributing products and services at Metro Technology Centers. If a product or service, in the opinion of the Director of Environmental Safety and Regulatory Affairs, represents an unusual or exceptional risk, additional insurance for that product or service may be required. Proof of insurance will be required prior to commencement of work, and must be emailed to: purchasing@metrotech.edu.

Payment for services rendered or product received will not be released until your insurance certificates are on file:

- Commercial general Liability Insurance: Including Bodily Injury and Property Damage liability, Independent Contractors Liability, Contractual Liability, Product Liability and Completed Operations Liability.
- Workers Compensation: Statutory limits are required.
- Automobile Liability: For Vendors who will drive on Metro Technology Centers property.
- Professional Liability.

Vendors shall name Metro Technology Centers as an additional insured on its general liability insurance policy as it pertains to work done/service provided/product delivered to Metro Technology Centers and shall provide 30-day notice of cancellation or nonrenewal of coverage to Metro Technology Centers. Such insurance must be primary as to any other valid and collectible insurance.

Metro Technology Centers does not need to be named as an additional insured on the workers compensation policy. Any liability coverages on a "claims made" basis should be designated as such on the certificate.

Coverages and limits are to be considered as minimum requirements and in no way limits the liability of the Vendor.