

### Documents List

The purpose of the table below is to assist suppliers in the identification and completion of required documents for the various types of supplier registrations, certifications, and pre-qualifications available through the eProcure Supplier Portal. The section numbers indicate which type of certification or pre-qualification the document is associated with as per the outline provided in the overview above.

| Section #                                         | Documentation                                                                                                                          | Required for Standard Registration | Required for E/S/M/WBE Certification | Required for Construction Pre-Qualification | Notes                                                                                                                                                                                                                                                                        |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Standard Supplier Registration Attachments</b> |                                                                                                                                        |                                    |                                      |                                             |                                                                                                                                                                                                                                                                              |
| 1.3.8                                             | W-9                                                                                                                                    | X                                  | X                                    | X                                           |                                                                                                                                                                                                                                                                              |
| 1.3.9                                             | Attach IRS Letter with EIN Number                                                                                                      | X                                  | X                                    | X                                           |                                                                                                                                                                                                                                                                              |
| <b>New ESMWBE Certification Attachments</b>       |                                                                                                                                        |                                    |                                      |                                             |                                                                                                                                                                                                                                                                              |
| 2.3.1                                             | Proof of Citizenship / Ethnicity<br>(Birth Certificate, Permanent Resident Card, Certificate of Naturalization, Tribal Card, Passport) |                                    | X                                    |                                             | Required for suppliers seeking<br>Emerging Small/Minority/Women Business Enterprise (E/S/M/WBE)<br>Minority Business Enterprise (MBE)<br>Minority/Women Business Enterprise (M/WBE)<br>Small/Minority/Women Business Enterprise (S/M/WBE)<br>Women Business Enterprise (WBE) |
| 2.3.2                                             | Proof of Identification<br>(Driver's License, State Issued Identification Card)                                                        |                                    | X                                    |                                             | Required for suppliers seeking<br>Emerging Small/Minority/Women Business Enterprise (E/S/M/WBE)<br>Minority Business Enterprise (MBE)<br>Minority/Women Business Enterprise (M/WBE)<br>Small/Minority/Women Business Enterprise (S/M/WBE)<br>Women Business Enterprise (WBE) |
| 2.3.3                                             | Business Tax Receipt for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties                           |                                    | X                                    |                                             |                                                                                                                                                                                                                                                                              |
| 2.3.4                                             | Municipal Business Tax Receipts for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties                |                                    | X                                    |                                             |                                                                                                                                                                                                                                                                              |
| 2.3.5                                             | Proof of Business Location /Operation in Tri-County Area (I.e., Lease Agreement, or Property Tax Bill)                                 |                                    | X                                    |                                             |                                                                                                                                                                                                                                                                              |
| 2.3.7                                             | Federal Income Tax Returns, Including Schedule K-1 or Schedule G. (The previous two (2) years' Tax Returns)                            |                                    | X                                    |                                             |                                                                                                                                                                                                                                                                              |
| 2.3.8                                             | Attach Personal Tax Returns, Including a Schedule C. (The previous two (2) years' Tax Returns)                                         |                                    | X                                    |                                             | Only required if the Business Type is Sole Proprietor                                                                                                                                                                                                                        |



| Section # | Documentation                                                                                                                   | Required for Standard Registration | Required for E/S/M/WBE Certification | Required for Construction Pre-Qualification | Notes                                                                                      |
|-----------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------|
| 2.3.9     | Federal Income Tax Returns for Subsidiaries and/or Affiliates, including Schedule K-1 or Schedule G. The previous two (2) years |                                    | x                                    |                                             |                                                                                            |
| 2.3.10    | Resume of Principal Owner(s) and Key Employee(s)                                                                                |                                    | x                                    |                                             |                                                                                            |
| 2.3.11    | List of all current employees and copy of 1099 for each employee 02 Form 941                                                    |                                    | x                                    |                                             | See <a href="#">Attachments &amp; Templates</a> for further details.                       |
| 2.3.13    | Certificate of Formation (signed by State Official)                                                                             |                                    | x                                    |                                             | Only required if the Business Type is General Partnership                                  |
| 2.3.14    | Attach Articles of Incorporation                                                                                                |                                    | x                                    |                                             | Only required if the Business Type is Corporation                                          |
| 2.3.15    | Attach Corporate By-laws                                                                                                        |                                    | x                                    |                                             | Only required if the Business Type is Corporation                                          |
| 2.3.16    | Attach Stock Certificates (front and back)                                                                                      |                                    | x                                    |                                             | Only required if the Business Type is Corporation                                          |
| 2.3.17    | Attach Stock Ledger                                                                                                             |                                    | x                                    |                                             | Only required if the Business Type is Corporation                                          |
| 2.3.18    | Attach Operating Agreement                                                                                                      |                                    | x                                    |                                             | Only required if the Business Type is Limited Liability Corporation                        |
| 2.3.19    | Attach Assumed Name Certificate (if applicable)                                                                                 |                                    | x                                    |                                             | Only required if the Business Type is Limited Liability Partnership or Limited Partnership |
| 2.3.20    | Attach Partnership Agreement (including Buy-Sell and Profit Sharing Agreements)                                                 |                                    | x                                    |                                             | Only required if the Business Type is Limited Liability Partnership or Limited Partnership |
| 2.3.28    | New Businesses ONLY - Balance Sheet and Income Statement from within 90 days                                                    |                                    | x                                    |                                             | Only required if your company has been in business for less than 2 years                   |
| 2.4.3     | Ownership Template.                                                                                                             |                                    | x                                    |                                             | See <a href="#">Attachments &amp; Templates</a> for further details.                       |
| 2.4.4     | Officers/Directors of Corporation/Board of Directors Template.                                                                  |                                    | x                                    |                                             | See <a href="#">Attachments &amp; Templates</a> for further details.                       |
| 2.4.5     | Day-to-Day Management Operations Template.                                                                                      |                                    | x                                    |                                             | See <a href="#">Attachments &amp; Templates</a> for further details.                       |
| 2.4.6     | Affidavit                                                                                                                       |                                    | x                                    |                                             | See <a href="#">Attachments &amp; Templates</a> for further details.                       |

| Section #                                        | Documentation                                                                                                                       | Required for Standard Registration | Required for E/S/M/WBE Certification | Required for Construction Pre-Qualification | Notes                                                                                                                                                                                                                                                                        |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reciprocal Certification Attachments</b>      |                                                                                                                                     |                                    |                                      |                                             |                                                                                                                                                                                                                                                                              |
| 2.5.2                                            | Business Tax Receipt for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties                        |                                    | X                                    |                                             |                                                                                                                                                                                                                                                                              |
| 2.5.3                                            | Municipal Business Tax Receipts for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties             |                                    | X                                    |                                             |                                                                                                                                                                                                                                                                              |
| 2.5.12                                           | Affidavit.                                                                                                                          |                                    | X                                    |                                             |                                                                                                                                                                                                                                                                              |
| <b>Recertification Certification Attachments</b> |                                                                                                                                     |                                    |                                      |                                             |                                                                                                                                                                                                                                                                              |
| 2.6.2                                            | Proof of Citizenship / Ethnicity (Birth Certificate, Permanent Resident Card, Certificate of Naturalization, Tribal Card, Passport) |                                    | X                                    |                                             | Required for suppliers seeking<br>Emerging Small/Minority/Women Business Enterprise (E/S/M/WBE)<br>Minority Business Enterprise (MBE)<br>Minority/Women Business Enterprise (M/WBE)<br>Small/Minority/Women Business Enterprise (S/M/WBE)<br>Women Business Enterprise (WBE) |
| 2.6.3                                            | Proof of Identification (Driver's License, State Issued Identification Card)                                                        |                                    | X                                    |                                             | Required for suppliers seeking<br>Emerging Small/Minority/Women Business Enterprise (E/S/M/WBE)<br>Minority Business Enterprise (MBE)<br>Minority/Women Business Enterprise (M/WBE)<br>Small/Minority/Women Business Enterprise (S/M/WBE)<br>Women Business Enterprise (WBE) |
| 2.6.4                                            | Business Tax Receipt for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties                        |                                    | X                                    |                                             |                                                                                                                                                                                                                                                                              |
| 2.6.5                                            | Municipal Business Tax Receipts for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties             |                                    | X                                    |                                             |                                                                                                                                                                                                                                                                              |
| 2.6.6                                            | Proof of Business Location /Operation in Tri-County Area (I.e., Lease Agreement, or Property Tax Bill)                              |                                    | X                                    |                                             |                                                                                                                                                                                                                                                                              |
| 2.6.8                                            | Federal Income Tax Returns, Including Schedule K-1 or Schedule G. (The previous two (2) years' Tax Returns)                         |                                    | X                                    |                                             |                                                                                                                                                                                                                                                                              |
| 2.6.9                                            | Personal Tax Returns, Including a Schedule C. (The previous two (2) years' Tax Returns)                                             |                                    | X                                    |                                             | Only required if the Business Type is Sole Proprietor                                                                                                                                                                                                                        |
| 2.6.10                                           | Federal Income Tax Returns for Subsidiaries and/or Affiliates, including Schedule K-1 or Schedule G. (The previous two (2) years    |                                    | X                                    |                                             |                                                                                                                                                                                                                                                                              |
| 2.6.11                                           | Resume of Principal Owner(s) and Key Employee(s)                                                                                    |                                    | X                                    |                                             |                                                                                                                                                                                                                                                                              |

| Section #                                                  | Documentation                                                                | Required for Standard Registration | Required for E/S/M/WBE Certification | Required for Construction Pre-Qualification | Notes                                                                                      |
|------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------|--------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------|
| 2.6.12                                                     | List of all current employees and copy of 1099 for each employee 02 Form 941 |                                    | x                                    |                                             |                                                                                            |
| 2.6.14                                                     | Certificate of Formation (signed by State Official)                          |                                    | x                                    |                                             | Only required if the Business Type is General Partnership                                  |
| 2.6.15                                                     | Articles of Incorporation                                                    |                                    | x                                    |                                             | Only required if the Business Type is Corporation                                          |
| 2.6.16                                                     | Corporate By-laws                                                            |                                    | x                                    |                                             | Only required if the Business Type is Corporation                                          |
| 2.6.17                                                     | Stock Certificates (front and back)                                          |                                    | x                                    |                                             | Only required if the Business Type is Corporation                                          |
| 2.6.18                                                     | Stock Ledger                                                                 |                                    | x                                    |                                             | Only required if the Business Type is Corporation                                          |
| 2.6.19                                                     | Operating Agreement                                                          |                                    | x                                    |                                             | Only required if the Business Type is Limited Liability Corporation                        |
| 2.6.20                                                     | Assumed Name Certificate (if applicable)                                     |                                    | x                                    |                                             | Only required if the Business Type is Limited Liability Partnership or Limited Partnership |
| 2.6.21                                                     | Partnership Agreement (including Buy-Sell and Profit Sharing Agreements)     |                                    | x                                    |                                             | Only required if the Business Type is Limited Liability Partnership or Limited Partnership |
| 2.6.29                                                     | New Businesses ONLY - Balance Sheet and Income Statement from within 90 days |                                    | x                                    |                                             | Only required if your company has been in business for less than 2 years                   |
| 2.6.38                                                     | Ownership Template.                                                          |                                    | x                                    |                                             |                                                                                            |
| 2.6.39                                                     | Officers/Directors of Corporation/Board of Directors Template.               |                                    | x                                    |                                             |                                                                                            |
| 2.6.40                                                     | Day-to-Day Management Operations Template.                                   |                                    | x                                    |                                             |                                                                                            |
| 2.6.41                                                     | Affidavit.                                                                   |                                    | x                                    |                                             |                                                                                            |
| <b>Pre-Qualification Attachments for new registrations</b> |                                                                              |                                    |                                      |                                             |                                                                                            |
| 3.2.1                                                      | Disqualification Statement.                                                  |                                    |                                      | x                                           | See <a href="#">Attachments &amp; Templates</a> for further details.                       |
| 3.3.1                                                      | Principal Officers Information template (Corporation)                        |                                    |                                      | x                                           | Only required if the Business Type is Corporation                                          |