



3300 Pennsylvania Avenue, Charleston, West Virginia 25302 (304) 348-6120 Fax: (304) -348-6112  
Alan Cummings, Director of Purchasing

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TO: PROSPECTIVE VENDORS  
FROM: ALAN CUMMINGS, DIRECTOR  
PURCHASING AND SUPPLY MANAGEMENT

Before goods or services can be sold to the Kanawha County Board of Education, RESA III and Kanawha County Public Library, the enclosed Vendor Registration and Disclosure Statement and Commodity Bid List must be completed.

As a requirement of WV Code §5A-3-10a, we are required to obtain an affidavit from the prospective vendor certifying there are no debts owed to the State in the excess of \$1000.00 aggregate.

We recommend the original vendor application be returned by U S Mail. However, e-mail copies shall be accepted. You may scan the original document to [dburdette@mail.kana.k12.wv.us](mailto:dburdette@mail.kana.k12.wv.us).

**RETURN COMPLETED FORM TO:**

**KANAWHA COUNTY SCHOOLS  
PURCHASING OFFICE  
Attention: Alan Cummings, Dir. Of Purchasing  
3300 PENNSYLVANIA AVENUE  
CHARLESTON, WV 25302-4697**

Attachments  
AC/db

Revised: 3/28/17

VENDOR NUMBER \_\_\_\_\_

Date of Approval \_\_\_\_\_

# KANAWHA COUNTY SCHOOLS VENDOR REGISTRATION & DISCLOSURE STATEMENT

## KANAWHA COUNTY SCHOOLS

Purchasing Department  
 3300 Pennsylvania Avenue  
 Charleston, WV 25304  
 (304) 348-6120 Fax: (304) 348-6112

**PLEASE RETURN BY MAIL, IN PERSON, FAX, OR EMAIL**  
 This form must be received from all prospective Vendors in order to conduct business with the County's Purchasing system. If you have any questions or need assistance, please call us.

*The following information relating to Vendor organizational structure **must be completed**. All areas of this document must be completed. If non-applicable, please state. Whenever a change occurs in the information submitted, such changes shall be reported immediately in the same manner as required in the original disclosure affidavit. When completed, this form together with any attachments, should be mailed to **PURCHASING DIRECTOR, Kanawha County Schools, 3300 Pennsylvania Avenue, Charleston, WV 25302***

**REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND SUPPLIER CLASSIFICATION**

Legal Name (as reported on income tax return)														
Business Name (if different from above):														
Owner's Name (if Individual or Sole Proprietor):														
Mailing Address (for Purchase Orders):		City	State   Zip Code											
Telephone Number:	Fax Number:	Toll-free Number:												
Contact Person:	Title:	E-mail Address:												
Remit Address (IF different from mailing address):		City	State   Zip Code											
Telephone:	Contact Person:	Title:												
<b>Organization Type</b> (check appropriate box) (REQUIRED)														
<input type="checkbox"/> Corporation	<input type="checkbox"/> Individual / Sole Proprietor	<input type="checkbox"/> Partnership												
<input type="checkbox"/> LLC (Limited Liability Company)	<input type="checkbox"/> LLC (Limited Liability Corporation)	<input type="checkbox"/> LLP (Limited Liability Partnership)												
<input type="checkbox"/> OTHER (Government, School/College, Non-Profit, Utility, Professional Assn.)	<input type="checkbox"/> PLEASE IDENTIFY <u>OTHER</u> CLASSIFICATION: _____	<input type="checkbox"/> Exempt from backup withholding												
<b>Taxpayer Identification Number (TIN)</b>														
<b>Employer Identification Number (9-digits)</b>					<b>Social Security Number (9 digits)</b>									
Nature of Business (Briefly describe your products and/or services you provide.)														

**COMPLETION OF THIS SECTION IS MANDATORY TO BE CONSIDERED**

List any employee (including yourself, spouse, parent or dependent of such employee and their location) employed by Kanawha County Schools, RESA III, and/or Kanawha County Public Library who is an officer, director, employee, stockholder, or owner of any interest in the business of the vendor. If NONE so state.

1) _____	Location: _____	3) _____	Location: _____
2) _____	Location: _____	4) _____	Location: _____

**List three (3) business references, preferably within the State of West Virginia:**

NAME:	ADDRESS:
1) _____	_____
2) _____	_____
3) _____	_____

**PRIMARY BUSINESS (CHECK ONE):**

Contractor       Manufacturer       Non-Profit       Retailer       Services       Wholesaler

List corporate officers and owners:

POSITION	NAME	ADDRESS (Street & Number, City & State)
OWNER:	_____	_____
PRESIDENT:	_____	_____
SECRETARY:	_____	_____
TREASURER:	_____	_____
OTHERS:	_____	_____

**AFFIDAVIT**

Completion of this form, properly signed, attests that all sales agreements will be in all respects fair and without collusion or fraud, and further attests that no member, employee, or official of the *Board of Education of the County of Kanawha* is interested directly or indirectly as a partner, stockholder holding more than 10% of the total-issue, or in any other manner in any business that may be conducted.

I certify that my company is no suspended or debarred by the federal government.

State of \_\_\_\_\_ County \_\_\_\_\_ I, \_\_\_\_\_  
(Name)

DO SOLEMNLY SWEAR THE ABOVE DISCLOSED INFORMATION IS TRUE AND COMPLETE GIVEN UNDER MY HAND THIS \_\_\_\_\_ DAY OF \_\_\_\_\_.

\_\_\_\_\_  
 (Officer's / Owner's Signature)

## CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN BUSINESS ENTERPRISE AND LABOR SURPLUS FIRMS

It is federal policy to solicit contracts to small, women and minority business firms when federal grant funds are expended. Accordingly, affirmative steps must be taken to assure that small and minority/women businesses are utilized when possible as sources of supplies, equipment, construction and services. Affirmative steps shall include the following:

1. Including qualified small and minority/women businesses on solicitation lists.
2. Assuring that small and minority/women businesses are solicited whenever they are potential sources.
3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small and minority/women business participation.
4. Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce and the Community Services Administration as required.
5. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises.
6. If any subcontracts are to be let, requiring the prime contractor to take affirmative steps in 1 through 5 above.

Grantees shall take similar appropriate affirmative action in support of women's business enterprises.

Grantees are encouraged to procure goods and services from labor surplus areas.

Grantor agencies may impose additional regulations and requirements in the foregoing areas only to the extent specifically mandated by statute or presidential direction.

**West Virginia Code** §5A-3-59 and **Code of Federal Regulations**, Title 13, Part 121 defines and establishes contracting with small and minority businesses, women business enterprise and labor surplus firms. Vendors who are considered eligible under these programs should certify eligibility by providing the following information:

I represent that this enterprise is a business as defined by **West Virginia Code** §5A-3-59 and **Code of Federal Regulations**, Title 13, Part 121 as appended - which contains detailed industry definitions and related procedures - and/or the characteristics of the enterprise's control, operation and/or ownership are accurately reflected in the information provided.

### **Certification of Status** (Check all those which apply)

- Minority-owned Business** means a business concern that is at least fifty-one percent owned by one or more minority individuals or in the case of a corporation, partnership, or limited liability company or other entity, at least fifty-one percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.
- A "minority individual" means an individual who is a citizen of the United States or a noncitizen who is in full compliance with United States immigration law and who satisfies one or more of the following definitions:
    - **African American** means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
    - **Asian American** means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands, including, but not limited to, Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.

- **Hispanic American** means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
- **Native American** means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization

**Small Business** means a business, independently owned or operated by one or more persons who are citizens of the United States or noncitizens who are in full compliance with United States immigration law, which, together with affiliates, has two hundred fifty or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.

**Women-owned Business** means a business concern that is at least fifty-one percent owned by one or more women who are citizens of the United States or noncitizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least fifty-one percent of the equity ownership interest is owned by one or more women who are citizens of the United States or noncitizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or noncitizens who are in full compliance with United States immigration law.

**Disabled Small Business Ownership**

**Veteran Small Business Ownership**

## COMMODITY BID LIST KANAWHA COUNTY SCHOOLS

Vendor Name \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please check the number corresponding to the commodity area on which you wish to bid. ***Because our computer system limits us to twenty (20) entries per vendor, you should select only the categories that MOST closely fit your business description.***

- |   |   |
|---|---|
| <input type="checkbox"/> 0005 Abatement – Lead Base Paint               | <input type="checkbox"/> 0182 Awnings                                     |
| <input type="checkbox"/> 0010 Abrasives – Supplies                      | <input type="checkbox"/> 0187 Batteries – Automotive                      |
| <input type="checkbox"/> 0015 Access Control Systems (Building)         | <input type="checkbox"/> 0190 Binders – Plastic, Spiral Type              |
| <input type="checkbox"/> 0017 Accident Insurance (Student)              | <input type="checkbox"/> 0200 Bleachers – Indoor and Outdoor              |
| <input type="checkbox"/> 0018 Accounting Consulting Services            | <input type="checkbox"/> 0210 Book Binding Services                       |
| <input type="checkbox"/> 0019 Accounting Software                       | <input type="checkbox"/> 0220 Books – Text, Paperback                     |
| <input type="checkbox"/> 0021 Agricultural Equipment                    | <input type="checkbox"/> 0222 Boxes – Corrugated                          |
| <input type="checkbox"/> 0025 Air Compressor – Industrial               | <input type="checkbox"/> 0229 Bridges – Prefabricated                     |
| <input type="checkbox"/> 0030 Air Conditioner Repair Service            | <input type="checkbox"/> 0230 Building Materials                          |
| <input type="checkbox"/> 0040 Air Conditioners – Window                 | <input type="checkbox"/> 0235 Brick and Block                             |
| <input type="checkbox"/> 0042 Acoustical – Tile Material                | <input type="checkbox"/> 0240 Buildings – Prefabricated                   |
| <input type="checkbox"/> 0043 Acoustical – Contractor                   | <input type="checkbox"/> 2103 Bulk Salt Delivery                          |
| <input type="checkbox"/> 0050 Alarm and Security System                 | <input type="checkbox"/> 0250 Bus – Bodies and Parts                      |
| <input type="checkbox"/> 0060 Antifreeze                                | <input type="checkbox"/> 0260 Bus – Chassis                               |
| <input type="checkbox"/> 0070 Appliance Repair Service                  | <input type="checkbox"/> 0270 Business Machines – Calculators             |
| <input type="checkbox"/> 0090 Appliances – Washers, Dryers, etc.        | <input type="checkbox"/> 0280 Business Machines – Cash Registers          |
| <input type="checkbox"/> 0100 Appraisal Services                        | <input type="checkbox"/> 0290 Business Machines – Dictating Equipment     |
| <input type="checkbox"/> 0105 Architectural Services                    | <input type="checkbox"/> 0310 Business Machines – Repair Services         |
| <input type="checkbox"/> 0110 Art Supplies                              | <input type="checkbox"/> 0320 Business Machines – Typewriters             |
| <input type="checkbox"/> 0115 Asbestos Abatement                        | <input type="checkbox"/> 0330 Cafeteria Supplies                          |
| <input type="checkbox"/> 0117 Asbestos Testing                          | <input type="checkbox"/> 0331 Cafeteria Seating/Tables                    |
| <input type="checkbox"/> 0118 Athletic Field Turf                       | <input type="checkbox"/> 0335 Can Liners – Plastic                        |
| <input type="checkbox"/> 0119 Athletic Supplies                         | <input type="checkbox"/> 0340 Carpet Cleaning – Contracted                |
| <input type="checkbox"/> 0120 Auctioneer Service                        | <input type="checkbox"/> 0350 Carpeting                                   |
| <input type="checkbox"/> 0130 Audiovisual Equipment                     | <input type="checkbox"/> 0352 Cartridges – Toner/Printer                  |
| <input type="checkbox"/> 0140 Audiovisual Equipment Repair and Service  | <input type="checkbox"/> 0353 Catering                                    |
| <input type="checkbox"/> 0150 Audiovisual Lamps                         | <input type="checkbox"/> 0360 Chains – Tire                               |
| <input type="checkbox"/> 0160 Audiovisual Supplies                      | <input type="checkbox"/> 0370 Chalkboards, Tack Boards                    |
| <input type="checkbox"/> 0170 Audiovisual Testing Service               | <input type="checkbox"/> 2101 Charter Buses                               |
| <input type="checkbox"/> 0180 Automotive Supplies – Parts and Equipment | <input type="checkbox"/> 0380 Chemical Treatments - Boilers, Water Towers |
| <input type="checkbox"/> 0181 Automotive Equipment Diagnostic           | <input type="checkbox"/> 0383 Chemistry Laboratory Supplies & Equipment   |

__ 0390	Class Record Books	__ 0660	Duplicating and Mimeograph Machines
__ 0400	Cleaning Supplies	__ 0670	Duplicating Supplies
__ 0401	Cleaning – Contract (Complete Building)	__ 0680	Dust Collection Systems
__ 0402	Custodial Cleaning Equipment	__ 0690	Earth Moving Equipment
__ 0410	Commercial Art Supplies	__ 0700	Electrical Supplies
__ 0415	Computer Networking	__ 0715	Elevator Service & Maintenance
__ 0420	Computer – Repair Service	__ 0716	Elevator Installation
__ 0430	Computer – Software Programs	__ 0710	Electronic Equipment and Supplies
__ 0440	Computer – Supplies and Diskettes	__ 0720	Energy Management Services
__ 0460	Computers – Personal	__ 0730	Engineering Consultants
__ 0461	Computers – Main Frame	__ 0732	Engines – Automotive (Gasoline)
__ 0470	Concrete – Ready Mix	__ 0733	Engines – Automotive (Diesel)
__ 0471	Concrete Blocks – Prefabricated	__ 0740	Envelopes
__ 0472	Construction Management	__ 0741	Equipment Rental
__ 0473	Consulting Services – Accounting	__ 0750	Exterminating Service
__ 0474	Consulting Services – Appraisals	__ 0760	Facsimile Machines
__ 0475	Consulting Services – Auditing	__ 0770	Fans – Cooling
__ 0476	Consulting Services – Public Relations	__ 0780	Fasteners – Bolts and Nuts
__ 0477	Consulting Services – Food Services	__ 0790	Fencing
__ 0478	Consulting Services – Educational	__ 0800	Films and Filmstrips
__ 0479	Consulting Services – Communications	__ 0810	Film Production Services
__ 0480	Contracting – Electrical	__ 0820	Filters – HVAC
__ 0490	Contracting – Excavation	__ 0830	Fire Alarm Systems
__ 0500	Contracting – General	__ 0840	Fire Extinguisher Servicing
__ 0510	Contracting – HVAC	__ 0850	Fire Extinguishers
__ 0520	Contracting – Plumbing	__ 0860	Fire Sprinkler Systems
__ 0530	Copy Machine Supplies	__ 0870	First Aid Supplies
__ 0540	Copy Machines	__ 0880	Flag Pole and Accessories
__ 0550	Data Processing Supplies	__ 0890	Flags
__ 0560	Demolition Work	__ 0910	Floor Maintenance Machines
__ 0570	Dental – Supplies and Equipment	__ 0912	Floor Tile – Material
__ 0580	Dictionaries	__ 0913	Floor Tile – Contracted
__ 0583	Diesel Fuel - Bulk	__ 0920	Food Products – Baked Goods
__ 0590	Diplomas	__ 0930	Food Products – Canned Goods
__ 0600	Dishwashing Compound – Commercial	__ 0940	Food Products – Dairy
__ 0620	Doors and Frames	__ 0945	Food Products – Edible Staples
__ 0621	Doors (Garage) – Installed	__ 0950	Food Products – Frozen
__ 0630	Drafting Instruments – Tools	__ 0960	Food Products – Juices and Drinks
__ 0640	Drafting Supplies	__ 0970	Food Products – Meat and Poultry
__ 0650	Drapes – Window/Stage	__ 0980	Food Products – Pizza, Fresh
__ 0655	Drug Testing	__ 0990	Food Products – Produce

- \_\_\_ 0995 Food Storage
- \_\_\_ 1000 Fuel and Lubricants – Automobile (Bulk)
- \_\_\_ 1010 Fund Raising Programs
- \_\_\_ 1020 Furniture – General, School and Office
- \_\_\_ 1030 Furniture – Home Economics Laboratory
- \_\_\_ 1040 Furniture – Library
- \_\_\_ 1043 Furniture – Outdoor
- \_\_\_ 1050 Furniture – Science Laboratory
- \_\_\_ 1060 Garage Doors – Overhead
- \_\_\_ 1063 Glass – Automotive
- \_\_\_ 1064 Glass – Plate
- \_\_\_ 1065 Grass Cutting
- \_\_\_ 1067 Generators – Portable & Stationery
- \_\_\_ 1069 Gym Floor Installation
- \_\_\_ 1070 Gymnasium Floor Refinishing
- \_\_\_ 1080 Gymnasium Equipment
- \_\_\_ 1090 Handicapped Therapeutic Equipment
- \_\_\_ 1100 Hardware Supplies
- \_\_\_ 1105 Health and Clinic Supplies
- \_\_\_ 1106 Herbicide Application Services
- \_\_\_ 1107 Heavy Equipment – Backhoes, Cranes, Bulldozers
- \_\_\_ 1110 Hobby and Craft Supplies
- \_\_\_ 1130 HVAC
- \_\_\_ 1140 HVAC – Equipment Repair Service
- \_\_\_ 1150 HVAC Controls
- \_\_\_ 1160 Ice Machines
- \_\_\_ 1170 Ice Melter
- \_\_\_ 1180 Industrial Art Supplies
- \_\_\_ 1190 Industrial Power Equipment – Saws, Drill Presses, Planers, etc.
- \_\_\_ 1200 Insurance
- \_\_\_ 1210 Intercom Systems
- \_\_\_ 1212 Irrigation Systems for Athletic Fields – Installation
- \_\_\_ 1230 Kitchen Equipment – Commercial
- \_\_\_ 1240 Kitchen Utensils – Commercial
- \_\_\_ 1250 Laminating Equipment
- \_\_\_ 1260 Laminating Supplies
- \_\_\_ 1262 Landscaping Services
- \_\_\_ 1265 Legal Services
- \_\_\_ 1300 Library Supplies
- \_\_\_ 1310 Light Bulbs
- \_\_\_ 1312 Light Fixtures – Indoor/Outdoor
- \_\_\_ 1313 Lighting (Athletic) – (Installation) Baseball, Football
- \_\_\_ 1320 Lockers
- \_\_\_ 1330 Locks and Repair Parts
- \_\_\_ 1340 Lumber
- \_\_\_ 1350 Mail Sorting Services
- \_\_\_ 1360 Mailing Machines
- \_\_\_ 1362 Lawn Care Equipment
- \_\_\_ 1390 Maps and Globes
- \_\_\_ 1392 Masonry Service
- \_\_\_ 1395 Materials Handling Equipment
- \_\_\_ 1396 Math Supplies – Games, Calculators, etc.
- \_\_\_ 1400 Mats
- \_\_\_ 1410 Medical Equipment and Supplies
- \_\_\_ 1420 Microfilm Equipment and Supplies
- \_\_\_ 1430 Microfilm Services
- \_\_\_ 1440 Milling Machines – Lathes
- \_\_\_ 1442 Modular Buildings
- \_\_\_ 1450 Motor Vehicles - Trucks and Cars
- \_\_\_ 1458 Mulch – Landscaping Materials
- \_\_\_ 1455 Moving Services
- \_\_\_ 1460 Music – Sheet
- \_\_\_ 1470 Musical Instrument Repair
- \_\_\_ 1480 Musical Instruments
- \_\_\_ 1483 Natural Gas Service
- \_\_\_ 1490 Office Supplies
- \_\_\_ 1500 Packaging Supplies – Boxes, Bags, Cords
- \_\_\_ 1510 Paint and Supplies – Building Maintenance
- \_\_\_ 1520 Painting - Contracted
- \_\_\_ 1525 Painting - Electrostatic
- \_\_\_ 1530 Paper – Bond, Writing, Duplicating, Card Stock, Construction
- \_\_\_ 1540 Partitions and Operable Walls
- \_\_\_ 1550 Paving and Concrete Work
- \_\_\_ 1560 Photographic Equipment and Supplies
- \_\_\_ 1561 Photography
- \_\_\_ 1570 Physical Education – Supplies and Equipment
- \_\_\_ 1580 Piano Tuning
- \_\_\_ 1590 Plastic Sheeting – Plexiglas, Polycarbonate
- \_\_\_ 1600 Playground Equipment



- \_\_\_ 1610 Plumbing Supplies
  - \_\_\_ 1620 Portable Buildings
  - \_\_\_ 1630 Printed Forms
  - \_\_\_ 1640 Printing – Contracted
  - \_\_\_ 1650 Printing Supplies
  - \_\_\_ 1655 Projectors – LCD
  - \_\_\_ 1658 Public Address Systems
  - \_\_\_ 1659 Printers – Computers
  - \_\_\_ 1660 Rags and Wiping Materials
  - \_\_\_ 1665 Recycling \_\_\_\_\_  
  Type of recycling
  - \_\_\_ 1666 Recycling – Computer Hardware
  - \_\_\_ 1670 Refrigerant Repair Service
  - \_\_\_ 1680 Refrigeration Repair Parts
  - \_\_\_ 1690 Ribbons – Typewriter, Calculator, Computer
  - \_\_\_ 1700 Roofing - Contracted
  - \_\_\_ 1710 Roofing Materials
  - \_\_\_ 1719 Running Tracks
  - \_\_\_ 1730 Safety Supplies and Equipment
  - \_\_\_ 1733 Sandblasting
  - \_\_\_ 1750 Science Materials – Elementary
  - \_\_\_ 1760 Science Supplies
  - \_\_\_ 1761 Scoreboards
  - \_\_\_ 1765 Security Services – Video Surveillance
  - \_\_\_ 1770 Sewage Disposal Plant Pumping
  - \_\_\_ 1780 Sewing Machines and Supplies
  - \_\_\_ 1800 Sheet Metal
  - \_\_\_ 1810 Shelving – Metal
  - \_\_\_ 1815 Signs
  - \_\_\_ 1816 Silk Screening
  - \_\_\_ 2102 Solid Waste Non Hazardous Disposal  
      Removal
  - \_\_\_ 1817 Software
  - \_\_\_ 1818 Snow Removal, Contracted
  - \_\_\_ 1819 Starters and Alternators –  
      Remanufactured and New
  - \_\_\_ 1820 Steel Fabrication Products
  - \_\_\_ 1821 Steel Tanks (Pressure Type)
  - \_\_\_ 1823 Stone, Gravel, Sand
  - \_\_\_ 1829 Student Identification
  - \_\_\_ 1830 Subscriptions – Periodicals
  - \_\_\_ 1840 Survey Services
  - \_\_\_ 1841 Telecommunications Services
  - \_\_\_ 1845 Telephones and Equipment
  - \_\_\_ 1850 Television Recording and Reproduction  
      (Professional Series)
  - \_\_\_ 1860 Television Sets, VCR's - Commercial Type
  - \_\_\_ 1865 Testing – Achievement
  - \_\_\_ 1870 Tile – Floor and Ceiling
  - \_\_\_ 1880 Time Clocks
  - \_\_\_ 1890 Tires – New
  - \_\_\_ 1910 Toilet Tissue and Paper Towels
  - \_\_\_ 1920 Tools – Automotive/Industrial
  - \_\_\_ 1930 Tops – Laminated (Counter/Table)
  - \_\_\_ 1940 Towing Service
  - \_\_\_ 1950 Traffic Control Signs and Lighting
  - \_\_\_ 1955 Tree Trimming and Cutting
  - \_\_\_ 1960 Trophies and Plaques
  - \_\_\_ 1970 Truck Bodies and Accessories
  - \_\_\_ 1980 Underground Tank – Installation and Removal
  - \_\_\_ 1990 Underground Tank – Testing
  - \_\_\_ 2000 Uniforms
  - \_\_\_ 2010 Upholstery Supplies
  - \_\_\_ 2020 Vacuum Cleaners – Commercial Type
  - \_\_\_ 2030 Vending Service
  - \_\_\_ 2040 Ventilation Degreasing - Kitchen
  - \_\_\_ 2050 Video Equipment and Supplies
  - \_\_\_ 2060 Video Tapes – Blank, DVD's
  - \_\_\_ 2061 Videos/filmstrips – Instructional
  - \_\_\_ 2068 Wastewater Treatment Plants
  - \_\_\_ 2070 Water Coolers
  - \_\_\_ 2080 Welding Supplies and Equipment
  - \_\_\_ 2090 Window – Repair Parts
  - \_\_\_ 2100 Window - Shade Materials
- OTHER \_\_\_\_\_

**AFFIDAVIT**

West Virginia Code §5A-3-10a states:

*No contract or renewal of any contract may be awarded under this article to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor as defined in this section and the debt owed is an amount greater than one thousand dollars in the aggregate.*

Definitions:

“Debt” means any assessment, penalty, fine, tax or other amount of money owed to the state because of a judgment, fine, permit violation, license assessment, penalty or other assessment presently due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon;

“Debtor” means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions;

“Related party” means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor, so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

Exception:

The prohibition does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the West Virginia Code, worker’s compensation premium, permit fee or environmental fee or assessment, and the matter has not become final, or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the bidder and all related parties do not owe any debts or, if a debt is owed, that the provisions of the exception clause (above) apply.

Vendor’s Name:

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Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor FEIN # \_\_\_\_\_