



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

---

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 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 eabelcher@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/eb

Revised: 7/23/18

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 OR IN PERSON.**

This **ORIGINAL** 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>			
-	-	-	-
<b>Nature of Business</b> (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 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 circle 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.***

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

## Kanawha County Schools - Commodity Bid List

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

## Kanawha County Schools - Commodity Bid List

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



## Kanawha County Schools - Commodity Bid List

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

OTHER \_\_\_\_\_

## PURCHASING 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:

\_\_\_\_\_

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

Vendor's FEIN Number: \_\_\_\_\_