

Quartzsite Elementary School District No. 4

PO Box 130 ♦ Ehrenberg, AZ 85334-0130 ♦ Phone (928) 923 - 7906 ♦ Fax (928) 923 - 8908 ♦ www.qsd4.org

VENDOR REGISTRATION

The district maintains a vendor listing for the purpose of notifying vendors of formal quotation requests, competitive bids and proposals. By submitting this application, you will be added to our vendor mailing list. If the district invites bids for your designated commodity, you will be notified of the pending bid.

Please note:

- (1) Submitting this vendor application does not guarantee any future orders from the district.
- (2) Being assigned a vendor number does not add you to any approved list.
- (3) You must respond to RFQ's, IFB's or RFP's in order to be considered for award or approval.

Once added to our vendor list, in order to remain on the list, you must:

- (1) Notify the district's purchasing department of any changes of name, address, or commodity; and
- (2) Respond to bid invitations (with at least a "NO BID"). Failure to do so will cause your removal from our vendor list.

PRE-AUTHORIZED PURCHASE ORDER REQUIREMENT

Quartzsite Elementary School District conducts the business of purchasing merchandise and/or services through the issuance of pre-authorized purchase orders. Providing merchandise and/or service to the district without a pre-authorized purchase order puts both the employee who placed the order and the vendor at risk. Payment for services and/or merchandise delivered without a pre-authorized purchase order number will be the responsibility of the employee who placed the order, and the vendor will need to seek payment from that employee.

Registered Sex Offender Restriction: Pursuant to this vendor application, the named vendor agrees by acceptance of this vendor application that no employee of the vendor or subcontractor of the vendor, who has been adjudicated to be a registered sex offender, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be present. The vendor further agrees by acceptance of this vendor application that a violation of this condition shall be considered a material breach and may result in a cancellation of the vendor application at the District's discretion.

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VENDOR REGISTRATION APPLICATION

Thank you for your interest in doing business with Quartzsite Elementary School District. Please supply the following information for our vendor list.

Name of company:

Date:

Address:

Phone:

Fax:

Contact:

Phone:

Email Address:

Website:

Remittance Address (if different from mailing):

Address:

List services and / or products your company supplies:

List any State, County, or Purchasing Contracts you have been awarded:

Mail, fax or email this form along with a complete W-9 Form, to the address below:

Quartzsite School District #4

FAX: 928-923-8908

April Whitney, Procurement

awhitney@qsd4.org

PO Box 130

Ehrenberg, AZ 85334-0130

The information you supply is available to all schools and departments and maintained by the Procurement Department for all classifications of district procurements. This list is used to identify applicable vendors for specific procurements, especially Formal Requests for Quotation (RFQ), Invitations for Bid (IFB) and Requests for Proposal (RFP).

If you have any questions, please call April Whitney, Procurement – 928-923-7906.