



DAYTONA STATE COLLEGE

Vendor Application Packet

Purchasing Department
1200 W. International Speedway Blvd Daytona Beach, Florida 32114
Telephone: 386/506-3004 Fax: 386/506-4289
Florida Tax Exempt Number 85-8012557338C-9

Dear Vendor:

Please complete pages 2-5 so that we may contact you when the College has a need for your goods or services. It is important for you to provide the information shown below to receive a purchase order and to ensure prompt payment.

- **Complete and sign** the W-9 provided in this packet (page 2)
- **Complete and sign** the Vendor Application (page 3)
- Complete the Commodities Page (page 4)
- Complete the EFT Payment Information on page 5 (optional)

The remaining pages (pages 6-8) are for your information.

DELIVER TO:

FAX:

PHONE:

ATTENTION:

IN ORDER TO COMPLY WITH FLORIDA STATE LAW, IT IS NECESSARY THAT WE HAVE
ACCURATE AND COMPLETE VENDOR INFORMATION ON FILE.

8 PAGES (including cover)

Return ASAP by Fax to: 386/506-4289
Please mail originals to the above address



DAYTONA STATE COLLEGE

Vendor Application

Purchasing Department

1200 W. International Speedway Blvd, Daytona Beach, Florida 32114

Telephone: 386/506-3004 Fax: 386/506-4289

Florida Tax Exempt Number 85-8012557338C-9

Date: _____

Company Name: _____

Person to Contact: _____ E-mail: _____

Telephone: _____ Fax: _____

Business Address: _____

Billing Address: _____

Number of years in business: With this name _____ With this address _____

Type of Business: (Check all that apply)

- Corporation
- Partnership
- Sole Proprietor
- Manufacturer's Agent

- Service
- Manufacturer
- Wholesaler

Minority Categories

- Woman Owned
- African American
- Hispanic
- Asian/Pacific Islander
- American Indian/Alaskan
- Service Disabled Veteran

Is Company Publicly Traded? Y N State Contract Vendor? Y N Contract Number _____

Company agrees to accept Purchase Orders: Y N Company accepts credit cards: Y N

If yes, company agrees to the terms and conditions included with the application and future purchase orders.

Is this company wholly/partly owned by a College Employee or Trustee, or a Relative of either?

(1) Daytona State College Employee Y N

(2) Daytona State College Trustee Y N

If yes, please provide affiliates name(s) and percentage of ownership below.

Name: _____ % _____

Name: _____ % _____

List three (3) institutions with which you are currently doing business: (Preferably Colleges/Universities)

Company Name _____ Contact _____ Phone # _____

Company Name _____ Contact _____ Phone # _____

Company Name _____ Contact _____ Phone # _____

SIGN HERE:

PRINT NAME:

I certify that the above information is correct (Application must be signed).

The College's Purchasing staff follow an established code of ethics in dealing with all vendors.

Attach one copy of your condensed catalog, line card, price list, etc., and list the classes of equipment, supplies and/or services. Using the commodity code listing below, circle the classes you wish to bid. If not on the list, please **write in** your commodities.

- | | |
|--|---|
| Advertising, all types – 011 | Lighting Fixtures & Lamps 460 |
| Animals – 490 | Linens/Linen Services – 760 |
| Appliances, Household – 730 | Maintenance & Repair Services – 050 |
| Athletic & Recreation Equipment – 830 | Material Handling Equipment – 690 |
| Awards & Promo Items – 940 | Medical Equipment & Supplies – 470 |
| Audio & Visual Equip & Supplies – 660 | Moving & Storage – 033 |
| Business & Other Support Services – 030 | Musical Instruments – 810 |
| Chemicals & Chemical Products – 510 | Office Machines/Equipment – 210 |
| Childcare Services – 065 | Office Supplies – 220 |
| Cleaning Equipment & Supplies – 890 | Paper & Related Products – 230 |
| Communication Equip & Supplies – 630 | Photographic Equip & Supplies – 650 |
| Computer Accessories & Cables – 610 | Photographic Supplies & Materials – 651 |
| Computer Hardware – 600 | Plumbing Supplies & Materials – 300 |
| Computer Software – 620 | Printing Services – 090 |
| Construction & Building Materials – 380 | Professional Associations – 020 |
| Construction & Building Trade Services – 070 | Professional Services – 010 |
| Custodial Services – 061 | Publishing Company - 965 |
| Direct Mail Services – 031 | Pumps & Compressors – 280 |
| Educational Institutions – 041 | Refrigeration, HVAC & Heating – 080 |
| Educational Materials – 040 | Safety Equipment – 260 |
| Electronic Equipment – 110 | Scientific Equipment & Supplies – 480 |
| Electrical Wire & Power Dist Equip – 440 | Security Services – 270 |
| Food Prep & Serving Equipment – 750 | Subscriptions – 961 |
| Freight Fwdr/Custom Broker – 032 | Tools – 320 |
| Furniture Business & Home – 710 | Uniforms, Clothing, etc – 850 |
| Gases – 520 | Vehicle Accessories & Parts – 140 |
| Government Agency – 021 | Vehicle Repair – 141 |
| Hotels, Motels, etc – 720 | Vehicles, Trailers, Cycles & Trucks – 120 |
| ID Cards, Decals & Signage – 910 | Other (Specify Below) – 960 |
| Keys & Locks – 950 | |
| Landscaping Services & Supplies – 060 | |

PURCHASE ORDER TERMS and CONDITIONS

Daytona State College prohibits the inclusion of any additional or different terms by Seller in the Seller's acceptance or acknowledgement of this order. The inclusion of such terms by the Seller will be void, such terms will not be conditions or additional terms to this order, and Buyer's acceptance of Seller's goods shall not be deemed as acceptance of such terms. The terms or conditions from a relevant invitation to bid, proposal or quote are incorporated herein by this reference. Unless otherwise stated on the face of this order, the following terms and conditions shall apply.

Terms of Payment: Normal terms of payment shall be "Net 30 Days" from receipt of goods and vendor's invoice in duplicate. Alternative terms of payment may be considered when in the best interest of the college.

Invoicing: Itemized invoices in duplicate, each bearing the Purchase Order Number must be mailed no later than the day of shipment. If the College is responsible for transportation costs, a bill of lading or express receipt must be attached to your invoice. Show our purchase order number immediately following our name.

Discounts: On any discount, time will be computed from date of satisfactory delivery of goods, or from date correct invoice received, whichever is the later date.

Packing and Shipping: An itemized list of contents must be placed in each package bearing the Purchase Order Number. All expenses incurred by Seller's failure to furnish necessary shipping documents shall be charged to the Seller.

Law and Regulations: Seller shall comply with all applicable Federal, State and Local laws, statutes and ordinances including, but in no way limited to rules, regulations and standards of the Occupational Safety and Health Act of 1970 and the Federal Contract Work Hours and Safety Standards Act, and the rules and regulations promulgated under these acts. Seller agrees, in connection with performance of this order, not to discriminate against any employee or applicant because of race, sex, religion, color, age, national origin, disability, or marital status.

Patents: Seller agrees to indemnify and hold harmless the buyer, its officers, employees, agents or representatives using the goods specified herein from any loss, damage or injury arising out of claim or suit at law or equity for actual or alleged infringement of letters patent, by reason of the buying, selling or using the goods supplied under this order, and will assume the defense of any and all suits and will pay all costs and expenses incidental thereto.

Conflict of Interest: The purchase hereunder is subject to the provisions of Chapter 112 Florida Statutes. All sellers must disclose the name of any director or agent who is an employee of the college.

Insurance and Indemnification: Seller agrees to indemnify and hold harmless the Buyer, its officer's agents and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of the Seller, its agents, employees or representatives, or arising from any Seller-furnished goods or services, except to the extent that such damage is due solely and directly to the negligence of the Buyer. Seller shall carry comprehensive general liability insurance, including contractual and product liability coverage, with minimum limits acceptable to the Buyer. Seller shall, at the request of the Buyer, supply certificates evidencing such coverage.

Risk of Loss: Seller assumes the following risks: (a) all risks of loss or damage to all goods, work in process, materials and other things until the delivery thereof as herein provided; (b) all risks of loss or damage to third persons and their property until the delivery of all the goods as herein provided; (c) all risks of loss or damage to any property received by Seller from or held by Seller or its supplier for the account of Buyer, until such property has been delivered to Buyer; (d) all risks of loss or damage to the goods or any part thereof rejected by Buyer, from the time of shipment thereof to Seller until redelivery thereof to Buyer.

Inspections and Testing: Buyer shall have the right to expedite, inspect and test any of the goods or work covered by this purchase order prior to shipment. All goods are also subject to Buyer's inspection and approval upon arrival. If rejected, pickup/return of the goods will be at the Seller's expense. Such inspection, or the waiver thereof, however, shall not relieve the Seller from full responsibility for furnishing goods and work conforming to the requirements of the order, not prejudice any claim, right or privilege the Buyer may have because of the use of defective or unsatisfactory goods or work.

Termination for Default: Buyer may terminate all or any part of this purchase order by giving notice of default to Seller, if Seller (a) refuses or fails to deliver the goods within the time specified; (b) fails to comply with any of the provisions of this order or so fails to make progress as to endanger performances hereunder, or; (c) becomes insolvent or subject to proceedings under any law relating to bankruptcy, insolvency, or the relief of debtors. In the event of termination for default, Buyer's liability shall be limited to the payment for goods delivered and accepted by the Buyer under this order.

Stop Work Order: Buyer may, at any time, by written notice to the Seller, stop all or any part of the work. Upon receipt of such notice, the Seller shall take all reasonable steps to minimize the incurrence of costs during the period of work stoppage. Buyer may subsequently either cancel the stop work order resulting in an equitable adjustment in the delivery schedule and/or the price, or terminate the work in accordance with the provisions of the order.

Assignment and Subcontracting: Seller shall not assign or subcontract any portion of this purchase order without the prior written approval of the Buyer.

Contractors are encouraged to utilize the E-Verify system to verify the employment eligibility of their employees and subcontractors.

Warranty: By accepting this order, the Seller warrants that the goods furnished hereunder shall be free from latent and patent defects and in full conformity with the specifications, drawings and/or samples. The Seller also warrants that the goods are fit for the Buyer's purpose if indicated hereon or in any documents attached or made a part hereof by reference or if known to the Seller. These warranties shall survive acceptance of and payment for goods received. Failure of the Buyer to reject said goods shall not constitute a waiver of any of these warranties. The Seller, further shall hold harmless, the Buyer, its customers and any users, from any loss, damage and expense whatsoever, including attorney's fees and court costs which may be suffered by breach of any of these warranties.

Delivery:

IF DELIVERY TO DESTINATION CANNOT BE MADE ON OR BEFORE THE SPECIFIED DATE, THE SELLER MUST NOTIFY DAYTONA STATE COLLEGE PURCHASING DEPARTMENT PROMPTLY.

Corrections/Changes: Clerical errors are subject to correction by the Buyer, but the purchase order may not otherwise be modified or rescinded without Buyer's consent. Questions concerning this order may be made by writing to: DAYTONA STATE COLLEGE, Purchasing Department, PO Box 2811, Daytona Beach, FL 32120-2811; by phone (386) 506-3004; or fax (386) 506-4289.



Consumer's Certificate of Exemption
Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 04/05
08/09/08

85-8012557338C-9	02/19/2008	02/28/2013	SCHOOL-COLLEGE-UNIV
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

DAYTONA STATE COLLEGE INC
1200 W INTERNATIONAL SPEEDWAY BLVD
DAYTONA BEACH FL 32114-2817

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 04/05

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (FAC).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, FAC).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is PO BOX 6480, Tallahassee, FL 32314-6480.

TOTAL P.001

DAYTONA STATE COLLEGE

CREDIT INFORMATION

Company Information

Name: Daytona State College
Billing Address: PO Box 2811
Physical Address: 1200 West I.S.B.
City: Daytona Beach
State/ ZIP: Florida, 32120-2811
Years in Business: Founded in 1957

Accts Payable Contact: Sue Watson, Manager
Accts Payable Phone: 386-506-3022
Accts Payable Fax: 386-506-3121
E-Mail: watsons@DaytonaState.edu

Purchasing Contact: Janet Parish
Purchasing Phone: 386-506-3075
Purchasing Fax: 386-506-4289
E-Mail: parishj@DaytonaState.edu

Credit References

Name: Unisource
Address: PO Box 409884
City: Atlanta
State/ZIP: Georgia, 30384
Contact: Barbara Campbell
Phone: 904-693-5947
Fax: 800-598-9295

Name: Office Max
Address: PO Box 101705
City: Atlanta
State/ZIP: Georgia, 30392
Contact: Jennifer Dearling
Phone: 877-777-4008 xt:4216
Fax: 800-572-6473

Identification and Certification Numbers

Daytona State College is a political subdivision of the State of Florida. By IRS classification we are a 501.C.3 and Tax Exempt.

Federal Identification # 59-1211226
Consumer Certification Exempt # 85-8012557338C-9
Resale Certificate # 74-8012486676-5

Bank Information

Bank Name: Bank of America
Address: 1025 West I.S.B.
City: Daytona Beach
State/ZIP: Florida, 32114
Phone: 407-420-2813
Contact: Jerry Stanforth
Account Number: 1028001313

Credit References

Name: News - Journal
Address: PO Box 2831
City: Daytona Beach
State/ZIP: Florida, 32120
Contact: Tanya
Phone: 386-681-2321
Fax: 386-257-1147

Name: W.W. Grainger
Address: Dept. 807894407
City: Kansas City
State/ZIP: Missouri, 64141-6267
Contact: Lou - Credit Dept.
Phone: 888-853-5253
Fax: 407-841-9258

I certify that the above information provided above is true and correct to the best of my knowledge.

Sue Watson, Manager
Accounts Payable