

County of Ingham

State of Michigan



Purchasing Department

<http://pu.ingham.org/Home.aspx>

PO Box 319 / 121 E. Maple St.
Mason, Michigan 48854
Phone: (517) 676-7222

VENDOR REGISTRATION FORM

Payments can only be made to registered vendors.

Vendor registration is available online: <https://apps.ingham.org/vendorreg/>; or by filling out and signing this form and attaching a completed and signed W-9 along with your proof of insurance, if applicable.

Link to insurance requirements: <http://pu.ingham.org/Home/TermsConditions/InsuranceRequirements.aspx>.

Return the forms to: vendreg@ingham.org, in the subject line of your email please include "New or Updated Vendor Registration"; or send by mail: Ingham County Purchasing Department, Attn: J. Buckmaster (Vendor Registration), P.O. Box 319, Mason MI 48854.

The County of Ingham desires to pay vendors in a prompt manner. The payment is contingent upon timely completion of vendor registration in its entirety, receiving an invoice that reflects the vendor's W-9 and registration information provided, in addition to, acceptable delivery of goods and/or services.

Invoices should be mailed to the using department as indicated by contract or purchase order unless otherwise directed. Invoices are approved by the using department, after receipt of goods or services are rendered, and then forwarded to the Financial Services Department for payment. Do not mail invoices to Purchasing Department unless instructed to do so, as it only delays payment.

If you have questions regarding the registration process you may contact the Ingham County Purchasing Department at: 517-676-7222.

Sincerely, *J. Buckmaster*

Julie Buckmaster, Purchasing Assistant / vendor@ingham.org
Ingham County Purchasing Department / pu.ingham.org

I have read and understand the above. Vendor initial _____

INGHAM COUNTY VENDOR REGISTRATION

Equal Opportunity Employment and Non-Discrimination Information

<http://pu.ingham.org/Portals/PU/Documents/EOEresolutions.pdf>

By registering as a vendor with Ingham County, and as a condition of providing goods and/or services to the County, you are certifying that you are authorized to sign and act on behalf of your business, and are attesting that your business will adhere to all Federal, State and Local laws, ordinances, rules and regulations prohibiting discrimination in regard to employees and applicants for employment including, but not limited to, the following:

1. The Elliot-Larsen Civil Rights Act, 1976 PA 453, as amended.
2. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
3. Section 504 of the Federal Rehabilitation Act of 1973, PL 93-112, 87 Stat 355, as amended, and rules adopted thereunder.
4. The Americans with Disabilities Act of 1990, PL 101-336, 104 Stat 327 (42 USCA § 12101 et seq.), as amended, and regulations promulgated thereunder.

Furthermore, a vendor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification).

Equal Opportunity Employment and Non-Discrimination Information

Please acknowledge the aforementioned Equal Opportunity Employment and Non-Discrimination Information; and

Accept the Equal Opportunity Employment and Non-Discrimination Information; or,

Decline the Equal Opportunity Employment and Non-Discrimination Information.

Vendor initial _____

INGHAM COUNTY VENDOR REGISTRATION

Standards of Conduct for Ingham County Vendors

<http://pu.ingham.org/Portals/PU/Std%20of%20Conduct%20Vdr.pdf>

The County of Ingham conducts business with businesses, vendors and contractors under a set of rules to ensure that all County officials and employees discharge their duties in a manner designed to promote public trust and confidence in our County. The County wants you to be aware of the rules that you and its employees are required to follow. A violation of state or federal statutes may occur if these rules are broken. It is hoped that by providing these rules for you, your experience in dealing with the County will be both rewarding and satisfactory.

Providing Gifts or Gratuities:

Providing gifts or gratuities to employees in consideration for the performance of their duties, or as an appreciation for their performance, is strictly prohibited.

- Do not offer employees any gifts or loans.
- Employees may not receive any fee or compensation for their services from any sources other than the County, so do not offer them.
- Buying meals for employees is only permissible during a working lunch or dinner where business is discussed and you are a current contractor (no alcohol). Employees may accept coffee, tea, soft drinks, snacks, etc. when attending meetings in your office.
- Letters to supervisors recognizing exceptional service by County employees are always welcome.

Conflicts of Interest:

- Do not ask employees for any special favor or consideration that is not available to every other citizen.
- Do not ask employees to disclose any information that is not available to every other citizen through normal public information channels unless necessary for the business you are hired for.
- Do not offer to compensate employees by offering to hire, or to do business with any business entity of the employees or their immediate family members.
- Do not ask employees to represent you or your company other than as part of their official duties with the County.
- Do not ask employees to endorse the products or services of your company.
- Do not ask employees to hand out or post advertising materials

INGHAM COUNTY VENDOR REGISTRATION

Standards of Conduct for Ingham County Vendors (continued)

Vendor shall report if the following occurs:

Solicitation by County Employees:

Employees may not solicit gifts, loans, or any other items of value from people doing County business that will be used by them personally.

- If you are asked to pay a fee for services that you believe are improper or illegal, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517) 676-7200. Employees are prohibited from taking retaliatory action against you for failing to comply with any request unless the request is within the scope of the employee's official duties for the County.

Use of County Equipment, Facilities and Resources:

Use of County equipment, facilities and resources is authorized only for County purposes.

- Do not ask employees to use County equipment to run errands or perform tasks for your benefit.

Your Rights and Expectations:

When dealing with employees of the County you have the right to honest, fair and impartial treatment. You may expect prompt, courteous and professional service from our employees who are expected to understand and practice good customer service skills. Employees are tasked to uphold the public trust through the ethical performance of their duties. We understand that the enforcement of regulatory guidelines and codes may sometimes be a cause for concern; however, you may rest assured that we are responsible to all of the citizens of Ingham and our goal is to serve them to the best of our ability. Should you have any concerns or questions concerning this information or the conduct of any of our employees, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517) 676-7200.

Please acknowledge aforementioned Standards of Conduct for Ingham County Vendors, and

Accept the Standards of Conduct for Ingham County Vendors; or,

Decline the Standards of Conduct for Ingham County Vendors

Vendor initial _____

INGHAM COUNTY VENDOR REGISTRATION

Local Purchasing Preference

<http://pu.ingham.org/Portals/PU/Documents/Local%20Purchasing%20Resolutions.pdf>.

The Ingham County Board of Commissioners (BOC) believes that its purchasing policies should encourage local vendors to provide goods and/or services to Ingham County government, resulting in increased economic activity through more local jobs, tax revenues, and expenditures, and to entice business relocations to the County. As such, in 2010, the BOC amended its purchasing policies to include a ten percent (10%) purchasing preference to qualified and registered local vendors who respond to solicitations for the purchase of goods and/or services.

In Ingham County, a local vendor is defined as a vendor that operates a business within the legally defined boundaries of Ingham County, and pays Ingham County taxes. To be considered a local vendor, the vendor must provide a verifiable business address (not a PO Box) below. The vendor must also agree to comply with all other policies and requirements of the County.

Local Purchasing Preference

Do you desire to have you or your firm considered a "local vendor", and therefore, have any formal bids/proposals submitted evaluated with the 10% local purchasing preference?

No Yes, provide verifiable business address at which business is being conducted:

Local address:

Address:	City:	State:
Zip Code:		

Vendor initial _____

INGHAM COUNTY VENDOR REGISTRATION
General Information

Legal Business Name:				Date	
Dba:				Tax ID (EIN OR SS#)	
Organization Type: Individual Partnership LLC Corporation Non-profit Other					
Website Address:					
Address:			City:		State:
Zip Code:		Phone #:	Fax #:		Contact Person:
Contact Person's Email Address:					

Accounts Payable

Same as General Info

Address:			City:		State:
Zip Code:		Phone #:	Fax #:		Contact Person:
Contact Person's Email Address:					

Accounts Receivable

Check one: Same as General Info Same as Accounts Payable; or

Address:			City:		State:
Zip Code:		Phone #:	Fax #:		Contact Person:
Contact Person's Email Address:					

Purchase Orders

Check One: Same as General Info. Same as Accounts Payable; Same as Accounts Receivable; or

Address:			City:		State:
Zip Code:		Phone #:	Fax #:		Contact Person:
Contact Person's Email Address:					

Compliance with Ingham County Purchasing Policy

All vendors, as a condition for registering to do business with the County, shall self-certify to the County regarding any violations of environmental, labor, and employment laws and regulations of the State of Michigan or any other regulatory agency, including, but not limited to, the following:

- The potential vendor’s history of compliance with labor and employment laws and regulations, including the Workforce Opportunity Wage Act, MCL 408.411 et seq., the Fair Labor Standards Act of 1938, 29 USC 201 et seq., and the National Labor Relations Act, 29 USC 151 et seq.; and
- The potential vendor’s environmental track record and sustainability practices, including the potential vendor’s history of compliance with environmental laws and regulations such as the Natural Resources and Environmental Protection Act, MCL 324.101 et seq., the Clean Water Act, 33 USC 1251 et seq., and the Clean Air Act, 42 USC 7401 et seq.

All vendors shall notify the Purchasing Department of any subsequent violation of this Policy within ten (10) years after becoming a vendor; failure to do so may result in the vendor being barred from doing business with the County for a period of up to five (5) years.

A local vendor claiming the local purchasing preference in accordance with the Local Purchasing Preference Policy, may not be afforded the preference if it is verifiably proven that the local vendor is found to have violated any provisions of this amended policy.

If it is discovered that a vendor performing work under a contract with the County is in violation of this policy, that vendor shall be found to have committed a material breach of the contract and that vendor shall make restitution payment to the County in the amount of \$500 per day for every day that the violation occurred since signing the contract. Upon being notifying in writing by the County of violating this policy, vendors who do not agree to make such restitution shall be barred from doing business with the County for a period of not less than ten (10) years. The vendor may appeal any such decision to the Ingham County Board of Commissioners who shall have the final say in all matters and appeals.

Has you or your business been fined and/or cited by any regulatory agency regarding any equal opportunity statutes, ordinances, rules, regulations, or policies?

No Yes, list and explain on a separate piece of paper any fines and/or citations you or your firm has received by any regulatory agency regarding equal opportunity statutes, ordinances, regulations or policies.

Vendor initial _____

Name/Company Name:

Federal ID #:

Signers Name:

Title:

Signers Email:

X
Authorized Signature

_____ Date

GOODS & SERVICES: Commodity Code Information: Please enter the corresponding 5-digit commodity codes for the goods and/or services that your business provides. These codes are used to identify vendors when bidding and proposal solicitations are distributed. Click here for a complete listing of the 5-digit commodity codes. Enter code as 5 digits without spaces or dashes. Example: Interpreter Services (not electronic assisted) 96146, or Interpreter Services, Electronically Assisted 96117

Link to Commodity Codes: <https://apps.ingham.org/vendorreg/commoditycodes.htm>
[Example, 96115 Concessions, Catering, Vending: Mobile and Stationary](#)

Describe goods and/or services provided:

PLEASE ATTACH YOUR W9 AND CERTIFICATE OF INSURANCE

W9, Blank W9 online: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Certificate of Insurance/Proof of Insurance (Certificate of Insurance Requirements Are Online: <http://pu.ingham.org/Home/TermsConditions/InsuranceRequirements.aspx>)

FINES and/or CITATIONS (if any)

List and explain on a separate piece of paper any fines and/or citations you or your firm has received by any regulatory agency regarding equal opportunity statues, ordinances, regulations or policies.

VENDOR COMMENTS:

VENDOR QUESTIONS: