

RUTHERFORD COUNTY SCHOOLS
382 West Main Street
Forest City, NC 28043
Telephone 828-288-2200 Fax 828-288-2491 Email anitab@rcsnc.org

Vendor Application

A W9 form must be submitted as a part of this application prior to purchase commitment.
Vendors are responsible for keeping all contact information up-to-date.

Purchase orders will be delivered via email (use of EProcurement system ended 2/1/16).
Although checks are cut twice weekly, vendors are encouraged to enroll in our automated (VISA) payment option for quicker and more convenient payments — please email for details.
Any non-incorporated vendor receiving \$600 or more in total in any calendar year will be issued a 1099-MISC form for tax purposes.

Completion of this application affirms that the vendor and related affiliates are NOT listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S 147-86.58 Iran Divestment Act Certification.

Please type or print legibly.

Vendor Name (must match tax records) _____

Federal ID # or Social Security # _____

School Employee? (Yes /No) Incorporated (Yes /No)?

Order Address

Remittance Address (if different)

Street _____

Street _____

City _____

City _____

State _____ Zip _____

State _____ Zip _____

Email Address (REQUIRED) _____

Contact Person _____

Customer Service Telephone Number _____ Fax _____

Please provide this information only if you are certified by the HUB Office (verification is required).

Women Business Enterprise

_____ African American
_____ Asian American
_____ Caucasian
_____ Latino/Hispanic
_____ Native American/Indian

Minority Business

_____ African American
_____ Asian American
_____ Latino/Hispanic
_____ Native American/Indian

Disabled Business

_____ Enterprise
_____ Non-Profit
Work
_____ Center for
the Blind
& Severely
Disabled

To apply for HUB status visit www.doa.nc.gov/hub.

RCS cannot conduct business with vendors debarred from state or federal agencies. Please check your status at these sites prior to applying:

State - <http://www.pandc.nc.gov/actions.aspx>

Federal - To find a list of current companies (Entity) or individuals that have been declared ineligible to receive Federal contracts due to a violation of Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended 29 U.S.C. Section 793; and/or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. Section 4212, follow the instructions below to access the System for Award Management (SAM). SAM contains the electronic roster of debarred companies excluded from Federal procurement and non-procurement programs throughout the U.S. Government (unless otherwise noted) and from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits. The SAM system combines data from the Central Contractor Registration, Federal Register, Online Representations and Certification Applications, and the Excluded Parties List System.

Instructions:

Click the www.sam.gov link. You will leave the U.S. Department of Labor's website and enter the SAM website.

How to search for an entity or individual in SAM

Click "SEARCH RECORDS" tab

In the search bars type in the Entity name or using an exclusion search term, Duns & Bradstreet number (DUNs) and/or the Entity Commercial and Government Entity (CAGE) code. You can only use one search bar at a time to search for records. Individuals are not assigned a DUNs number or CAGE code. When checking for a debarred individual, conduct the search by typing the name in the top bar.

Click "SEARCH" to retrieve a list of results. Entities with "Exclusion" listed in purple are currently debarred, while those labeled "Entity" in green do not have exclusions. In the right upper corner of the webpage, click one of the three buttons (PDF, Export CSV, or Print) to export or print the search results.

Click "VIEW DETAILS" to view SAM's information about the entities. 1. Entity Overview, 2. Entity Records, 3. Core Data on the Entity, 4. Assertions, 5. Representations and Certifications, 6. Point of Contact Person and 7. Whether the entity exclusions are active or inactive.

How to obtain file records from SAM

At the top of the webpage click the "DATA ACCESS" tab. The SAM webpage provides instructions for accessing and obtaining data extracts for entities located in SAM. Click the "Exclusions Extract Data Package" section for a complete list of active debarred contracts.