IBERIA PARISH GOVERNMENT

Purchasing Department
300 Iberia Street, Suite 400 • New Iberia, LA 70560-4543
Telephone: (337)365-8246 • Fax: (337)364-7650

VENDOR REGISTRATION FORM

COMPANY & CONTACT INFORMATION

Company Name:		Contact Name:	
Street Address:		Contact Title:	
City:		Contact Cell Phone:	
State:		Contact E-Mail:	
Zip/Postal Code:		Business Website URL:	
Business Telephone:		Year Established:	
Business Fax:			

BUSINESS INFORMATION

Parent Company:	(If Applicable)	Type of Business: (Check One)	☐ Maintenance & Construction Services
Former Name:	(If Applicable)		☐ Technical & Professional Services
Accounts Payable Address:	(If Different from Above)		☐ Manufacturer/Wholesale/Retail Sales
City:			☐ Other (Specify Below)
State:			
Zip/Postal Code:		List Products/Services Offered:	
Business Structure: (Check One)	☐ Partnership		
	☐ Joint Venture		
	☐ Corporation		
	☐ Sole Proprietorship	# of Locations:	
	☐ Limited Liability Co.	# of Full-Time Employees:	
Federal Tax ID# (EIN) or SS#:	(Required)	Business Ownership: (Check All That Apply)	☐ Minority Owned
LA State Sales Tax#:	(If Applicable)		☐ Minority Woman Owned (MNW)
LA State Contractor's License#:	(If Applicable)		☐ Non-Minority Woman Owned (WBE)
Occupational License#:	(If Applicable)		☐ Small Business
Iberia Parish Sales Tax#:	(If Applicable)		☐ Unknown

CUSTOMER REFERENCES

Company Name:		Company Name:	
Telephone:		Telephone:	
Contact Name:		Contact Name:	
List Products/Services Provided:		List Products/Services Provided:	

CONFLICT OF INTEREST

Are you, any member or major stockholder of your firm, or any of your relatives, employed by or are elected officials of Iberia Parish Government or any of its agencies?

(Check One) ☐ Yes

☐ No

If Yes, please provide information below:

Name: _____

Relationship: _____

Department/Agency: _____

CONFLICT OF INTEREST Vendor shall exercise reasonable care and diligence to prevent any actions or conditions, which could result in a conflict with the best interests of Iberia Parish Government. This obligation shall apply to the activities of the employees and agents of Vendors in their relations with the employees and their families of owner, vendors, subcontractors, and third parties arising from contracts or purchase orders for furnishing goods or services to Iberia Parish Government. Contractor's efforts shall include but not be limited to, establishing precautions to prevent its employees from making, receiving, providing, or offering gifts, entertainment, payments, loans, or other considerations of more than nominal value.

BUSINESS ETHICS Vendor agrees to comply with all laws and lawful regulations applicable to any activities carried out in the name of or on behalf of the Iberia Parish Government under the provision of Iberia Parish Government contracts or purchase orders including any amendments thereto.

Vendor agrees that all financial settlements, billings and reports rendered to Iberia Parish Government, will reflect properly the facts about all activities and transactions handled for the account of the Iberia Parish Government, which data may be relied upon as being complete and accurate in any further recording and reporting made by Iberia Parish Government for whatever purpose.

Further, the undersigned agrees to notify the Purchasing Department of any changes which would materially affect the statements made herein or which could affect conducting business in the best interests of Iberia Parish Government.

I understand that completing this Vendor Registration Form does not, in and of itself, approve, qualify, or guarantee business transactions between the company listed and Iberia Parish Government.

Completed By: _____ Date Completed: _____