

HINDS COUNTY

316 South President ·  
Suite 401 · Jackson, Ms 39205  
(601) 968-6534



PURCHASING

Chancery Court Building ·  
fax - (601) 968-6544

## Vendor Information Packet

We are pleased to acknowledge all companies interested in becoming a vendor with Hinds County. It is the intent of this office to acquaint you with the policies, procedures, and laws which govern our operation and enable us to maintain an equitable relationship with all vendors.

It is the policy and goal of the Hinds County Purchasing Department to provide all vendors a fair, competitive and transparent solicitation process, that encourages an open and fair competitive opportunity to sell equipment, machinery, supplies, commodities, materials, and services to Hinds County.

For your convenience, it is the vendor's responsibility to obtain a Purchase Order number. A Purchase Order number is required before any purchases can be made by Hinds County. Vendors are responsible for remitting proper invoice(s) to the Accounting Department for payment.

If you are interested in being added to Hinds County's Vendor List, please complete the attached Vendor Application, IRS W-9 form and Commodities/Services list.

Included with this packet is Hinds County's Sales Tax Exemption Information and contact information for questions concerning purchases and payments.

Thank you for your interest in Hinds County and we look forward to future opportunities for doing business with your company.

Respectfully,

Chantey Broome  
Purchase Clerk



<b>Official Use Only:</b>
Vendor No. _____
Date Submitted: _____

## VENDOR APPLICATION

PLEASE TYPE OR PRINT NEATLY. APPLICANT MUST COMPLETE ALL SPACES PROVIDED OR APPLICATION WILL BE RETURNED.

BUSINESS INFORMATION			
Business Name:	Type of Business:	Federal Employer ID#	
Physical Address: (Include Suite/Bldg.No):		City, State	Zip Code:
Mailing Address:(only if different from street):		City, State	Zip Code:
Toll Free Number:	Office Number:	Fax Number:	
Occupational License: (if applicable) <small>(Please attach if available)</small>		Professional License:(if applicable) <small>(Please attach if available)</small>	
Organization: (Check One) <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (Incorporated under the laws of the state of _____)			
Are you a Minority Vendor? <input type="checkbox"/> Yes or <input type="checkbox"/> No			
PERSON TO CONTACT FOR BIDS OR QUOTES			
Contact Name:		Contact Email Address: *for Bid Information	
Contact Street Address:		City, State	Zip Code
Mailing Address for Payments (Checks)		City, State	Zip Code
Contact Toll Free Number:	Office Number:	Fax Number:	Cell Number: (Optional)
CERTIFICATION			
<p>I certify that I am the owner or an authorized officer or agent for the above company and that the information supplied herein, including all pages attached, is correct and that neither the applicant nor any person or concern in any connection with the applicant as a principal officer, so far as is known, is now debarred or otherwise declared ineligible by the Hinds County Board of Supervisors from bidding for materials, supplies, equipments or services to the Hinds County Board of Supervisors or any agency thereof.</p> <p><b>Note: All applications are subject to review and investigation prior to validation for placement on approved County Vendor List.</b></p>			
***Signature of Owner, Officer or Authorized Agent:***			
Print Name Here:		Title:	Date:

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number											
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Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number											
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### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** The IRS has created a page on [www.irs.gov/w9](http://www.irs.gov/w9) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

**LOCAL BUSINESS DIRECTORY**  
**LIST OF COMMODITIES/SERVICES**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> A/C Repairs                  | <input type="checkbox"/> Financial Services           | <input type="checkbox"/> Playground Equipment      |
| <input type="checkbox"/> Air Compressor Repairs/Sales | <input type="checkbox"/> Fire Equipment Sales         | <input type="checkbox"/> Plant/Nursery Sales       |
| <input type="checkbox"/> Alarm Services               | <input type="checkbox"/> Fire Equipment Testing       | <input type="checkbox"/> Plumbing Services         |
| <input type="checkbox"/> Appliance Sales              | <input type="checkbox"/> Fire Sprinklers Services     | <input type="checkbox"/> Postage Machines          |
| <input type="checkbox"/> Architect Services           | <input type="checkbox"/> Flooring Services            | <input type="checkbox"/> Printing Services         |
| <input type="checkbox"/> Asbestos Abatement           | <input type="checkbox"/> Food Services                | <input type="checkbox"/> Promotional Supplies      |
| <input type="checkbox"/> Asphalt Repairs              | <input type="checkbox"/> Fuel, Oil & Lubricants       | <input type="checkbox"/> Radio Communication       |
| <input type="checkbox"/> Auctioneering Services       | <input type="checkbox"/> Furniture Repairs            | <input type="checkbox"/> Radio & TV Advertisement  |
| <input type="checkbox"/> Auto Part Sales              | <input type="checkbox"/> Furniture Sales              | <input type="checkbox"/> Recycling Equipment       |
| <input type="checkbox"/> Awards & Trophies            | <input type="checkbox"/> Garage Door Repairs          | <input type="checkbox"/> Road Construction         |
| <input type="checkbox"/> Background Checks            | <input type="checkbox"/> Garage Door Repairs          | <input type="checkbox"/> Rock-Sand-Granite         |
| <input type="checkbox"/> Battery Sales & Disposal     | <input type="checkbox"/> Glass & Mirror Sales         | <input type="checkbox"/> Roofing Services          |
| <input type="checkbox"/> Blue Prints                  | <input type="checkbox"/> Grading of Roads             | <input type="checkbox"/> Septic Services           |
| <input type="checkbox"/> Book Sales                   | <input type="checkbox"/> Hydraulic Repairs            | <input type="checkbox"/> Shipping Services         |
| <input type="checkbox"/> Bottled Water Sales          | <input type="checkbox"/> Ice Sales                    | <input type="checkbox"/> Shoes & Boot Sales        |
| <input type="checkbox"/> Brick Supplies               | <input type="checkbox"/> Industrial Supplies          | <input type="checkbox"/> Signage                   |
| <input type="checkbox"/> Building Construction        | <input type="checkbox"/> Insurance Services           | <input type="checkbox"/> Sod-Fertilizer-Seeds      |
| <input type="checkbox"/> Building Supplies            | <input type="checkbox"/> Internet & Cable Services    | <input type="checkbox"/> Sports Equipment          |
| <input type="checkbox"/> Carpet Cleaning              | <input type="checkbox"/> Junk & Litter Removal        | <input type="checkbox"/> Street Sweeping           |
| <input type="checkbox"/> Chemical Sales               | <input type="checkbox"/> Land Clearing                | <input type="checkbox"/> Surveying Services        |
| <input type="checkbox"/> Cell Phones                  | <input type="checkbox"/> Large Equipment Repairs      | <input type="checkbox"/> Temporary Labor           |
| <input type="checkbox"/> Cleaning Services            | <input type="checkbox"/> Landscaping Services         | <input type="checkbox"/> Tire Sales & Disposal     |
| <input type="checkbox"/> Computer Hardware & Software | <input type="checkbox"/> Lawn Equipment Repairs       | <input type="checkbox"/> Title Company             |
| <input type="checkbox"/> Concrete Services            | <input type="checkbox"/> Lawn Maintenance             | <input type="checkbox"/> Tool Sales & Repairs      |
| <input type="checkbox"/> Consulting Services          | <input type="checkbox"/> Lighting Supplies            | <input type="checkbox"/> Towing Services           |
| <input type="checkbox"/> Copier Repairs & Sales       | <input type="checkbox"/> Locksmith Services           | <input type="checkbox"/> Traffic Control Supplies  |
| <input type="checkbox"/> Debt Collection Services     | <input type="checkbox"/> Lumber Sales                 | <input type="checkbox"/> Traffic Striping Services |
| <input type="checkbox"/> Document Shredding           | <input type="checkbox"/> Machine & Equipment Rental   | <input type="checkbox"/> Trailer Sales             |
| <input type="checkbox"/> Drug Rehab Services          | <input type="checkbox"/> Mailing Services             | <input type="checkbox"/> Tree Trimming             |
| <input type="checkbox"/> Dumpster Services            | <input type="checkbox"/> Medical Supplies             | <input type="checkbox"/> Trucking & Excavating     |
| <input type="checkbox"/> Electrical Repairs           | <input type="checkbox"/> Metal Fabrication            | <input type="checkbox"/> Uniform Sales & Service   |
| <input type="checkbox"/> Elevator Services            | <input type="checkbox"/> Moving Services              | <input type="checkbox"/> Upholstery Cleaning       |
| <input type="checkbox"/> Embroidery Services          | <input type="checkbox"/> Music Equipment Sales        | <input type="checkbox"/> Utility Services          |
| <input type="checkbox"/> Endangered Species           | <input type="checkbox"/> Office Machine Repairs       | <input type="checkbox"/> Vending Services          |
| <input type="checkbox"/> Engineering Services         | <input type="checkbox"/> Office Supplies              | <input type="checkbox"/> Video Taping Services     |
| <input type="checkbox"/> Engraving Services           | <input type="checkbox"/> Outdoor Advertising          | <input type="checkbox"/> Water Testing Services    |
| <input type="checkbox"/> Environmental Assessment     | <input type="checkbox"/> Painting Supplies & Services | <input type="checkbox"/> Welding Services          |
| <input type="checkbox"/> Fencing Services             | <input type="checkbox"/> Paper Products               | <input type="checkbox"/> Well & Pump Repairs       |
| <input type="checkbox"/> File Systems                 | <input type="checkbox"/> Paving Services              |  |
|   | <input type="checkbox"/> Pest & Termite Control       |  |

Type of Commodity or Service Company Provides: (Please see above list and mark all applicable services/commodities or fill in the other section if your service/commodity is not listed) and attach to the application upon submission.

OTHER: