

Tips for Doing Business with Governmental Entities in Miami County, KS

Miami County's cities, school district and county government know that local businesses provide jobs and generate much of the tax dollars needed for them to provide the region's services. As strong corporate citizens, many Miami County businesses also make corporate contributions to the programs and activities that support our region's high quality of life.

And, we want to help you remain strong.

A common vendor registration form has been created for use by several jurisdictions. You can complete the form and submit it to the local jurisdiction. Or, return it to Miami County Economic Development, 201 S Pearl Suite 202, Paola, KS 66071. It will then be shared with the cities of Fontana, Louisburg, Osawatomie, Paola and Spring Hill along with the Louisburg, Paola, Osawatomie and Spring Hill school districts. Miami County government will also be provided the information.

While in a perfect world, all of the products and services needed would be available locally. We know that will likely not be the case. Specialty items, unique services and buying consortiums may make buying local difficult in some instances.

Competitive pricing, quality products and services, and responsive customer service will still be major factors weighed by buyers. You will be contacted for information on those details by the individual purchasing agents.

We appreciate you providing the information about your business' services and products.

If you have questions, please contact:
Miami County Economic Development Department
201 S Pearl, Suite 202, Paola, KS 66071
(913) 294-4045 or email jmcrac@miamicountyks.org



Some Resources for You

It would be nice if everything in life was easy, but that's just not the case. Before you start doing work with a governmental entity, these are some questions you might want to ask them about their procurement process.

- Do I need any special business licenses or certifications?
- Are there bonding requirements?
- Are there liability insurance requirements?
- What type of bidding process do you use: RFP, RFQ, IFB?
- What is your fiscal year?
- Are the products or services I offer purchased regularly or intermittently? Is there an annual cycle?
- How are your purchasing needs advertised?
- How many bids do you need to receive?
- Do you do best-value contracting or strictly price-base purchasing?
- Do you have any set-aside requirements for minority owned businesses?
- Do you have a preferred vendors list? Can I be placed on that list?
- Is the bidding done online?
- Do I need to register with the online procurement page? Is there a cost?
- What are the quality control, quality assurance policies of your municipality?
- What are your terms for payment?
- Is there any possibility for money down prior to delivery of a product or service?
- What are your warranty requirements?
- Does a product need to be exactly what is specified in terms of brand name, or will you take "like or better" qualified products?
- Are any security clearance or background checks required for an individual to work at your facility?
- What insurance coverage do I need to work at your facility?

No matter how it may feel, you are not in this alone. If you need assistance, please consider reaching out to any of these resources.

Miami County Economic Development, (913) 294-4045

www.ThinkMiamiCounty.com

Kansas Small Business Development Center, (913) 469-3878

www.jccc.edu/ksbdc

Kansas Procurement Technical Assistance Center, (913) 469-2313

www.jccc.edu/ptac

Kansas Department of Administration Vendor Registration, (785) 296-2376

www.da.ks.gov/purch/default.htm

Vendor Registration Application

Company Name and Address for Bids and Purchase Orders:

Note: Failure to return the completed form may result in the exclusion of your company from the Vendor List.

Please print the mailing address or any changes in the address in the spaces provided below:

Name _____

Address _____

City _____ State _____ Zip _____

Vendor Contact Information:

Please print the name and number of the contact person to reach for Purchase Orders:

Contact Person _____

Office Number _____ Fax Number _____ Cell Number _____

After Hours Contact Person and Number _____

Email Address _____

Organization Type (Check One):

Individual _____ Partnership _____ Non-Profit _____

Corporation _____ Joint-Venture _____ Other _____

Business Type (Check One):

Manufacturer _____ Service _____ Other _____

Distributor/Wholesaler _____ Retail _____

Manufacturer's Representative _____ Contractor _____

Minority Business:

A minority business is defined as an organization in which 51% of the ownership interest, stock, or otherwise, is owned by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment of minority persons. Place a checkmark by the appropriate space below.

African American _____ Hispanic _____ American Indian _____

American Oriental _____ American Eskimo/Aluet _____ Does not apply _____

Female Owned Business: _____ Yes _____ No

A female owned business is defined as an organization in which 51% of the ownership interest, stock or otherwise, is owned by a female.

Kansas Firm: _____ Yes _____ No

A Kansas firm is defined as an organization which has and maintains within the State of Kansas a regular place of business for the transaction of their business.

Applicant's Certification: The undersigned hereby certifies that the foregoing information is a true and correct statement of the facts and agrees to abide by the laws of the State of Kansas and the rules and regulations of Miami County, Kansas now in effect and including any subsequent revisions thereof. Applicant acknowledges that it is his/her responsibility to keep the information current by notifying Miami County Economic Development Department of any changes. The applicant also acknowledges that repeated failure to respond to quotes may result in removal from the vendor list.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION

TITLE

DATE

Please indicate the services or products you offer on the back of this page.

Please select up to five types:

- Art Equipment and Supplies
- Automotive Accessories: Automobiles, Buses, Trucks etc.
- Automotive Maintenance Items & Repair/Replacement Parts
- Automotive Vehicles & Related Transportation Equipment
- Building and Lumber Materials
- Cafeteria and Kitchen Equipment, Commercial Grade
- Clothing, Apparel, Uniforms and Accessories
- Fencing
- Fire Protection Equipment and Supplies
- First Aid Safety Equipment and Supplies
- Flags, Flag Poles, Banners and Accessories
- Floor Covering, Floor Covering Installation & Removal Equip and Supplies
- Floor Maintenance Machines, Parts & Accessories
- Foods: Bakery Products (Fresh)
- Foods: Catering
- Foods: Grocery
- Fuel, Oil, Grease and Lubricants
- Furniture: Cafeteria, Household, Library, Lounge, School
- Furniture: Office
- Hand Tools: Powered and Non-Powered, Accessories and Supplies
- Hardware and Related Items
- HVAC: Equipment, Parts and Accessories
- Janitorial Supplies, General Line
- Nursery Stock, Equipment and Supplies
- Office Machines, Equipment and Accessories
- Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc.
- Office Supplies: General
- Office Supplies: Printing
- Paper (For Office and Print Shop Use)
- Park, Playground and Swimming Pool Equipment
- Plumbing Equipment, Fixtures and Supplies
- Police Equipment and Supplies
- Printing Specialties: Badges, Emblems, Name Tags, Decals and Stamps
- Printing: Traditional and Silk Screening
- Rental or Lease Services of Equipment – Agricultural, Automotive or Heavy Equipment
- Road and Parking Lot: Construction
- Road and Parking Lot: Maintenance
- Roofing
- Signs, Traffic Control Devices, Markers and Plaques
- Sporting and Athletic Goods
- Technology: Hardware, Accessories and Software
- Water Supply and Sewage Treatment

Once work is identified, it is likely that an entity will require vendors to provide a copy of their current IRS W-9, proof of Worker's Compensation Insurance and a current tax clearance report. If you have questions about how to obtain these forms, please contact Miami County Economic Development at (913) 294-4045.

**Return Completed Forms to:
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(913) 294-4045 or email jmcray@miamicountyks.org**