



CITY OF OAKLAND PARK VENDOR APPLICATION

Application Date: _____

Company Name (Legal Name as Filed with the IRS): _____

Doing Business As (DBA) : _____

Federal ID Number _____ OR Social Security Number _____ - _____ - _____

Business Type: Individual Sole Proprietor Corporation S Corporation Partnership LLC Trust/Estate
 Other (Explain) _____

Physical Address: _____

City/State/Zip: _____

Telephone: _____ Toll-Free: _____ Fax: _____

Email: _____ Business Website: _____

Primary Contact Name: _____ Primary Contact Title: _____

Telephone: _____ Email: _____

Remittance Address (if different than the address above): _____

City/State/Zip: _____

Telephone: _____ Email: _____

Applicant's primary line of work: _____

- Does your company accept Visa for payment of invoices? YES NO
- Does your company charge a processing fee for the acceptance of credit cards? YES NO
- If yes, state percentage or flat fee: _____ % or \$ _____

PURCHASE ORDER ACKNOWLEDGEMENT

APPLICANT ACKNOWLEDGES THAT SUBMISSION OF A VENDOR APPLICATION DOES NOT AUTHORIZE THE APPLICANT TO DELIVER GOODS OR SERVICES TO THE CITY OF OAKLAND PARK. THE CITY ISSUES PURCHASE ORDERS FOR GOODS AND SERVICES, AND VENDORS MUST RECEIVE A FULLY-APPROVED PURCHASE ORDER PRIOR TO DELIVERY. PAYMENT FOR GOODS AND SERVICES NOT AUTHORIZED BY A PURCHASE ORDER, OR THAT EXCEED THE AMOUNT OF THE PURCHASE ORDER ISSUED, MAY BE DENIED.

Signature

Title

Date

AFFIDAVIT OF COMPLIANCE WITH ANTI-HUMAN TRAFFICKING LAWS

In accordance with section 787.06 (13), Florida Statutes, the undersigned, on behalf of the entity or business named below ("Entity"), hereby attests under penalty of perjury that:

Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, entitled "Human Trafficking".

The undersigned is authorized to execute this affidavit on behalf of Entity.

Date: _____, 20_____

Signed: _____

Entity/Business Name: _____

Name: _____

Title: _____

State of _____
County of _____

On this ____ day of _____, _____, before me, the undersigned Notary Public, personally appeared _____ [name of signer(s)], who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under **PENALTY OF PERJURY** under the laws of the State of Florida that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public, State of _____
(Print Name of Notary)

Commission Number: _____
My Commission Expires: _____

**AFFIDAVIT OF COMPLIANCE WITH SECTION 287.138, FLORIDA STATUTES,
CONTRACTING WITH FOREIGN ENTITIES OF CONCERN**

BEFORE ME, the undersigned authority, personally appeared **(Name of affiant)** _____, who, after being first duly sworn, deposes and states as follows:

1. **Affiant Identity:** Affiant is the **(Title)** _____ of **(Business Name)** _____ which does business in the State of Florida, hereinafter called the "Contractor."
2. **Contract Purpose:** This affidavit is submitted in connection with the contract titled _____, between the Contractor and the City of Oakland Park, Florida ("City"), and is intended to comply with the requirements of Section 287.138, Florida Statutes, as amended.
3. **Statutory Background:** Section 287.138, Florida Statutes, prohibits governmental entities from entering into, extending, or renewing certain contracts with entities of concern, including:
 - Entities owned or controlled by the government of a foreign country of concern,
 - Entities organized under the laws of a foreign country of concern, or
 - Entities that are subsidiaries or affiliates of such entities, where such contracts would provide access to personal identifying information (PII) of individuals.
4. **Certification of Compliance:**
 - a. Contractor is not owned or controlled by the government of a foreign country of concern, as defined in Section 287.138(1), Florida Statutes.
 - b. Contractor is not organized under the laws of a foreign country of concern.
 - c. Contractor is not a subsidiary or affiliate of an entity described in paragraphs (a) or (b) above.
 - d. Contractor will not subcontract with, delegate to, or otherwise provide access to any entity that would violate the restrictions set forth in Section 287.138(3), Florida Statutes, in connection with this contract.
5. **Accuracy and Updates:** Contractor affirms that the representations in this affidavit are true and accurate as of the date of execution. Contractor agrees to notify the City immediately in writing if any representation becomes inaccurate during the term of the contract.

Signed and Delivered on this _____ day of _____, _____.

BY: _____
Signature of Affiant

Printed Name

State of _____
County of _____

On this ____ day of _____, _____, before me, the undersigned Notary Public, personally appeared _____ [name of signer(s)], who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under **PENALTY OF PERJURY** under the laws of the State of Florida that the foregoing paragraph is true and correct.
WITNESS my hand and official seal.

Notary Public, State of _____
(Print Name of Notary)

Commission Number: _____
My Commission Expires: _____

In addition to the above, the following documentation **MUST** be submitted with your application:

- **CURRENT W-9 form.** Must include federal tax classification (business type) and Federal Employer ID Number (FEIN) or Social Security Number. Access this form at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
- **CURRENT Certificate(s) of Insurance (COIs):**
 - All Certificates of Insurance must be current. It is the vendor's responsibility to ensure the City receives updated Certificates of Insurance prior to policy expiration.
 - The City of Oakland Park **MUST** be named an Additional Insured on General Liability policies, as well as Automobile policies when vendor will deliver products or services to City premises.
 - The City **MUST** be named as Certificate Holder:

City of Oakland Park
1100 Park Lane East
Oakland Park, Florida 33334

- **CURRENT corporation, trademark, limited partnership, limited liability, and/or fictitious name report**, as filed annually, with the Florida Department of State - Division of Corporations. Access this report at: www.sunbiz.org. Otherwise, vendor's state registration report.

Return Application To:

CITY OF OAKLAND PARK
PURCHASING DIVISION
1100 PARK LANE EAST, FLOOR 5
OAKLAND PARK, FL 33334
954-630-4256
Purchasing@OaklandParkFL.gov

If your business is interested in offering products or services to the City of Oakland Park and would like to receive notifications of formal solicitations, please register online at www.DemandStar.com.

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

AFFIDAVITS MUST BE NOTARIZED, PER FLORIDA STATUTES.