



TO: VENDORS

FROM: COAST RTA PROCUREMENT OFFICE

RE: VENDOR APPLICATION

Thank you for your interest in providing goods and services to Coast RTA. In an attempt to promote procurements from our local vendors throughout Horry County, Coast RTA is developing a vendor list, consisting of local vendors by category. Please review and complete the attached Coast RTA Vendor Application and return it to the Procurement Office, as indicated herein.

This list does not ensure that any vendor will be utilized, but merely serves as a notification of availability for the Procurement Office.

Upon receipt of the completed application, the Procurement Officer will enter your business into our vendor listing for potential public bidding, proposal, and purchasing opportunities. If there is any future change in the information provided in this application, you must notify us in writing so that your application can be updated. Your company information will only be updated when you notify us in writing.

Being on the vendor list does not guarantee you will be contacted for every bid, proposal, or purchase issued by Coast RTA. Vendors must still review the South Carolina Business Opportunities web-site at <http://www.mmo.sc.gov/PS/general/scbo/PS-scbo-online.phtm> for public bid and proposal opportunities.

Vendor Applications can be mailed to
Procurement
Coast RTA
1418 Third Avenue
Conway, SC 29526
or
E-Mailed to
procurement@coastrta.com

If you have any questions, please feel free to contact the Procurement Office by calling (843) 438-3015.



1418 THIRD AVENUE
CONWAY, SC 29526
PHONE: 843-488-0865
FAX: 843-488-0874

The Coast RTA Vendor Application

Instructions: Please type or print legibly all requested information on this application. Failure to furnish all requested information may be cause for rejection of this application. The Coast RTA prefers to send all public solicitations (i.e. bids, proposals, quotes, etc.) via e-mail. If an e-mail address is provided, please ensure that the address listed is monitored. The Coast RTA will not be responsible for updating e-mail addresses if notifications are returned or rejected.

Company Name: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Phone No.: () _____

Fax No.: () _____

E-Mail Address: _____

Principal/Owner: _____

Name: _____

Title: _____

Is the Company currently certified as a Disadvantaged Business Enterprise (DBE) by the South Carolina Department of Transportation's Unified Certification Program?

_____ YES or _____ NO

Is the Company currently certified by the SCDOT as a Small Business Enterprise (SBE)?

_____ YES or _____ NO

Coast RTA reserves the right to request proof of DBE & SBE certification from vendor prior to conducting any business with The Coast RTA!

The D-U-N-S® Number

Before you can participate in bids or proposals with The Coast RTA, you need to obtain a Dun & Bradstreet, or D-U-N-S®, number, a unique nine-digit identification number for each physical location of your business.

Created in 1962, the Data Universal Numbering System or D-U-N-S® Number is D&B's copyrighted, proprietary means of identifying business entities on a location-specific basis.

Assigned and maintained solely by D&B, this unique nine-digit identification number has been assigned to over 100 million businesses worldwide. A D-U-N-S® number remains with the company location to which it has been assigned even if it closes or goes out-of-business.

The D-U-N-S® number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. The D-U-N-S Number® was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

Under normal circumstances the D-U-N-S® number is issued within 1-2 business days when using the D&B web form process. If requested by phone, a D-U-N-S® number can usually be provided immediately. If you have not yet registered for your D-U-N-S® number, please visit online:

<http://fedgov.dnb.com/webform>

Please Provide your company's D-U-N-S- Number: _____

I certify that all information provided in this application is correct and that the person or entity listed is not debarred or otherwise been declared ineligible by any governmental agency (Municipal, County, State, Federal, or Political Entity) from bidding or furnishing equipment, supplies, or other services to Coast RTA.

Authorized Signature: _____

Printed Name: _____

Date: _____



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Please check all categories of equipment, supplies, and/or services listed on the following pages provided by your firm:

- advertising
- aerial lift
- appliances
- appliance parts
- appraisers
- architect
- armored car services
- asbestos abatement
- asbestos consultants
- auctioneers
- audiovisual equipment
- auditors
- automotive services
- automotive supplies
- awards/trophies/plaques
- badges/plastic cards
- batteries
- boilers
- boxes
- building supplies

- _____ buildings, modular
- _____ buildings, prefabricated
- _____ carpentry
- _____ carpet cleaning
- _____ chemicals
- _____ clearing/excavating/debris
- _____ computer consultants
- _____ computer hardware
- _____ computer maintenance
- _____ computer software
- _____ computer supplies
- _____ concrete contractor
- _____ construction management
- _____ contractor, general
- _____ control systems
- _____ copiers
- _____ correctional food service
- _____ cost allocation planners
- _____ demolition
- _____ document management systems
- _____ dredging
- _____ education
- _____ electrical contractor
- _____ electrical products
- _____ elevators
- _____ emergency vehicles
- _____ engineer, civil
- _____ engineer, electrical
- _____ engineer, environmental
- _____ engineer, mechanical
- _____ engineer, structural
- _____ environmental consultants
- _____ erosion control
- _____ fences
- _____ filing systems
- _____ financial consulting
- _____ financial underwriting
- _____ fire protection equipment
- _____ fire protection systems
- _____ floor coverings
- _____ food service
- _____ food service equipment
- _____ fuel
- _____ furniture

- _____ furniture, outdoor
 - _____ garage equipment
 - _____ generators
 - _____ geological consultants
 - _____ geologist
 - _____ glass/windows/windshields
 - _____ gloves, medical
 - _____ gloves, work
 - _____ groceries/meats/seafood
 - _____ hardware/tools
 - _____ hazardous waste management
 - _____ heat & a/c
 - _____ heavy equipment, rental
 - _____ heavy equipment, repair
 - _____ heavy equipment, sales
 - _____ heavy trucks, sales
 - _____ helicopters
 - _____ historical restoration
 - _____ inmate health care
 - _____ institutional furniture
 - _____ institutional products
 - _____ insulation
 - _____ insurance
 - _____ interior design
 - _____ irrigation/lawn sprinklers
 - _____ jail management system
 - _____ janitorial equipment
 - _____ janitorial services
 - _____ janitorial supplies
 - _____ landscaping
 - _____ lead removal
 - _____ leasing
 - _____ library equipment
 - _____ library furnishings
 - _____ lighting services
 - _____ linens
 - _____ machine repair
 - _____ machine shop
 - _____ mapping
 - _____ marine supplies
 - _____ marketing consultants
 - _____ masonry
 - _____ medical equipment
 - _____ medical supplies
-

- _____ microfilm
 - _____ movers
 - _____ office furniture
 - _____ office machines
 - _____ office supplies
 - _____ paint supplies
 - _____ painters
 - _____ paper products
 - _____ paving/grading/road building
 - _____ personnel studies
 - _____ pest control
 - _____ pesticides
 - _____ photogrammetric mapping
 - _____ photographic supplies
 - _____ photography, aerial
 - _____ photography services
 - _____ pile driving
 - _____ planning consultants
 - _____ plumbing
 - _____ plumbing supplies
 - _____ police equipment/supplies
 - _____ printer supplies
 - _____ printing/binding
 - _____ real estate
 - _____ recreational equipment
 - _____ recycling equipment
 - _____ rescue equipment
 - _____ residential housing rehabilitation
 - _____ roofers
 - _____ roofing supplies
 - _____ safety equipment
 - _____ safety shoes
 - _____ sand
 - _____ sandblasting
 - _____ screen printing
 - _____ security guards
 - _____ security systems
 - _____ signage
 - _____ site work
 - _____ solid waste collection
 - _____ solid waste disposal
 - _____ solid waste management
 - _____ sound systems
 - _____ steel buildings (buildings, prefab)
-

- _____ steel fabricators
- _____ steel products
- _____ storage
- _____ surveillance
- _____ surveying
- _____ tanks
- _____ telecommunications
- _____ tires
- _____ towing
- _____ traffic paint
- _____ trailers
- _____ tree removal
- _____ truck equipment
- _____ underwater construction
- _____ uniforms/clothing
- _____ vehicles (passenger cars, trucks, vans)
- _____ water purification
- _____ waterproofing
- _____ welding
- _____ well contractor
- _____ window coverings
- _____ wires/wiring/cabling/fiber
- _____ other



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Re: Third Party Contracting Requirements

Dear Current, Past, or Potential Vendor:

Waccamaw Regional Transportation Authority dba Coast RTA is sending this letter as formal notification that we, as a grantee of Federal funds, must comply with Federal Transit Administration Circular 4220.1F in procurements paid with Federal funds. This circular outlines the requirements that we must adhere to in the solicitation, award, and administration of our third party contracts.

The requirements in this circular include, but are not limited to: our conformance with State and Local laws, written standards of conduct involving all employees engaged in the award or administration of contracts, ensuring the most efficient and economic purchase, and awarding contracts to responsible contractors. You may view the circular online by visiting the FTA website at http://www.fta.dot.gov/legislation_law/12349_8641.html.

In addition to notifying you of our compliance with Circular 4220.1F, we are also including a blank W-9 form to be completed. All vendors are asked to complete this form and return or fax to it to me no later than February 15, 2012. Please fax or remit the completed form via mail or E-Mail me at:

Grants & Procurement Manager
Coast RTA
1418 Third Avenue
Conway, SC 29526
procurement@coastrta.com

Additionally, The Coast RTA's procurement policy states that all vendors are required to obtain a purchase order number for all purchases made by any representative of this company. The purchase order number **must** be indicated on all applicable invoice(s) remitted to The Coast RTA. This mandatory policy applies to all procurements made by, and on behalf of this agency. Failure to adhere to this policy may potentially interfere with invoice payment(s).

If you have questions regarding this letter or our responsibilities regarding this circular, please do not hesitate to contact me via E-mail at kparks@coastrta.com or phone (843) 438-3015.

Regards,

Kevin L. Parks
Grants & Procurement Manager

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) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	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 <i>How to get a TIN</i> on page 3.																													
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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).	
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 4.	

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

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, 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.

Note. If 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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.