

New Vendor Intake Form

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| Vendor's Business Name: | | |
| Vendor's Physical Business Address: | | |
| Email Address: | | |
| Description of Business/Commodities/Services: | | |
| Vendor Intake Questions: | | Indicate the correct response by circling "Yes" or "No" and provide the additional requested information: |
| 1. Does your business meet the following definition? <u>A Minority Business Enterprise (MBE) is any legal entity, other than a joint venture, organized to engage in commercial transactions which is at least 51% owned and controlled by one or more minority persons (African Americans, Hispanics, American Indians, Asians, women and the physically or mentally disabled), or a non-profit entity organized to promote the interest of the physically or mentally disabled.</u> | Yes – Please explain and complete the Affidavit attached to this Form and send both completed/signed forms back to _____. Explanation: | No |
| 2. Is your business MBE Certified? | Yes – Please list the certification/s and certification number/s. | No |
| 3. Is your business a Small Business Enterprise? | Yes – Please list the certification/s and certification number/s. | No |
| 4. Is your business a Prince George's County Based Business. | Yes | No |

Name: _____ Title: _____
(Print)

Signature: _____ Date: _____

Please have this form along with a completed W9 returned to the person issuing the request within 7-business day from notification. Failure to submit the required information may delay the issuance of a Purchase Order, payment/s or possibly result in the cancelation of goods or services.

Vendors that are not certified by the Maryland Department of Transportation (MDOT), are encouraged to initiate certification as soon as possible. For more information on the State's MBE program or questions related to certification, please contact MDOT's Office of Minority Business Enterprise/Equal Opportunity, telephone 800-544-6056 or view the MDOT website: <http://www.mdot.state.md.us/mbe/index.html>.

PRINCE GEORGE'S COMMUNITY COLLEGE (PGCC)
MINORITY BUSINESS ENTERPRISE (MBE) AFFIDAVIT

I hereby declare and affirm that I am the _____
(Title)

and the duly authorized representative of _____
(Name of Vendor)

I solemnly affirm that the named business meets the PGCC's MBE definition provided in the PGCC's New Vendor Intake Form, and all information provided within the New Vendor Intake Form are true to the best of my knowledge, information, and belief.

I understand the failure to provide accurate information may result in immediate termination of services or possible liquidated damages, at no fault to the College and at the College's sole discretion.

Vendor Name

Signature of Affiant

Address

Printed Name, Title

Date

State of _____

County of _____

The foregoing was acknowledge before me this ____ day of _____, _____, by _____ who is

personally known by me or produced _____ identification, and who did take an oath.

Signature of Notary Public:

Place Notary Seal above