



Dear Vendor:

The Purchasing Services Department for the Solid Waste Authority of Palm Beach County is responsible for all aspects of the Authority's centralized procurement process. Our objective is to acquire needed goods and services as efficiently and inexpensively as possible, while assuring fair and equal opportunity to all qualified vendors.

Purchasing is organized into two sections:

- The **Commodities and Trade Services** module purchases most of the items and services utilized by the Authority
- The **Construction and Professional Services** module is responsible for solicitations for construction and/or engineering consultant services

We are pleased that you are interested in becoming a supplier of goods and/or services to the Authority. In order for your firm to be considered for future solicitations submit the following documentation:

- A completed Vendor Registration Application with name and address as it appears on your invoices
- A completed Substitute W-9 form
- A copy of your current certification as Minority/Woman/Small Business Enterprise, if applicable. Certification from any local, state or federal governmental entity is acceptable

It is your responsibility to keep Purchasing Services informed of subsequent changes that should be made to your registration information. Changes in vendor information on file with Purchasing Services (such as company name, address, or services, supplies, and equipment you wish to furnish) can only be accomplished by contacting Purchasing Services in a written communication, including your federal ID number, company name, address, telephone number, and any information to be changed. This application is provided as a courtesy only. An active application does not legally entitle a vendor to any particular solicitation. Vendors are urged to check the local legal notices and our website at www.swa.org for contract opportunities.

Should you have any questions regarding the completion of this application, or any questions about the Authority's Purchasing Services Department, please call (561) 640-4000, extension 4520.

Thank you for your interest. We look forward to a mutually beneficial relationship.

Sincerely,

Sig. *Saundra L. Brady*

Saundra L. Brady, M.P.A., CPPB
Director Purchasing Services

Attachments: Vendor Registration Application
Substitute W-9 Form

INFORMATION FOR VENDORS

The Solid Waste Authority of Palm Beach County welcomes the opportunity to do business with interested firms in the community. M/W/SBE participation is encouraged.

We hope this information will foster your participation in our procurement process.

We are proud of our professional staff. The following personnel can be contacted at (561) 640-4000 regarding their areas of expertise. Our FAX numbers are 561-640-3400 or 561-687-4067.

Saundra L. Brady, M.P.A., CPPB
Extension # 4522
E-mail: sbrady@swa.org

Director Purchasing Services

Maciej Kadzinski, CPPB, CPPO,
CPM
Extension # 4526
E-mail: mkadzinski@swa.org

Procurement Manager

Construction and Professional Services, M/W/SBE Coordinator

Phillip Ford, CPPB, CPPO
Extension # 4528
E-mail: pford@swa.org

**Purchasing
Supervisor**

Major Commodities:

Autos and Trucks
Heavy Equipment
Maintenance and Material
Handling Equip
Towing Services

Building Materials
Trade Services
Grounds Maintenance
Fuel and Lubricants
Scales Service &
Equipment

Laurie Odium
Extension # 4524
E-mail: lodlum@swa.org

Buyer

Major Commodities:

Office Supplies and
Equipment
Temporary Personnel
Safety Equip and Services
Equipment Rental
Fencing
Furniture
Hazardous Waste
Disposal Services

Uniforms
Janitorial Service and
Supplies
Printed materials and
Media
Promotional Items
Communications
Computers & related

Barbara Novello
Extension # 4527
E-mail: bnovello@swa.org

Contract Specialist

Processing of Construction and Professional Services Bids, RFQs, RFPs and Contracts

Marina Kane
Extension 3 4520
Email: mkane@swa.org

Purchasing Specialist

Processing of Commodities and Trade Services Bids and Purchase Orders

Please complete the enclosed Vendor Registration Form, and Substitute W-9 Form. Return the two forms to: Solid Waste Authority of Palm Beach County, Attn: Purchasing Services, 7501 North Jog Road, West Palm Beach FL 33412.

**Keep this page and the Cover Letter for your reference.
WE LOOK FORWARD TO DOING BUSINESS WITH YOU!**



VENDOR REGISTRATION

*ALL ANSWERS SHOULD BE TYPED OR PRINTED
YOU MUST SUBMIT THE ENCLOSED SUBSTITUTE W-9 FORM COMPLETED AND SIGNED*

<input type="checkbox"/> INITIAL APPLICATION	<input type="checkbox"/> REVISION	SPACE BELOW FOR SWA USE ONLY
COMPANY NAME:		VENDOR ID NO:
ADDRESS FOR BIDS & PURCHASE ORDERS: STREET/PO BOX:		ACCEPTANCE DATE:
CITY:	STATE:	ZIP:
☎ TOLL FREE: ()		☎ FAX : ()
☎ BUS. NO. : ()		M/W/SBE CERTIFICATE RECEIVED: <input type="checkbox"/> YES <input type="checkbox"/> NO
INTERNET ADDRESS:		DATE:
ADDRESS FOR PAYMENTS: STREET/PO BOX:		FEDERAL ID NO.:
CITY:	STATE:	ZIP:
☎ TOLL FREE: ()		☎ FAX : ()
☎ BUS. NO. : ()		CONTACT PERSON:
INTERNET ADDRESS:		EMAIL ADDRESS:
CERTIFIED MINORITY/WOMAN/SMALL BUSINESS: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, check the following and <u>send a copy of your most recent certification letter or certificate.</u> CLASSIFICATION: <input type="checkbox"/> BLACK <input type="checkbox"/> HISPANIC <input type="checkbox"/> WOMAN <input type="checkbox"/> SMALL <input type="checkbox"/> DISABLED <input type="checkbox"/> OTHER		IF INCORPORATED, INDICATE IN WHICH STATE:
PERSONS AUTHORIZED TO SIGN BIDS AND CONTRACTS IN APPLICANTS / COMPANY NAME (if agent, so specify)		
NAME	OFFICIAL CAPACITY	COMPANY TELEPHONE NUMBER
IN THE AREA BELOW, PLEASE LIST THE EQUIPMENT, SUPPLIES, MATERIAL AND/OR SERVICES ON WHICH YOU DESIRE TO BID AND LIST DETAIL FOR ANY COMMODITY YOU WISH TO SUPPLY		

