



## SUPPLIER BUSINESS PROFILE

The information below is required to enter any business, consultant, individual, or independent contractor / individual into our supplier database. Once you have been notified of an award of a contract or service, this form must be completed in its entirety and submitted to the Procurement Department via email: [ValenciaProcurement@valenciacollege.edu](mailto:ValenciaProcurement@valenciacollege.edu) (Please allow 3-5 days for processing.)

(Please type or print clearly)

<b>◆ COMPANY / CONSULTANT / INDEPENDENT CONTRACTOR / INDIVIDUALS NAME:</b> (as reported to the IRS)			
<b>◆ Mailing Address:</b> (PO inquiries)	City:	State:	ZIP:
<b>◆ Corporate Address:</b> (if different)	City:	State:	ZIP:
<b>◆ Billing/Remit to Address:</b> (invoicing)	City:	State:	ZIP:
<b>◆ Email address to receive Purchase Order(s):</b> _____ If fax is preferred, please provide fax number: _____			
<b>◆ PURCHASE ORDERS</b> Contact Person: _____ Title: _____ Phone #: _____ Email Address: _____		<b>◆ BILLING INQUIRIES</b> Contact Person: _____ Title: _____ Phone #: _____ Email Address: _____	
<b>◆ Company is:</b> <input type="checkbox"/> Small Business <input type="checkbox"/> Non-Profit <input type="checkbox"/> Government <input type="checkbox"/> City, State <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership			
<b>◆ Federal Employer Identification No. (FEIN):</b>		<b>◆ Type of Service or Commodity:</b>	
<b>◆ COMPANY OWNERSHIP</b> Is Company currently certified as a MBE, WBE, or VBE with the State of Florida? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>If yes, a copy of State certification is <b>required</b></u> Is Company certified as MBE, WBE, VBE or LDB with an agency other than the State of Florida? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>If yes, a copy of your certification is <b>required</b></u>			
<b>◆ Check all that apply:</b> <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American Business <input type="checkbox"/> Native American <input type="checkbox"/> Woman Owned <input type="checkbox"/> Veteran Owned <input type="checkbox"/> Local Developing			
<b>◆ INDIVIDUAL</b> Social Security Number (SSN)*: ____ - ____ - ____ Driver's License Number: _____		As an individual, you must also submit a copy of one (1) form of identification: <input type="checkbox"/> Driver's License <input type="checkbox"/> Student ID Card <input type="checkbox"/> Passport <input type="checkbox"/> Veteran ID Card	
<small>*Valencia collects social security number information in order to file the required information returns with the Internal Revenue Service, as authorized by federal law, Internal Revenue Code, Section 6109; Title 26 US Code.</small>			
Does your company accept credit cards? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Both			
Signature of Person completing Profile:			
Printed Name:		Date:	
Name of person or department you are working with:			
<b>In order to business with Valencia College, the affidavit on the following page must be completed and submitted by non-governmental entities. This requirement does not apply to individuals or independent contractors.</b>			



**The District Board of Trustees of Valencia College, Florida**

**THE USE OF COERCION FOR LABOR AND SERVICES AFFIDAVIT**

This form must be completed by an officer or representative of the nongovernmental entity executing, renewing, or extending a contract with Valencia College, a governmental entity of the State of Florida, ("Governmental Entity") in compliance with Section 787.06(13), Florida Statutes.

Firm/Company Name: \_\_\_\_\_

Firm/Company FEIN: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Firm/Company Authorized Representative Name: \_\_\_\_\_

Firm/Company Authorized Representative Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The District Board of Trustees of Valencia College, Florida, is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of the Contractor, I certify that the firm/company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing state and that the facts stated in it are true.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Failure to execute and return this form may impact your company's eligibility to do business with Valencia College.**