



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](mailto: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

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- \_\_\_\_\_ 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
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- \_\_\_\_\_ 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)
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- \_\_\_\_\_ 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





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

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](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](mailto: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](mailto: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.**

<b>Print or type See Specific Instructions on page 2.</b>	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)		

<b>Part I Taxpayer Identification Number (TIN)</b>																													
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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<b>Part II Certification</b>	
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).	
<b>Certification instructions.</b> 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.	

<b>Sign Here</b>	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.