



# Mount Saint Mary College

330 Powell Avenue, Newburgh, New York 12550 • www.msmc.edu

## New Vendor Setup Form

Name of MSMC Contact \_\_\_\_\_ Department/Phone \_\_\_\_\_

### Ordering Address/Information

Company/Individual Name \_\_\_\_\_

DBA \_\_\_\_\_ US Citizen Yes  NO

Taxpayer ID Number (TIN) \_\_\_\_\_ OR SS # \_\_\_\_\_

DUNS# \_\_\_\_\_

Physical Address \_\_\_\_\_

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

E-mail \_\_\_\_\_ Country (if not U.S.) \_\_\_\_\_

Website Address \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

### Remit to address if different from above

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country (if not U.S.) \_\_\_\_\_

### Category Designation – check all that apply

Merchandise  Type of Merchandise \_\_\_\_\_

Services  Type of Services \_\_\_\_\_

### Company Status

Do you supply through any Group Purchasing Organizations contracts? (Please list) **Example:** E&I, NJPA, LHVCCUC, US Communities

### Supplier Class (Check all that apply)

#### Status

Women Owned  Not-For-Profit Association

MBE  Small Business

Veteran Owned Business  Foreign Business

Minority  Governmental Entity

Please include copies of documentation from certifying authority.

Print, sign and fax the completed form, W-9, and Certificate of Insurances (requirements listed on back) to (845) 569-3329 Attention: Finance & Administration OR e-mail to [newvendors@msmc.edu](mailto:newvendors@msmc.edu)

### Sign Here

Form Completed By-Sign Name

Form Completed By-Print Name

Finance Approval

By signing this form, vendor is certifying that all information provided is correct and reliable and vendor is not suspended or expelled by the Federal Government or the State of New York from joining in Federal or State funded projects.

Standard payment terms are net 30 days. Do you offer a discount payment/term option?  Credit Cards accepted? -American Express  Visa  MasterCard

# Standards of Conduct for Contractors

The academic environment, public buildings and residence halls of Mount Saint Mary College require that contractors and their subcontractors comply with certain standards of conduct while working on campus. These conditions, as outlined below, apply to all projects.

## Scheduling Work

Services provided are to be scheduled in advance with the Facilities Department. Before starting work, the contractor must come to the Facilities Department and arrange for access to the job site or be issued appropriate keys. Upon commencement of work contractors must check in with Campus Security. It is essential that the College be informed of your activity on campus. The Facilities Department is located in at 317 Powell Ave.; Phone 845-569-3333. The Campus Security is located in Hudson Hall between 8 am and 8 pm. At other times on-duty security personnel are located at the first floor lobby of Guzman Hall. Phone 845-569-3200.

## Compliance with Policy

All contractors who perform work on campus are required to comply with our lock-out/tag-out policy and our confined spaces entry policy. Contractors are required to wear identification when on site.

## Use of College Conveniences

Areas such as Dining Facilities, gyms (including pool), libraries and campus phones are generally for use by the college community and are not available for the public. Restrooms may be provided by the project manager. Contractors should remain in the designated job site while on campus.

## Parking

The campus has limited parking spaces. Therefore, we ask that all non-essential work vehicles be parked off campus. Our project manager assigned to your work will inform you of the lots you may use. Special arrangements for loading and unloading must be made in advance with Facilities and/or designated project manager.

## Dress Code

We request that contractors dress appropriately. Shirts are to be worn at all times.

## Clean-Up

You are to leave the job site swept clean and orderly. All debris and left-over material is to be removed by the contractor unless otherwise provided.

## Noise

Due to its nature, Mount Saint Mary College is an institution of Higher Education and hosts classes and functions where any work that generates noise is a potential distraction. All work including the use of power tools and equipment or the use of cell phones or portable radios must be cleared with the Facilities Department or project manager.

## Smoking, Alcohol, Drugs and Weapons

In compliance with local and state ordinances, smoking is not permitted inside campus buildings. The College requests that its employees and students abstain from the use of tobacco and alcohol. It is expected, therefore, that contractors, vendors, and all non-college service personnel will refrain from the use of alcoholic beverages while working on College property and will refrain from use of tobacco while working in College buildings. The use or possession of weapons or illegal drugs is expressly prohibited on campus. Non-compliance may constitute a crime under New York State law and will be prosecuted to the fullest extent of the law.

## Sexual Harassment

Contractor employees are expected to be courteous and act in a safe and responsible manner while at the College. Unacceptable behavior includes the use of profanity, general harassment of students or employees, and sexual harassment of students and employees. Sexual harassment shall include unwelcome advances or requests for sexual favors and other verbal or physical conduct (such as whistling, cat calling or making comments to or about students / employees) which has the purpose or effect of creating an intimidating, hostile or offensive environment. Such behavior will not be tolerated and will be cause for the termination of the contract.

## Insurance Requirements

Before commencing work, contractors must provide proof of Liability, Automobile Liability, and Workers Compensation insurance, naming the College as additional insured. A copy of the policy should be read –

**See Exhibit B for Insurance Requirements**

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der for both is

*Mount Saint Mary College, 330 Powell Avenue, Newburgh, NY 12550.*

In addition, IRS Form W-9, "Request for Taxpayer Identification Number and Certification" must be completed, signed and returned before any payment will be made. For payments made to vendors who do not furnish an identification number or who furnish an incorrect number, we are required to withhold and pay to the IRS 31% of all payments.