



VENDOR SET-UP REQUEST CHECKLIST

The following forms must be completed and submitted to Finance - Purchasing Department, arodriguez@nbvillage.com in order for a Vendor to be added in the Tyler system.

Vendor W-9 Form*

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Copy of Verification of Vendor records printed from

<https://dos.myflorida.com/sunbiz/search/>

E-verify*

<https://www.e-verify.gov/>

Copy of Vendor Current Business License

Electronic Funds Transfer (EFT) Vendor banking information Form (if applicable)

[EFT FORM](#)

Proof of Insurance / Certificate of Insurance*

*Mandatory Insurance Requirements for Vendors

1. For Vendors who come onto Village property, or on property where we direct them to go, Vendors will need **ALL** of the following insurances.
2. For Vendors who otherwise do work or provide goods or services for the Village but do not come onto Village property, or on property where we direct them to go, Vendors will need at a **MINIMUM** General Liability coverage. Some vendors, particularly those that are providing

To be Completed by Department

services, may also need Professional/E&O Liability Coverage. Finance will determine the coverages necessary prior to Vendor approval.

For all vendors who will be on Village property at any point in their engagement, the following insurance policies must be received **PRIOR TO** execution of any contract, agreement, or purchase. Vendors should be made aware of these requirements when you are securing bids, quotes, or have spoken with them to do any work for the Village:

General Liability: \$1,000,000/\$2,000,000 with the North Bay Village named as an additional insured.

Professional Liability: same as above, but only required for certain services. Please check with Finance to determine if this is required of your vendor. This policy will be a Certificate of Insurance with the Village named as a Certificate Holder. The Village should NOT be an additional insured.

Automobile: \$1,000,000 with all autos OR scheduled autos with hired and non-owned autos added and with the North Bay Village named as an additional insured.

Workers Compensation: \$500,000 minimum limits.

Exemption certificates are not acceptable. They do not insure the Village. This policy will be a Certificate of Insurance with the Village named as a Certificate Holder.

The address for the Village that appears on the Certificate of Insurance is to be as follows:

**North Bay Village
Attn: Finance Department
1666 Kennedy Causeway
North Bay Village, FL 33141**

If a business or consultant cannot provide ALL of the coverages noted above, they cannot do any work for the Village that requires them to be on Village property.

Should we receive a notice of cancellation of coverage from the insurance company, we will notify the Department. In the event of cancellation, the vendor will be terminated as of the cancellation date.