



# Lakewood Ranch®

## Inter-District Authority

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### Vendor/Supplier Requirements

In order for your company to do business with the Lakewood Ranch Inter-District Authority, Community Development Districts 1, 2, 4, 5 & 6 and the HOA's (Country Club/Edgewater Village Association, Inc., Greenbrook Village Association, Inc., Summerfield/Riverwalk Village Association, Inc.), your company will need to submit the required documentation below before commencing any work on the property. Your company will not be added to our approved vendor database as either a supplier or contractor until this information/documentation is submitted to the Purchasing Manager at the address indicated below.

#### Required Documentation:

- **Worker's Compensation Coverage**, if and as applicable.
  - If your company should be exempt provide the State Exemption Certificate
- Form **W-9** (Rev. 11-2017)
- **Certificate of Liability Insurance**
  - If your company will be providing a service and/or work on the property a **Certificate of Liability Insurance** form (COI) will need to be submitted prior to any work being performed.
  - General Liability (with a minimum \$1,000,000.00 in coverage) provided in the latest **ACORD** Form version.
  - The **Certificate Holder** needs to be named as an additional insurer in the **Description of Operations/Locations/Vehicles** section of the COI and may be extracted from the listed as follows:

Lakewood Ranch Inter-District Authority  
Lakewood Ranch CDD1, CDD2, CDD4, CDD5, & CDD6  
Country Club/Edgewater Village Association, Inc.  
Greenbrook Village Association, Inc.  
Summerfield/Riverwalk Village Association, Inc.

- The **Certificate Holder** block shall be named as follows:

Lakewood Ranch Inter-District Authority  
ATTN: Purchasing Manager  
8175 Lakewood Ranch Blvd.  
Lakewood Ranch, FL. 34202

**All required forms are to be emailed to the Purchasing Manager at [ana.owen@lwrtownhall.com](mailto:ana.owen@lwrtownhall.com).**

Sincerely,

Purchasing Manager  
Lakewood Ranch Inter-District Authority (IDA)

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**LAKWOOD RANCH INTER-DISTRICT AUTHORITY (IDA)**  
**COMMUNITY DEVELOPMENT DISTRICTS 1,2,4,5 and 6**  
8175 Lakewood Ranch Blvd., Lakewood Ranch, FL 34202  
Phone: (941) 907-0202  
[www.lakewoodranchgov.org](http://www.lakewoodranchgov.org)