



VENDOR REGISTRATION FORM



INSTRUCTIONS

This form will need to be completed and sent to the Finance Department via mail, PO Box 756, Bunnell, FL 32110 or can be faxed via (386) 437-7503. A vendor application number will be assigned to the application upon receipt and processing by finance.

The following information must be completed in its entirety for input into the City's Vendor List database (Incomplete applications will not be processed):

Block 1. Company Information

Please provide in the spaces provided all of the pertinent company information requested. The Federal Employee Identification Number (**FEIN**) or applicants Social Security Number must be included in the space provided in order to process the request. The City will not retain any information about your firm without the above.

Block 2. Type of Organization

Please check applicable box that indicates your organizations structure.

Block 3. Commodity Code

Refer to the Commodity Code listing on the City's website www.bunnellcity.us . Determine which commodity code most closely identifies the product or service your company provides and list in Primary Commodity Code block. If there are other products or services that your company provides, list those in the secondary commodity code blocks. If your commodity or service is not listed, submit your vendor application and clearly identify your commodity or service and the City may include it in the future.

Do not list commodities or services that you cannot provide a responsive bid for if solicited. Since bids are only solicited when there is a requirement, inclusion in the City of Bunnell Vendors List does not guarantee that the bidder will receive a bid for their products or services.

Certification

Provide name and title of authorized company representative. By signing the application you are Certifying that the information contained herein is true and correct to the best of your knowledge, and complies with F.S. Chapter 112, Conflict of Interest. Applications not signed or dated will be returned and will not be entered into the current database.

The City of Bunnell vendor list is updated periodically. Vendors will be purged from the City's vendor file for not keeping information current or after three (3) unresponsive competitive solicitations. Applications will be held on file for a period of three (3) years.

NOTE: If requested, contractor should be capable of providing certificates of insurance, namely Workers Compensation and/or General Commercial Liability.

Incomplete applications will not be processed or returned.

CITY OF BUNNELL VENDOR REGISTRATION

1. COMPANY INFORMATION

VENDOR APPLICATION NO:

Federal Tax ID # or Ownership SSN:			
Company Name:			
Address:			
City:		ST:	Zip:
Telephone: ()	Ext:		Fax: ()
Email:		Web Site:	
Person(s) authorized to sign bids and contracts:			
Title(s):			
Contact Person Name:		Title:	
Telephone: ()		Ext:	Fax: ()
Email:			
Remittance Address:		City:	ST: Zip:

2. TYPE OF ORGANIZATION

<input type="checkbox"/> Individual (1)	<input type="checkbox"/> Partnership (2)	<input type="checkbox"/> Non-Profit (3)	<input type="checkbox"/> Corporation (4)
Incorporated under the laws of the State of:			
If publicly traded please provide SEC Code:			

3. COMMODITY CODE

Primary Commodity Code:			
Secondary Commodity Codes:			

CERTIFICATION

I certify that the information supplied herein (including all attachments) is correct to the best of my knowledge. I further certify that in doing business with the State of Florida, my firm is in compliance with Chapter 112, Florida Statutes, conflicts of interest, and that I have disclosed the name of any state employee who owns directly or indirectly, an interest of five percent or more in the above firm or any of its branches. ****Applications not signed or dated will not be entered on the vendor database. ****

IRS Certification

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 one to be issued to me, and
2. I am not subject to back withholding because (a) I am exempt from backup withholding (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of 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 US person (including a US resident alien).

Print Name

Title

Signature of Authorized Representative

Date