



VENDOR APPLICATION

www.cityofwpb.com

Mail To: Procurement Division
1045 Charlotte Avenue, West Palm Beach, FL 33401
Ph: 561-822-2100 Fax: 561-835-0028

Firm Name: _____
(As registered with Florida Secretary of State) Federal ID or SSN (if individual)

DBA (Doing Business As): _____
(If applicable)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Remittance Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Tel: (_____) _____ Fax: (_____) _____ Email: _____

Principal Line of Business: _____

Commodity Service Professional Service

Description of Service or Goods Provided:

If company presently holds any Florida government contracts, list contract name, number & expiration date:

References - To whom you have provided goods or services in past 2 years (*Name, Address, Telephone Number*)

1. _____
2. _____
3. _____
4. _____

Firm Name: _____
(As registered with Florida Secretary of State)

To aid the Small Business Division meet reporting requirements, please complete the following information:

Type of Organization: Individual Partnership Corporation Manufacturer Non-Profit
 Other: _____ Subsidiary, affiliate or division of _____

If Corporation: Date incorporated: _____ State incorporated: _____

If Partnership: Date organized: _____ Type: General Limited Other

Names of Officers, Owners & Partners: (*Name, Title, Telephone Number*)

About the Owners, or Shareholders, or Partners:

Gender: _____ % Male	Race: _____ % African-American
_____ % Female	_____ % Asian
100 %	_____ % Caucasian
	_____ % Hispanic
	_____ % Native-American
	_____ % Other: _____
	100 %

Vendors are encouraged to contact the Small Business Division at (561) 659-8029 if your company meets the following five requirements:

1. Is domiciled in Palm Beach County, Florida.
2. Is an independently owned and operated business concern that is not owned or controlled by a large business.
3. Performs a commercially useful function and is responsible for execution of a discrete element of work of a contract and carries out its responsibilities by actually performing, managing, and supervising the work performed.
4. Employs less than 30 full-time employees and the business's adjusted gross margin does not exceed:
 - a) \$1.5 million in commodities;
 - b) \$2 million in professional services;
 - c) \$3 million in construction
5. Is registered as a vendor with the Procurement Division of the City of West Palm Beach.