City of Des Moines Department of Finance – Purchasing Division City Hall, 400 Robert D. Ray Drive Des Moines, Iowa 50309

Vendor Application Form

1.	Business name:						Years i	Years in Business:			
2.	Business add	ress:									
		_	(St	reet)		(City)			(State)	(Zip C	ode)
3.	Remittance A	ddress:									
	Federal Identification Number (FEIN):				Social Security Number (if app						
4.	Type of organ	ization:	Corporation	Partner	ship	Individual		Other (Def	ine)		
5.	If corporation		· which state:				⊒ ⁄hen:	,			
	(Attach addition	onal corpo	ration and/or	company da	ıta)						
6.	Does any City of Des Moines employee hold an office as principal, director, partner, or hold any remunerative position in this company?										
	Yes (Attach list of names, positions, and departments)										
7.	Indicate class	es of equi	oment, supplie	es, material,	and/or	services on which	you	desire to bi	d/sell:		
									(Plea	ise attach sepai	rate list)
									(Plea	ise attach sepai	rate list)
8.	Specific branc	names of	f items handle	ed:							
									(Pleas	se attach separa	ate list)
9.	Type of busin	ess (Chec	k more than c	ne if applica	ble):						
	A. Manufac	turer or pr	oducer	D.	Const	ruction concern		G.	Profession	ally licensed	
	B. Dealer w	ith invento	ory stock	E.	Distrib	outor		H.	Other (defi	ine)	
	C. Dealer w	ithout inve	entory stock	F.	Servic	e establishment					
10.	Type of opera	ition:		_				_			
	A. Is your fir	rm located	within the co	rporate limit	s of the	City of Des Moine	es?		H	How long?	
	B. Does you	ur firm pay	property taxe	s on a plant	or offic	e to the City of De	es Mo	ines?		_	
	C. Does you Moines?	ır firm pay	rent to a land	lord who pa	ys prop	erty taxes on a pla	ant or	office to th	e City of De	s	
	D. Gross re	ceipts/sale	es last year:	\$							
		of Employ	-	pany-wide			In E	ı Des Moines			
	F. Are you a minority or disadvantaged owned concern (at lest 51 percent owned, controlled, and actively managed by one or more minorities, or if a publicly-owned concern, at least 51 percent of the stock owned by one or more minorities)?										
	G. Are you a woman owned concern (at least 51 percent owned, controlled, and actively managed by one or more women, or if a publicly-owned concern, at least 51 percent of the stock owned by one o more women)?										
11,	Vendor contact	ct person(s):								
12.	Bank reference	æ:				Address	s:				
13	The undersigned certifies that the information contained herein is correct. I understand that misrepresentation may be cause for removal from the qualified vendor list and any other penalties allowed by law. Further, I affirm that the undersigned company's employment practices do not discriminate because of age, race, creed, color, sex, national origin, religion, or disability.										
Firm						Signed					
E-ma	il address							(Name	and title of p	person signing)	
Fax n	umber										
Toll free number:						Date					

Instruction for Vendor Application Form

(Type or print in ink)

- 1. Enter company name and number of years in business.
- 2. Enter address to which bids and purchase orders are to be mailed.
- 3. Enter address to which remittances are to be mailed. Enter Federal Employer identification number. If an individual, enter social security number.
- 4. Check appropriate box.
- 5. Indicate state in which incorporated and when.
- 6. Indicate if any City of Des Moines employees hold a remunerative position in your company.
- 7 Enter commodities and/or services you wish to bid. Enter standard industrial classification (SIC code) if known.
- 8. Enter brand names of commodities handled.
- 9. Check appropriate line.
- 10. Answer all questions, A through G.
- 11. Indicate principal officer of the company.
- 12. Indicate principal bank reference.
- 13. To be signed by an officer of the company.
- 14. Please mail this completed form to:

Department of Finance Division of Purchasing City Hall, 400 Robert D. Ray Dr. Des Moines, Iowa 50309

15. Acceptance of this application by the City does not guarantee the automatic mailing of all Invitations to Bid for equipment or supplies the Vendor has listed in item 7. The Purchasing Division will select a sufficient number of vendors from the Approved Vendors List to receive copies of solicitations in order to insure adequate competition. However, any interested vendor may request a copy of any bid solicitation by contacting the Purchasing Division.