

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.