

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 in Business: _____
2. Business address: _____
(Street) (City) (State) (Zip Code)
3. Remittance Address: _____
Federal Identification Number (FEIN): _____ Social Security Number (if applicable): _____
4. Type of organization: Corporation Partnership Individual Other (Define) _____
5. If corporation indicate in which state: _____ When: _____
(Attach additional corporation and/or company data)
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) No
7. Indicate classes of equipment, supplies, material, and/or services on which you desire to bid/sell:

(Please attach separate list)
8. Specific brand names of items handled: _____

(Please attach separate list)
9. Type of business (Check more than one if applicable):
A. Manufacturer or producer D. Construction concern G. Professionally licensed
B. Dealer with inventory stock E. Distributor H. Other (define)
C. Dealer without inventory stock F. Service establishment
10. Type of operation:
A. Is your firm located within the corporate limits of the City of Des Moines? _____ How long? _____
B. Does your firm pay property taxes on a plant or office to the City of Des Moines? _____
C. Does your firm pay rent to a landlord who pays property taxes on a plant or office to the City of Des Moines? _____
D. Gross receipts/sales last year: \$ _____
E. Number of Employees: Company-wide _____ In Des Moines _____
F. Are you a minority or disadvantaged owned concern (at least 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 or more women)? _____
11. Vendor contact person(s): _____

12. Bank reference: _____ Address: _____
13. The undersigned certifies that the information contained herein is correct. I understand that misrepresentation may 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 _____
E-mail address _____
Fax number _____
Toll free number: _____

Signed _____
(Name and title of person signing)
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.