



INSTRUCTIONS FOR COMPLETION

Parties interested in doing business with the City of Dayton are encouraged to complete the following registration forms to register that interest with the City.

This process allows potential bidders and suppliers to be registered and entered into our system along with the Commodities and/or Services they can provide. This information is used to develop and maintain current and accurate lists of potential Suppliers to the City. To accomplish this task, we request that you complete the Vendor Application Form and the Commodity/Service List and return to the address or fax number provided below.

Send to:

City of Dayton
Division of Purchasing
PO Box 22
Dayton OH 45401

-or-

Fax (937) 333-4032

Reminder: Remittances should include both the Vendor Application and the Commodity/Service List forms.

If you have any questions concerning this form, you may contact the Division of Purchasing at (937) 333-4030.



Valerie Stueland
Purchasing Agent

VENDOR APPLICATION

DATE	PHONE NUMBER	FEDERAL ID # OR SOCIAL SECURITY
1. APPLICANT'S NAME AND MAILING ADDRESS (for Bid Forms and Purchase Orders) _____ _____ _____		2. MAILING ADDRESS FOR PAYMENTS <input type="checkbox"/> Check here if same as Bid Address _____ _____ _____
3. TYPE OF ORGANIZATION (check one) <input type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> SOLE PROPRIETOR		
4. HOW LONG IN PRESENT BUSINESS? _____		ANNUAL SALES: \$ _____ NET WORTH: \$ _____
5. TYPE OF BUSINESS <input type="checkbox"/> MANUFACTURER <input type="checkbox"/> DISTRIBUTOR <input type="checkbox"/> MANUFACTURER'S REPRESENTATIVE <input type="checkbox"/> OTHER (indicate type) _____		
6. IF OTHER THAN MANUFACTURER: MAIN LINES HANDLED _____		
7. PERSONS AUTHORIZED TO SIGN BIDS, QUOTATIONS, PROPOSALS (indicate if Agent)		
NAME	OFFICIAL CAPACITY	TELEPHONE NO.
_____	_____	_____
_____	_____	_____
_____	_____	_____
8. YOUR SIGNED EQUAL OPPORTUNITY "AFFIRMATIVE ACTION ASSURANCE" (AAA) FORM MUST BE APPROVED AND ON FILE WITH THE CITY OF DAYTON'S HUMAN RELATIONS COUNCIL, 371 W. SECOND STREET, SUITE 100, DAYTON, OHIO 45402, BEFORE A PURCHASE ORDER IN EXCESS OF \$5,000.00 CAN BE AWARDED. IF YOU NEED ANY INFORMATION ON THIS, OR THE SECTION BELOW, PLEASE CONTACT THE HUMAN RELATIONS COUNCIL AT (937) 333-1403.		
9. IF YOU HAVE BEEN CERTIFIED BY THE HUMAN RELATIONS COUNCIL OR THE OHIO UCP, PLEASE CHECK BELOW:		
<input type="checkbox"/> MINORITY BUSINESS ENTERPRISE (MBE)	<input type="checkbox"/> WOMEN BUSINESS ENTERPRISE (WBE)	<input type="checkbox"/> SMALL BUSINESS ENTERPRISE (SBE)
<input type="checkbox"/> DAYTON LOCAL SMALL BUSINESS ENTERPRISE (DLSB)	<input type="checkbox"/> HUD SECTION 3 BUSINESS INTERPRISE (HUD)	<input type="checkbox"/> DISADVANTAGED BUSINESS ENTERPRISE (DBE)
PURCHASING DIVISION USE ONLY		
<input type="checkbox"/> ADD	<input type="checkbox"/> REMOVE	<input type="checkbox"/> CHANGE
		DATE: _____
CLASSIFICATION: _____		
PLEASE MAKE SURE YOU HAVE SELECTED A COMMODITY CODE!		