

**VENDOR LIST APPLICATION
CITY OF DELRAY BEACH, FLORIDA**

The following constitutes a request by the applicant to be placed on a list of vendors who will be tendered solicitations to furnish indicated materials and services to the City of Delray Beach, Florida.

RETURN THIS APPLICATION TO:

**City of Delray Beach Purchasing Division
100 N.W. 1st Avenue
Delray Beach, Florida 33444
(561) 243-7161**

THIS BUSINESS IS **IS NOT** **OWNED OR PARTIALLY-OWNED BY AN EMPLOYEE OF THE CITY OF DELRAY BEACH**

Company Name

Address

City

State

ZIP Code

Telephone

Facsimile

Tax Identification Number

Does Your Company Accept Visa Purchasing Cards? YES NO

MINORITY BUSINESS ENTERPRISE? YES NO

WOMEN BUSINESS ENTERPRISE? YES NO

CERTIFIED (MBE/WBE) WITH: _____
(County-Municipality-State)

PERSON(S) AUTHORIZED TO GIVE QUOTES AND SIGN BIDS:

NAME, TITLE

TELEPHONE NUMBER

email address: _____

SUBMITTED BY: _____
Signature

Title

Date

SPECIAL NOTICE FOR EMPLOYEES OF THE CITY OF DELRAY BEACH ONLY:

- Employees of the City of Delray Beach who own or are part-owners of a business that desires to be included on this list:
1. Must disclose the fact that they are a City employee on this application. Potential penalties for failure to disclose City employment are defined in Florida State Statute Section 112.317
 2. Must complete an Outside Employment Form which will be retained in their personnel file.
 3. May only bid on goods or services for which bids are obtained through a sealed competitive bidding process as defined in Florida State Statute Section 112.313(12). Bids cannot be made for any goods or services through any other type of bid process (i.e., verbal quotes or an unsealed bid process).
 4. Must file a statement with the Supervisor of Elections' for Palm Beach County prior to or at the time of submitting a bid disclosing the employee's interest in the entity submitting the bid and the nature of the intended business.

Have You Included 1.) VENDOR APPLICATION 2.) W-9 FORM 3.) COMMODITY LISTING ?

Please Note: Failure to do so may cause delays in processing your application.