



VENDOR'S APPLICATION (Revised 12-15-08)

Please e-mail, mail or fax application to:
 City of Shreveport ● Purchasing Division
 PO Box 31109 ● Shreveport, LA 71130-1109
 505 Travis Street ● Suite 610 ● Shreveport, LA 71101-3042
 Phone: (318) 673-5450 ● Fax: (318) 673-5408
 web site: www.shreveportla.gov

All information must be provided typed or printed.

W-9 form at: <http://www.irs.ustreas.gov/pub/irs-pdf/fw9.pdf?portlet=3>

<input type="checkbox"/> INITIAL APPLICATION <input type="checkbox"/> REVISION	Date of Application:	Copy of Current Business/Occupational License & W-9 Forms are Required. Are they attached? <input type="checkbox"/> yes <input type="checkbox"/> no
		ADJUDICATED PROPERTY AFFIDAVIT MAILED? <input type="checkbox"/>

Vendor Name:	Federal Identification or S.S. Number:
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Sales (Order) Address (Street, City, State & Zip Code):	Phone Number:
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Remittance Address (Street, City, State & Zip Code):	Fax Number:
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Web Site Address:	E-Mail Address:
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Type of Organization: Partnership Sole Proprietorship Corporation DBE Ownership ___%* Minority Ownership ___%

Type of Business or Service: Architect/Engineer Manufacturer or Producer Distributor MFGR'S Agent
 (Check all that apply) Retailer Service Establishment Wholesaler Construction

It is imperative that the five digit commodity codes are listed on your application. These codes can be accessed on the web at www.shreveportla.gov under Bids & RFPs, Section 900 or at BidSync.com. **Click on the three digit code and the five digit codes will be shown. All of the 900 range commodity codes are for services & construction.** Please list all commodity codes that apply. Use the back if more space is needed. **When working on City property see Section 600 on the web for Insurance Requirements.**

(1) _____	(2) _____	(3) _____	(4) _____	(5) _____	(6) _____	(7) _____	(8) _____
(9) _____	(10) _____	(11) _____	(12) _____	(13) _____	(14) _____	(15) _____	(16) _____
(16) _____	(17) _____	(18) _____	(19) _____	(20) _____	(21) _____	(22) _____	(23) _____
(24) _____	(25) _____	(26) _____	(27) _____	(28) _____	(29) _____	(30) _____	(31) _____
(32) _____	(33) _____	(34) _____	(35) _____	(36) _____	(37) _____	(38) _____	(39) _____
(40) _____	(41) _____	(42) _____	(43) _____	(44) _____	(45) _____	(46) _____	(47) _____

Please check all of the classifications below that apply. FSC requires certification by the Fair Share Office.

Small Business (SBE) <input type="checkbox"/>	Large Business (LBE) <input type="checkbox"/>	Fair Share Certified (FSC) <input type="checkbox"/>	Disadvantaged Business (DBE) <input type="checkbox"/>	Architect or Engineer (AEC) <input type="checkbox"/>	Women Owned Business (WBE) <input type="checkbox"/>
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Persons Authorized to sign bids and Contracts in your name (If an agent, so specify)		Persons to contact on matters concerning bids and contracts	
Name	Official Capacity	Name	Official Capacity

I understand that I will need to watch for the City's ads in the legal section of *The Times* and/or on BidSync.com web site so that I will know when to contact the City for a copy of an Invitation for Bid (IFB), a Request for Proposal (RFP), or a Request for Statement of Qualification (RFS).

I certify that the information supplied herein (including attached pages) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal officer, so far as is known, is in arrears on money owed to the City, is now debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services to any agency thereof.

Signature of Person Authorized to Sign	Name and Title of Person Authorized to Sign for this Firm
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*Defined as those who are socially disadvantaged by Small Business Administration that includes Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Subcontinent Asian Americans. Place actual percentage of ownership from 0% to 100%. **Women are not included in this definition of minority unless they fit into one of these categories.**