



The City of Stephenville welcomes you to become a part of our vendor list. Please fill out the information below in order to be included in our database. After completion and return of this form, vendors will be kept on our vendor list database for a time period of three (3) years. If you have any questions please contact the Purchasing Assistant, at 254-918-1257.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Date _____

1. **Payee Identification Number**-Provide the identification number assigned to you for the purpose of filing your business' federal income tax returns. Also, check (one) appropriate box that identified the type of number you are providing.

_____ [] Federal Employers ID No. [] Texas VID No. [] Social Security No.

2. **Business Name**_____

3. **Business/Commodity Description:**_____

4. **Mailing Address**_____ **City**_____ **State**_____ **Zip Code**_____

(If physical address is different from mailing please provide)_____

5. **Primary Point of Contact**_____

6. **Email**_____ **Telephone No.**_____ **Fax**_____

Does your company currently accept major credit cards? ☐ Visa ☐ Master Card ☐ Other _____

Please list the Commodity/Code(s) (select from list below)_____

Description of Service you provide:

- | | |
|--|---|
| 001-Apparel (Fire, Police, etc.) | 002-Aquatic Supplies/Services |
| 003-Audit, Accounting & Financial Services (ie: billing services, etc.) | 004-Building Maintenance/Supplies |
| 005-Chemical and Cleaning Products | 006-Communications (Telephone & cellular service/supplies) |
| 007-Computer Services/Supplies (ie: software, contracts, etc) | 008-Construction/Concrete |
| 009-Consultants | 010-Demolition/Disposal Services |
| 011-Flags and Signs | 012-Fuel (Aviation, vehicle, etc) |
| 013-Heavy Equipment Operation/Rental | 014-Janitorial Supplies/Services |
| 015-Landscaping/Lawn/Irrigation | 016-Office Equipment/Supplies |
| 017-Park and Playground Equipment | 018-Police/Public Safety |
| 019-Printing/Xeroxing | 020- Professional Services (ie: Architectural Services, Engineers, etc) |
| 021-Sewer/Water/Wastewater services and supplies | 022-Street Accessories (street signs, hot tape, buttons) |
| 023-Vehicles (including parts/equipment/access.) | 024-Street Materials (asphalt, pre-mix, etc.) |
| 000-Other [if you select this code, please specify your product/commodity] | _____ |

Please select all that apply to you:

_____ **Texas State Contract** _____ **TCPN** _____ **Buyboard** _____ **HGAC**

_____ **HUB Certified (please provide a copy of certification)** _____ **Other (please specify)**_____

I, _____ (Company and/or Business Name and Representative), hereby agree to and sign that this document is completed to the best of my knowledge. I understand that at any time if the information provided on this document changes I am in agreement to notify the City of Stephenville of any and all changes.

_____	_____ Date
Printed Name of Business Representative	
_____	_____ Date
Signature Name of Business Representative	

FOR CITY OF STEPHENVILLE USE ONLY-DO NOT COMPLETE

_____	Date packet mailed to vendor/applicant	_____	City Signature
_____	Date received/addition to list complete	_____	City Signature

Please return the completed form to the following address:

City of Stephenville
Purchasing Department
298 W. Washington
Stephenville, TX 76401

You may also fax your form to the following number: 254-918-1237.

***Please be advised that being placed on the vendor list is not a guarantee of receiving annual bid announcements. The City of Stephenville encourages all vendors interested in bidding on projects to check the City of Stephenville's website for current bid listings at <https://www.stephenvilletx.gov/rfps>.**