

Dear Vendor:

Enclosed, please find an application to become a registered vendor with the City of Cape Coral. Vendors must be registered with the Procurement Division prior to doing business with the City of Cape Coral.

Vendor registration is a two-phased process as outlined below:

Phase I

1. Complete the enclosed Vendor Registration and Disclosure Statement.
2. Review the enclosed Commodity list, indicating which class(es) of product or service you are able to provide.
3. Complete the enclosed W-9 Form.
4. Attach a copy of your company's letterhead or a business card.
5. Return these forms to the City of Cape Coral to the address below:

City of Cape Coral
Procurement Division
P.O. Box 150027
Cape Coral, FL 33915-0027

Phase II

1. You will receive a confirmation of your vendor number and detailed lists of products or services for each commodity class that you indicated.
2. Review the detailed commodity lists, indicating which products or services you are able to provide.
3. Return the detailed commodity list to the Procurement Division at the address listed above.

If you have any questions or if we may be of further assistance, please call my office at (239) 574-0833.

Sincerely,

Mark Thiele, MPA
Procurement Manager

MMT/kms (vendltr)

VENDOR REGISTRATION AND DISCLOSURE STATEMENT

(If additional space is needed, please attach separate sheet of paper.)

1. Applicant's Name and Mailing Address for Bids and Purchase Orders

Name of Firm

Address

City State Zip Code

Telephone # Toll Free # Fax #

E-mail Address

2. Remittance Address

Name of Firm

Address

City State Zip Code

Telephone # Toll Free # Fax #

3. Sales Representative Designated for Contact with City:

Name Title

4. Federal Employer Identification Number (FEIN) _____

OR

5. Social Security Number: _____

6. List the names and addresses of all companies presently doing business using the same Federal Employer Identification Number.

7. Is your organization a Minority* or Woman-Owned business?

_____ Yes _____ No

If "Yes", what percentage of the business is minority owned _____%.

*This includes African American, Hispanic, Native American, Asian and Pacific Islander.

State Certification Number _____

8. Provide Occupational and/or Competency License Numbers. Indicate whether the License Number is a City, County, or State License.

9. Type of Business _____

10. Has the vendor, or those owning a controlling interest of the vendor, or those serving as managers or officers of the vendor, done business within the preceding ten years under a different name or under a different form of business organization? _____ Yes _____ No. If "Yes", list the names and form of business organization under which such business was conducted.

11. If those owning a controlling interest of the vendor or those serving as managers or officers of the vendor own at least ten percent of the Capital Stock of another corporation. List the name and State of such corporation.

12. Is the vendor or those owning a controlling interest of the vendor a City employee or related to any City employee? _____ Yes _____ No. If "Yes", list name(s) and relationship(s).

NOTE: ALL APPLICATIONS ARE SUBJECT TO REVIEW AND INVESTIGATION PRIOR TO VALIDATION FOR PLACEMENT ON APPROVED BIDDERS' MAILING LISTS.

A COPY OF YOUR COMPANY'S LETTERHEAD OR A BUSINESS CARD MUST BE INCLUDED IN ORDER FOR YOUR APPLICATION TO BE COMPLETED.

I certify that the information supplied herein, including all pages attached, is correct.

Signature

Title

Name (Printed or Typed)

Date

VENDOR INFORMATION

Vendors doing business with the City of Cape Coral are required to be registered with the City's Procurement Division. It is the responsibility of the Vendor to complete all registration forms and to keep the City apprised of any and all changes to their company to include, but not be limited to, change of address, telephone number, and changes of principals.

All information provided by the vendor to the City must be exact and complete. All information for the vendor file must be submitted in writing. No vendor information, including changes, will be put into the system as a result of verbal communication. It is to the vendor's benefit that the Procurement Division has all current information on file; to give the vendor full benefit of the solicitation process. Vendor will receive notification when a need for their products or services exists.

VENDOR OBLIGATIONS AND PERFORMANCE

Vendor should keep the Procurement Division advised of any changes to their marketing or remittance address, as well as additions or deletions in goods and/or services offered. Doing so, will ensure that your firm received appropriate notification, as well as ensuring that payments are made to the proper address.

GOOD FAITH RELATIONS WITH VENDORS

The City of Cape Coral government endeavors to retain the goodwill of all vendors by dealing fairly and ethically with them at all times. With this in mind, the City of Cape Coral does not approve of the acceptance of gifts, favors, or gratuities by personnel. Additionally, the Procurement Division cannot accept even simple advertising promotions, such as pens, calendars, rulers and like, which may or may not have been personalized with a company name.

PROCUREMENT METHODS

Bids and Proposals (over \$20,000): In most instances, after specifications and evaluation criteria have been determined, a public notice, which appears in the classified section of a newspaper with broad circulation, is placed. Additionally, a list comprised of qualified prospective bidders is notified. A specific date and time is set forth for the public opening of the sealed offers. The lowest responsive responsible bid is determined; authorization is received from the City Council and an official purchase order signed by the Procurement Manager is issued.

Quotations (\$0 - \$20,000): In most instances, specifications will be determined and price requests will be solicited from a list of qualified prospective vendors.

\$10,000 - \$20,000	Three written quotes required.
\$ 500 - \$10,000	Three verbal quotes required.
\$ 0 - \$ 500	One verbal quote required; providing it is fair and reasonable.

Based upon quotations received, the lowest responsive responsible bidder will be determined.

New, as well as established vendors, should not only offer competitive prices, but must always act in good faith as far as delivery adjustments and other services are concerned.

PRICE, TERMS, AND/OR CONDITIONS OF PURCHASE ORDERS

Prior to shipment, any discrepancies of prices, terms, and/or conditions as shown on any City of Cape Coral Purchase Order must be resolved.

INVOICES

The original invoice for all purchase orders should be forwarded as follows:

ATTN: (Department the order was placed by)
CITY OF CAPE CORAL
P.O. BOX 150027
CAPE CORAL, FL 33915-0027

FURTHER ASSISTANCE AND QUESTIONS

If you require further assistance or have any questions, please contact the Procurement Division at (239) 574-0831.