



CITY OF NORTH PORT PROCUREMENT VENDOR INFORMATION FORM



Vendor Name: _____ Contact Person: _____

Phone Number: _____ Mobile Number: _____ Fax Number: _____

E-mail: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Remittance Address (if different than above): _____

City: _____ State: _____ Zip: _____

Payment Information:

Do you accept Visa credit card payments? Yes No

Is there a convenience fee for credit card payment? Yes Amount of fee: _____ No

Organization Type:

Individual/Sole Proprietor Partnership Not for Profit Corporation Corporation Providing Legal Services

Corporation Providing Health/Medical Services MBE/WBE/DBE Other (Please specify): _____

Please Check All Applicable Boxes:

Business is licensed (unless exempt by applicable law), permitted or certified to do business in the State of Florida:

Yes No N/A

Business is located in North Port: Yes No

If "Yes", is annual North Port Business Tax current? Yes No

Do you wish to be included in the City of North Port Disaster Preparedness Vendor List?

Yes No (If Yes, please complete page 2 below)

Documents – I am submitting the following documents with the Vendor Information Form:

W-9 Form (revised October 2018) **updated when EIN changes or form is revised**

Conflict of Interest Form **updated yearly**

Scrutinized Company Certificate **updated yearly**

Insurance Certificate(s) **as indicated on the Insurance Requirements Form or page 2 below (as applicable)**

E-Verify Certification **(if applicable) updated yearly**

MBE/WBE/DBE **(if applicable) updated yearly**

Other (specify): _____

Name (Person Authorized to Bind the Company): _____ Title: _____

Signature: _____ Date: _____

THIS PAGE IS TO BE COMPLETED ONLY IF YOU WISH TO BE INCLUDED IN THE CITY'S DISASTER PREPAREDNESS VENDOR LIST. PLEASE SELECT THE GOODS AND/OR SERVICES THAT YOUR COMPANY WILL BE ABLE TO SUPPLY TO THE CITY OF NORTH PORT, FLORIDA IN THE EVENT OF A DISASTER OR EMERGENCY (CHECK ALL THAT APPLIES):

ALARMS (FIRE & SECURITY)	AUTO & TRUCK TIRES	AUTO PARTS & REPAIRS
BARRICADES, PORTABLE	BARRICADES, TRAFFIC	BATTERIES
BLANKETS	BRIDGE CONSTRUCTION	BUILDING MATERIALS
CHAIN SAWS	COMMUNICATIONS	CONCRETE REPAIRS
CULVERT PIPE	DISPOSABLE: PLATES, CUPS & UTENSILS	DOOR AND GATE REPAIRS
EARTHWORK/PIPE/TRANSPORTATION	ELECTRICAL SUPPLIES AND MATERIALS	ELECTRIC UTILITY CONTRACTOR
ELEVATOR REPAIR	ENVIRONMENTAL CLEANING SERVICES	EQUIPMENT RENTAL
EROSION CONTROL SERVICES	FENCING, RENTAL	FIRST AID/MEDICAL SUPPLIES
FLASHLIGHTS	FOOD: CANNED	FOOD, PREPARED
FUEL	GENERATORS, PORTABLE	GENERATORS, STATIONARY TYPE
GLASS & MIRROR REPAIR	HEAVY EQUIPMENT/DEBRIS REMOVAL EQUIPMENT	HEAVY EQUIPMENT REPAIRS
HOSE & PUMP REPAIR	HOTEL/MOTEL	HVAC/MECHANICAL
HYDRAULIC HOSE & CYLINDER REPAIR	INDUSTRIAL (RAKES, SHOVELS, ETC)	JANITORIAL SUPPLIES
LOCK AND KEY	METERING & INSTRUMENT CONTROLS (UTILITIES)	MOBILE FUELING SERVICES
MOBILE TIRE SERVICES	PIPELINE REPAIR	PIPE, VARIOUS
PLUMBING	PORTABLE RESTROOMS & SHOWERS/PORTA-LETS	PROPANE
PUMPS	RAIN GEAR	REFRIGERATED/FREEZER TRUCK RENTAL
ROCK/SCREENING/RIP RAP	ROOFING TARPS	SAND & GRAVEL
SAND BAGS	SEPTIC SERVICES	SEWER SUPPLY/MATERIALS
SHELL	SIGNS & ROAD MATERIALS	STONE – CRUSHED
STREET CONSTRUCTION/REPAIR/RECONSTRUCTION/RESURFACING	STORAGE/FILES	TEMPORARY FACILITIES (HOUSING, RESTROOMS, OFFICES)
TENTS (VARIOUS SIZES)	TRAFFIC CONTROL	TREE REMOVAL SERVICES
TOWING, VEHICLES	UTILITIES, SUPPLIES	WATER/ICE
WATER/SEWER/STORM DRAINS	*OTHER	

*OTHER EMERGENCY GOODS/SERVICES NOT LISTED (attach additional pages if necessary):

24-HOUR CONTACT NAME: _____
 24-HOUR CONTACT TELEPHONE NUMBER/CELL: _____ EMAIL: _____
 DO YOU PROVIDE DELIVERY FOR GOODS? YES NO DELIVERY TIME FROM RECEIPT OF ORDER: _____

INSURANCE REQUIREMENTS: Proof of insurance coverage shall be provided to the City as follows: Commercial General Liability and Commercial Automobile Liability Coverages of \$500,000. Workers' Compensation coverage for all employees for Statutory limits in compliance with the applicable state and federal laws. Employer's Liability with a limit of \$500,000 each accident, employee, and for disease. The City of North Port, FL 4970 City Hall Blvd. North Port, FL 34286 is to be named as the certificate holder and additional insured on the Comprehensive Commercial General Liability and the Commercial Automobile Policies.

PRICE GOUGING: DURING A STATE OF LOCAL EMERGENCY, IT SHALL BE UNLAWFUL AND AN OFFENSE AGAINST CITY OF NORTH PORT FOR ANY PERSON, FIRM OR CORPORATION OPERATING WITHIN THE CITY/COUNTY TO CHARGE MORE THAN THE NORMAL AVERAGE RETAIL PRICE FOR ANY MERCHANDISE, GOODS, OR SERVICES SOLD DURING THE EMERGENCY. THE AVERAGE RETAIL PRICE AS USED HEREIN IS DEFINED TO BE THAT PRICE AT WHICH SIMILAR MERCHANDISE, GOODS, OR SERVICES WERE BEING SOLD DURING THE 90 DAYS IMMEDIATELY PRECEDING THE EMERGENCY OR AT A MARKUP, WHICH IS A LARGER PERCENTAGE OVER WHOLESALE COST THAN WAS BEING ADDED TO WHOLESALE PRICE PRIOR TO THE EMERGENCY.

Company Name: _____
 Name (Person Authorized to Bind the Company) _____ Title _____
 Signature _____ Date _____