CLEAR ALL

CITY OF MONTEREY PARK

VENDOR'S LIST APPLICATION

GENERAL INFORMATION

Persons or companies interested in being added to the City of Monterey Park's vendor's mailing list must file this application with the Support Services Division.

It is mandatory that the Federal (Taxpayer's) ID number be on the form. If your business does not have a Taxpayer's ID number but taxes are filed under the owner's Social Security number, then submit that number along with the complete name listed on the Social Security card. Failure to include either the Taxpayer's ID number or Social Security number on this form will be cause for the City to NOT include your company on our vendor list.

Along with this form, the Support Services Division will send you a detailed item list for each commodity category selected. You must indicate the specific items or services you can supply and return these lists to the City of Monterey Park Support Services division. If you do not see your particular commodity or service, list them on page three of this form. You may also send in any business cards, line cards, or literature on your company that will explain what you have to offer.

After placement on the bidder's mailing list, a supplier's failure to respond to three consecutive Invitations for Bids, Requests for Proposals, or Requests for Quotations will be understood by the City of Monterey Park to indicate lack of interest and concurrence in the removal of your name from the bidder's mailing list for the items concerned. However, if you submit a bid or notice in writing that you are unable to bid on a particular transaction but wish to remain on the active bidder's mailing list for that particular item, your name will not be removed from the bidder's mailing list.

Please notify the City of Monterey Park Support Services Division immediately of any changes. This includes but is not limited to change of name, address (either ordering or billing), telephone number, change in personnel, ownership, Tax ID numbers, and addition or deletion of items or services you are interested in providing.

Date: _____

- ☐ New Application
- ☐ Add Commodities
- ☐ Name and/or Address Change
- ☐ Delete Commodities

1. Federal Tax I.D. or Social Security #:
(If Social Security #, provide name of individual)

_____

2. Name and Mailing Address for Bidding forms and Purchase Orders:

_____
First Middle Initial Last

_____
Street No. & Name City State Zip

3. Mailing Address for Payments:
(*If different from Item #1*):

_____
Street No. & Name City State Zip

4. Type of Organization (Select One):

- ◯ Sole Proprietor (Individual)
- ◯ Partnership
- ◯ Non-Profit Organization
- ◯ Corporation, Incorporated under Laws of the State of: SELECT ONE

(If a Corporation or Partnership, please complete Item #9)

5. How long in present business:

_____

6. Persons authorized to sign bids, offers, and contracts
(*Please indicate if Agent*):

_____
Name Official Capacity Telephone No.

_____
Name Official Capacity Telephone No.

_____
Name Official Capacity Telephone No.

7. Persons to contact on bids or quotes:

_____
Name Official Capacity Telephone No.

_____
Name Official Capacity Telephone No.

_____
Name Official Capacity Telephone No.

8. Type of Business:

☐ Manufacturer ☐ Factory Representative ☐ Wholesale Dealer ☐ Retail Dealer
☐ Construction ☐ Unlimited Contractor ☐ Limited Contractor

☐ Service Establishment (Please Explain): _____

☐ Other (Please Explain): _____

9. Corporations and Partnerships:
(*Please supply the following information*)

President: _____ Secretary: _____

Vice President: _____ Treasurer: _____

Owners* or Partners (If you need additional space, please note on Page 3):
*(*Those persons or concerns having a financial interest of five percent (5%) or greater)*

Name: _____ Address: _____
Street No. & Name City State Zip

Name: _____ Address: _____
Street No. & Name City State Zip

Name: _____ Address: _____
Street No. & Name City State Zip

Affiliates* of Applicant (If you need additional space, please note on Page 3):
*(*Business concerns are affiliates of each other when either directly or indirectly (a) one concern controls or has the power to control the other, or (b) a third party controls or has the power to control both.)*

Name: _____ Address: _____
Street No. & Name City State Zip

Nature of Affiliation: _____

Name: _____ Address: _____
Street No. & Name City State Zip

Nature of Affiliation: _____

Name: _____ Address: _____
Street No. & Name City State Zip

Nature of Affiliation: _____

I hereby certify that information supplied herein is correct:

_____ _____
Print Name and Title Signature

FOR PURCHASING DEPARTMENT USE ONLY

Date Received _____ Item Mailed _____ Item Received _____

Date Entered/ Initials _____ Vendor # _____

ADDITIONAL VENDOR INFORMATION

(Please indicate for which item number you are adding additional information):

- [ ] ABRASIVES
- [ ] ACOUSTICAL TILE, INSULATING MATERIALS, & SUPPLIES
- [ ] ADDRESSING, COPING, DUPLICATING MACH, SUPP: CHEMICALS, INKS, ETC.
- [ ] AGRICULTURAL IMPLEMENTS AND ACCESSORIES
- [ ] AIR COMPRESSORS AND ACCESSORIES
- [ ] AIR CONDITIONING, HEATING, VENTILATING: EQUIP. PARTS & ACCESSORIES NOT INDIVIDUALLY ITEMIZED
- [ ] ANIMALS, BEES, LIVESTOCK, AND POULTRY
- [ ] APPLIANCES AND EQUIPMENT: HOUSEHOLD TYPE
- [ ] ART EQUIPMENT AND SUPPLIES
- [ ] ART OBJECTS
- [ ] AUTOMOBILE & TRUCK ACCESSORIES
- [ ] AUTOMOBILE AND TRUCK MAINTENANCE ITEMS AND REPLACEMENT PARTS
- [ ] AUTOMOBILE BODIES AND SPECIAL BODY ACCESSORIES FOR TRUCKS
- [ ] AUTOMOTIVE MAJOR TRANSPORTATION EQUIPMENT
- [ ] AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES
- [ ] BADGES AND OTHER IDENTIFICATION EQUIPMENT AND SUPPLIES
- [ ] BAGS, BAGGING, TIES, AND EROSION CONTROL EQUIPMENT
- [ ] BARRELS, DRUMS, KEGS, AND CONTAINERS
- [ ] BELTS & BELTING: CONVEYOR, ELEVATOR, POWER TRANSMISSION, & V BELTS
- [ ] BOOKBINDING SUPPLIES
- [ ] BRICKS & OTHER CLAY PRODUCTS, REFACTORY MATERIALS, & STONE PROD.
- [ ] BROOM, BRUSH, & HOP MANUFACTURING MACHINERY AND SUPPLIES
- [ ] BRUSHES (NOT OTHERWISE CLASSIFIED)
- [ ] BUILDER'S SUPPLIES
- [ ] BUILDING FABRICATED
- [ ] CLOCKS, TIMERS, WATCHES, JEWELERS' AND WATCHMAKERS' TOOLS & EQUIP.
- [ ] CLOTHING AND APPAREL
- [ ] COMPUTERS, DATA PROCESSING, WORD PROCESSING SYSTEMS & ACCESSORIES
- [ ] CONCRETE AND CORRUGATED METAL CULVERTS, PIPES & OTHER PRODUCTS
- [ ] COOLERS, DRINKING WATER
- [ ] CRAFTS, GENERAL
- [ ] CUTLERY, DISHES, FLATWARE, GLASSWARE, TRAYS, UTENSILS, & SUPPLIES
- [ ] DECALS
- [ ] DRAPERIES, CURTAINS, & UPHOLSTERY MATERIAL (INCLUDING AUTOMOBILE)
- [ ] DRUGS, PHARMACEUTICALS, & BIOLOGICAL (FOR HUMAN THERAPEUTIC USE)
- [ ] ELECTRICAL CABLES AND WIRES (NOT ELECTRONICS)

- [ ] ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRES)
- [ ] ELECTRONIC COMPONENTS, REPLACEMENT PARTS. & ACCESSORIES: & MISC.
- [ ] ELEVATORS, BUILDING TYPE
- [ ] CROSSING AND ENGRAVING
- [ ] ENGINEERING EQUIP, SURVEYING EQUIP, DRAWING INSTRUMENTS, & SUPPLIES
- [ ] ENVELOPES, PLAIN OR PRINTED
- [ ] EPOXY BASED FORMULATED (2-COMPONENT) (FOR 1-COMPONENT OIL-MODIFIED)
- [ ] FASTENERS & DEVICES, PACKAGE STITCHING, STRAPPING, TYING EQUIP. & SUPPLIES
- [ ] FENCING
- [ ] FERTILIZER AND SOIL CONDITIONERS
- [ ] FIRE PROTECTION EQUIPMENT AND SUPPLIES
- [ ] FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEPT NUCLEAR & WELDING)
- [ ] FLAG, FLAG POLES, BANNERS AND ACCESSORIES
- [ ] FORMS, CONTINUOUS (COMPUTER PAPER) AND SNAP-OUT; AND BINDERS
- [ ] FUEL, OIL, GREASE, AND LUBRICANTS
- [ ] FURNITURE, NON-OFFICE
- [ ] FURNITURE, OFFICE
- [ ] GASES: HOSPITAL, LABS, & WELDING: & EQUIP (SEE CLASS FOR FUMIGANT GASES)
- [ ] GLASS AND GLAZING SUPPLIES
- [ ] TOOL, HAND (NOT OTHERWISE CLASSIFIED) HARDWARE, SHELF HARDWARE, AND ALLIED ITEMS HOSE, ALL KINDS (EXCEPT AUTOMOBILE, FIRE PAINT SPRAYER AND WELDING - SEE CLASS FOR GARAGE EXHAUST HOSE)
- [ ] JANITORIAL SUPPLIES, GENERAL LINE
- [ ] JANITORIAL SUPPLIES, GENERAL (CONT.)
- [ ] LABORATORY AND FIELD EQUIPMENT AND SUPPLIES: BIOLOGY, BOTANY, GEOLOGY, MICROBIOLOGY, ZOOLOGY, ETC. (MAJOR)
- [ ] LAUNDRY AND DRY-CLEANING SUPPLIES
- [ ] LAUNDRY TEXTILES AND SUPPLIES
- [ ] LAWN EQUIPMENT (SEE CLASS FOR LARGE TRACTOR CROP MOWERS, PASTURE SHREDDERS, AND FERTILIZER DISTRIBUTORS)
- [ ] LIBRARY MACHINES AND SUPPLIES (NOT FURNITURE - CLASS FOR BINDING MATERIALS)
- [ ] LUGGAGE, BRIEFCASES, PURSES, AND WALLETS
- [ ] LUMBER, PLYWOODS, PRESSBOARDS, SHEETROCK, SHINGLES, SIDING, & STAKES
- [ ] MACHINERY AND HEAVY HARDWARE
- [ ] MARKETS, PLAQUES, SIGNS, AND TRAFFIC CONTROL DEVICES
- [ ] MARKING DEVICES

- [ ] MATERIAL HANDLING EQUIP. AND ALLIED ITEMS (SEE CLASS FOR QUILTED COVERS)
- [ ] METAL: BARS, PLATES, RODS, SHEETS, STRIPS, STRUCTURAL SHAPES, TUBING AND FABRICATED ITEMS
- [ ] MICROFICHE, MICROFILM, MICROFILMING EQUIPMENT AND SUPPLIES
- [ ] MISCELLANEOUS (NOT ITEMIZED IN OTHER CLASSES)
- [ ] NURSERY STOCK, EQUIPMENT AND SUPPLIES
- [ ] OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES
- [ ] OFFICE MECHANICAL AIDS, SMALL MACHINES, & APPARATUSES
- [ ] OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES
- [ ] OFFICE SUPPLIES (NOT OTHERWISE CLASSIFIED)
- [ ] OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.
- [ ] PAINT, PROTECTIVE COATING, VARNISH, WALLPAPER, & RELATED PRODUCTS
- [ ] PAINTING EQUIPMENT AND ACCESSORIES
- [ ] PAPER AND PLASTIC PRODUCTS DISPOSAL
- [ ] PAPER (FOR OFFICE AND THEIR PRINT SHOP USE)
- [ ] PARK, PLAYGROUND, AND SWIMMING POOL EQUIPMENT
- [ ] PHOTOGRAPHIC EQUIP & SUPPL (NOT INCL. GRAPHIC ARTS, MICROFILM & X-RAY)
- [ ] PLASTICS (NOT DISHES) & FORMING, LAMINATING, AND HOLDING EQUIPMENT
- [ ] PLUMBING EQUIPMENT, FIXTURES, AND SUPPLIES
- [ ] POISONS: AGRICULTURAL AND INDUSTRIAL
- [ ] PRINTING AND SILK SCREENING
- [ ] PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPERS)
- [ ] PUBLICATION AND AUDIOVISUAL MATERIALS (PREPARED MATERIALS ONLY, NOT EQUIPMENT, SUPPLIES, OR PRODUCTION)
- [ ] PUMPS, & PUMP ACCESSORIES (EXCEPT AIR & GAS, AUTOMOTIVE FUEL & WATER)
- [ ] RADIO AND TELECOMMUNICATIONS EQUIPMENT AND ACCESSORIES
- [ ] RAGS, SHOP TOWELS, AND WIPING CLOTHS
- [ ] REFRIGERATION EQUIPMENT AND ACCESSORIES
- [ ] ROAD AND HIGHWAY BUILDING MATERIALS (ASPHALTIC)
- [ ] ROAD AND HIGHWAY BUILDING MATERIALS (NOT ASPHALTIC)
- [ ] ROAD & HIGHWAY EQUIP & PARKS: ASPHALT & CONCRETE HANDLING PROCESSING
- [ ] ROAD & HIGHWAY EQUIP: EARTH HAULING, GRADING, MOVING, & PACKING, ETC.
- [ ] ROAD AND HIGHWAY EQUIPMENT (EXCEPT ASPHALT, CONCRETE, AND EARTH)
- [ ] ROOFING (EXCEPT WOOD - SEE LUMBER - SHINGLES)
- [ ] SCALES & WEIGHTING APPARATUS (SEE LABORATORY BALANCES)

- [ ] SCHOOL AND HIGHER EDUCATION EQUIPMENT AND SUPPLIES
- [ ] SEED, SOD, SOIL, AND INOCULANTS
- [ ] SHOES AND BOOTS
- [ ] SOUND SYSTEMS, COMPONENTS, & ACCESS. GROUP INTERCOM, MUSIC, PUBLIC ADDRESS, ECT.
- [ ] SPORTING AND ATHLETIC GOODS
- [ ] STEAM AND HOT WATER SPECIALTIES, ACCESSORIES, AND SUPPLIES
- [ ] STEAM BOILERS, STEAM, HEATING, AND POWER PLANT EQUIPMENT
- [ ] TANKS (METAL, WOOD, SYNTHETIC MATERIALS) MOBILE, PORTABLE & STATIONARY
- [ ] TAPE (NOT DATA PROCESSING, MEASURING, OPTICAL, SEWING, SOUND OR VIDEO)
- [ ] TELEVISION EQUIPMENT AND ACCESSORIES
- [ ] TESTING APPARATUS & INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRICAL MEASUREMENT)
- [ ] TEXTILES, FIBERS, HOUSEHOLD LINENS, AND PIECE GOODS
- [ ] THEATRICAL EQUIPMENT AND SUPPLIES
- [ ] TICKETS, COUPON BOOKS, SALES BOOKS, SCRIPT BOOKS, ETC.
- [ ] TIRES AND TUBES
- [ ] TWINE
- [ ] VENETIAN BLINDS, AWNINGS AND SHADES
- [ ] VETERINARY EQUIPMENT AND SUPPLIES
- [ ] VISUAL EDUCATION EQUIPMENT AND SUPPLIES (EXCEPT PROJECTION LAMPS)
- [ ] WATER TREATING CHEMICALS
- [ ] WATER SUPPLY & SEWAGE TREATMENT EQUIP (NOT FOR AIR COND., STEAM BROILER, OR LABORATORY REAGENT WATER)
- [ ] WELDING EQUIPMENT AND SUPPLIES
- [ ] BOOKBINDING, REBINDING AND REPAIRING
- [ ] BUILDING MAINTENANCE AND REPAIR SERVICES
- [ ] COMMUNICATIONS AND MEDIA RELATED SERVICES
- [ ] DATA PROCESSING SERVICES AND SOFTWARE-PURCHASE ONLY
- [ ] EDUCATION SERVICES
- [ ] EQUIPMENT MAINTENANCE, REPAIR, AND RECONDITIONING
- [ ] EQUIPMENT RENTAL
- [ ] FINANCIAL SERVICES
- [ ] HEALTH RELATED SERVICES (NOT INCLUDING HUMAN SERVICES)
- [ ] HUMAN SERVICES
- [ ] LAUNDRY AND DRY-CLEANING SERVICES
- [ ] LIBRARY SERVICES (EXCLUDING BOOKBINDING, REBINDING, REPAIRING)
- [ ] MISCELLANEOUS SERVICES
- [ ] PERSONNEL, TEMPORARY (NOT SERVICES)

- [ ] PUBLIC WORKS AND RELATED SERVICES
- [ ] REAL PROPERTY RENTAL OR LEASE
- [ ] ROADSIDE, GROUNDS, AND PARK AREA SERVICES
- [ ] SECURITY, FIRE, AND SAFETY SERVICES
- [ ] OTHER: