



Purchasing and Contracts Manager
2100 Ridge Avenue
Evanston, IL 60201-2716
(847) 866-2935
(847) 448-8128 (FAX)
E-mail: purchasing@cityofevanston.org

VENDOR REGISTRATION FORM

<input type="checkbox"/> Initial <input type="checkbox"/> Name/Address Change <input type="checkbox"/> Add Commodities <input type="checkbox"/> Delete Commodities			
General Information:			
Company Name			
Mailing Address (Street, City, State, Zip Code)			
Mailing Address for payments if different from above			
Telephone Number (please include area code) Fax Number (please include area code)			
E-mail:		Web Address:	
Type of Firm		Standard Industrial Code(s) _____	
<input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Service: _____ <input type="checkbox"/> Other: _____			
Organizational Information:			
Type of Ownership:		FEIN or Social Security Number:	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation			
President/Owner/Partner		Secretary	Treasurer
Bidding/Quote Contact (Name and Title)		Telephone Number (please include area code)	
Person authorized to sign bids, offers and contracts (Name and title)		Telephone Number (please include area code)	
Person to contact regarding invoice payment issues (Name and title)		Telephone Number (please include area code)	
General Business Information (for Construction firms): Major equipment owned			
Products and Services			
SEE ATTACHED SHEET FOR COMMODITY CODES MAXIMUM OF TWO CODES WILL BE ACCEPTED			
1.			
2.			

Customer/Client References:			
Company	Contact	Phone Number	Date of Service (month/year)
Company	Contact	Phone Number	Date of Service (month/year)
Company	Contact	Phone Number	Date of Service (month/year)
Minority/Women or other business information:			
Please indicate the status of the owning and/or controlling Interest(s) of this firm: (Check all that apply) <input type="checkbox"/> Small Business <input type="checkbox"/> Women <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Other: _____		Please indicate those agencies that have certified your firm and include copies of the most recent certification letter (s): <input type="checkbox"/> City of Chicago <input type="checkbox"/> IL Dept. of Transportation <input type="checkbox"/> Women's Business Development Center <input type="checkbox"/> Chicago Minority Business Development Council <input type="checkbox"/> State of IL Central Management Services <input type="checkbox"/> Small Business Administration <input type="checkbox"/> Chicago Transit Authority <input type="checkbox"/> Pace <input type="checkbox"/> Metra	
Is the City of Evanston the primary location of your business activities? <input type="checkbox"/> Yes <input type="checkbox"/> no			
Additional Information:			
Type of work normally contracted by your firm:			
Size of jobs your firm is most interested in:			
\$	(Minimum)	\$	(maximum)
Would your firm be willing to hire MBE/WBE subcontractors? <input type="checkbox"/> Yes no <input type="checkbox"/>			
If no, please explain: _____			
Has your firm ever submitted a proposal/bid to the City of Evanston? <input type="checkbox"/> Yes <input type="checkbox"/> no			
Has your firm been a successful bidder/proposer with the City of Evanston? <input type="checkbox"/> Yes <input type="checkbox"/> no			
If yes, please indicate the month and year of the most recent date of service: _____			
I certify that the information supplied herein (including) all attached pages is correct and that neither the applicant nor any person (or concern) in connection with the applicant as principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any public agency from bidding for materials, supplies, or service to any agency thereof.		FOR OFFICE USE Vendor Number: _____ Vendor Code: _____ Date Received: _____ Status Code: _____	
Signature of owner or authorized designee			
Name and Title (Please print or type)			

AFFIDAVIT OF M/W/EBE STATUS

I am _____ of _____, and have authority to execute this affidavit on behalf of this firm. I _____ do
(Name of Affiant)

hereby certify that:

1. This firm is a (Check one Only)
 - Minority Business Enterprise (MBE) A firm that is at least 51% owned, managed and controlled by a Minority.
 - Women’s Business Enterprise (WBE) A firm that is at least 51% owned, managed and controlled by a Woman.
 - Evanston Business Enterprise (EBE) A firm that is located within the Corporate boundaries of the City of Evanston and provides a commercially useful function.

2. **COPIES OF ALL MBE, WBE OR DBE CERTIFICATIONS HAVE BEEN ATTACHED.**

3. The following information will be provided upon written request, through the Prime Contractor or, if no Prime, directly to the City of Evanston.
 - a) Actual work performed on any project and the payment thereof; and,
 - b) Any proposal changes, in the status of the firm, which would render this affidavit null and void.
 - c) Further verification of the indicated status

Signature: _____

Date: _____

Corporate Seal (where appropriate)

This instrument was acknowledged before me this _____ day of _____, By _____ as President (or other authorized officer) of _____
(Firm Name)

(Notary Public Signature)

Commission Expires: _____

Notary Seal

City of Evanston -- Supplier Commodity Codes

Code	Description
01	ADMINISTRATIVE & FINANCIAL
02	SOFTWARE
03	COMPUTERS, RELATED SUPPLIES
04	HARDWARE, RELATED EQUIPMENT
05	BUILDING
06	INFORMATION SYSTEMS
07	COMMUNICATION
08	PARK EQUIPMENT, SUPPLIES
09	FOOD & EQUIPMENT
10	FURNISHINGS
11	JANITORIAL AND CLEANING
12	AUTOMOTIVE PRODUCTS, VEHICLES
13	ROAD EQUIPMENT & MATERIAL
14	PROJECT MANAGEMENT
15	CONSTRUCTION MANAGEMENT
16	MAINTAIN AND REPAIR EQUIPMENT
17	GENERAL CONTRACTOR
18	MISCELLANEOUS COMMODITIES
19	OFFICE SUPPLIES, RELATED ITEMS
20	PAPER, PRINTING SUPPLIES
21	ARCHITECT (LANDSCAPE)
22	ARCHITECT (GENERAL)
23	PUBLIC WORKS, PARK EQUIPMENT
24	SAFETY & PROTECTION EQUIPMENT
25	PROFESSIONAL CONSULTING
26	ENGINEERING CONSULTING
27	PUBLIC WORKS EQUIPMENT
28	ELECTRICAL, ENGINEERING,HVAC
29	LEAD ABATEMENT, SERVICES
30	WATER AND SEWER TREATMENT
31	SPORTING ATHLETIC AND OTHER