



PURCHASING
7777 South May Avenue
Oklahoma City, OK 73159

Vendor Registration Application

The undersigned, for the purpose of registering as a supplier with the Oklahoma City Community College to receive bid notices from the Purchasing Department pursuant to 74 O.S., Section 85.33 hereby states:

BUSINESS INFORMATION

Taxpayer Identification Number (TIN) or Social Security Number (SSN): _____

Oklahoma Sales Tax Permit Number, if applicable: _____

Full, Legal Business Name: _____

Trade Names (DBA), if any: _____

Address to which bids will be mailed:

Street & P.O. Box: _____

City: _____ State: _____ Zip Code: _____

Principal Office Address, if different than above:

Street & P.O. Box: _____

City: _____ State: _____ Zip Code: _____

Company website address: _____

Contact Information:

Contact Name and Title: _____

Telephone: (____) _____ Ext. _____ Toll Free: (____) _____ Ext. _____

For Bid Notices: Email _____ Fax (____) _____

Business Description:

How long has company been in current business? _____ If less than 2 years, attach additional information to this application to further establish the qualification of the company. This information must include affiliations with other companies and/or identify personnel that possess experience and knowledge of your respective business field.

Legal Structure of Business (check one):

Corporation Limited Liability Company Limited Partnership

General Partnership Limited Liability Partnership Sole Proprietorship

Governmental Entity (City, County, State, or USA) Other: _____

State of Organization: _____ Date of Organization: _____

TYPE OF BUSINESS

Minority Owned Business ___ Yes ___ No Small Business ___ Yes ___ No

Woman Owned Business ___ Yes ___ No

If company has changed its name and/or address within the last 5 years, list all previous names and addresses:
(Attach additional page, if necessary)

Previous Name of Business: _____

Street & P.O. Box: _____

City: _____ State: _____ Zip Code: _____

List All Officers, Directors, Owners, and/or Partners Information (Attach additional page, if necessary.)

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

List the name and relationship of relatives, persons holding financial interest in your firm, or relatives of persons holding financial interest in your firm, who are employed by the State of Oklahoma/ Oklahoma City Community College.

NAME	RELATIONSHIP AGENCY/SCHOOL	POSITION

Have any owners, officers, partners or affiliated companies declared bankruptcy in the past 7 years?

___ Yes (if yes, attach letter of explanation.) ___ No

Has any state agency or the state of Oklahoma filed a complaint against you or your merchandise or service?

___ Yes ___ No If so, when? _____

Products or Service your company is interested in supplying

Bank Reference

List Three Customer References

(1) _____

(2) _____

(3) _____

APPLICANT CERTIFICATION

The undersigned, being duly authorized to submit and certify the information contained herein on behalf of the Applicant, hereby certifies that:

1. To the best of my knowledge, the information provided herein is true and accurate to the date of this application;
2. The Applicant desires to be included on the Qualified Vendor List maintained by the Oklahoma City Community College, Purchasing Department, so the Applicant may be notified of solicitations;
3. The undersigned has read and become familiar with the Oklahoma City Community College, Purchasing administrative rules, which include debarment regulations, and understands the circumstances and conditions by which an individual or business might be subject to possible debarment under such regulations due to criminal activity in which the Applicant, individuals associated with the Applicant or affiliates of the Applicant may be implicated;
4. Neither the Applicant, nor any individual associated with the Applicant, nor any affiliate of the Applicant is or has been implicated in any criminal activity that might subject the Applicant to possible debarment pursuant to the Oklahoma City Community College, Purchasing administrative rules:
5. If Oklahoma laws require the applicant to be licensed by an Oklahoma state agency in order to provide products or services to the State of Oklahoma, a copy of such license or governmental authorization shall be provided before proceeding with work on a contract;
6. The vendor identified herein shall comply with all state and federal law prohibiting discrimination because of race, color, sex, religion, age, national origin, or disability, in all of its facilities or work places under its control; and,
7. The vendor identified herein shall comply with all Terms and Conditions of solicitation and contractual documents, regulations and law of the Stat of Oklahoma.

DATE

PRINT NAME AND TITLE

SIGNATURE