



INSTRUCTIONS FOR COMPLETION

Parties interested in doing business with the City of Dayton are encouraged to complete the following registration forms to register that interest with the City.

This process allows potential bidders and suppliers to be registered and entered into our system along with the Commodities and/or Services they can provide. This information is used to develop and maintain current and accurate lists of potential Suppliers to the City. To accomplish this task, we request that you complete the Vendor Application Form and the Commodity/Service List and return to the address or fax number provided below.

Send to:

City of Dayton

Division of Procurement

PO Box 22

Dayton OH 45401

-or-

Fax (937) 234-1600

-or-

Purchasing@daytonohio.gov

Reminders:

- Remittances should include both the Vendor Application and the Commodity/Service List forms.
- It is the Vendor's responsibility to maintain approved status in the City of Dayton's Affirmative Action Assurance (AAA) program. Once your Vendor Application is processed, you will receive an email notification from our online vendor portal (www.citybots.com) with a link to complete your AAA application and submit it for approval.
- It is the Vendor's responsibility to notify the City of Dayton at the address shown above of any changes to the Vendor's application.

If you have any questions concerning this form, you may contact the Division of Procurement at (937) 333-4030.

Copies of the Vendor Application and W-9 forms may be found on the City's web site at <http://www.daytonohio.gov/bid>. Please take the time to search for your commodity code(s).

It is the policy of the City of Dayton to promote full and equal business opportunity for all persons doing business with the City, and to promote commerce by assisting Minority Business Enterprises, Women's Business Enterprises (MBEs, WBEs), and Small Business Enterprises (SBEs) to actively participate in the City's procurement process for goods, services and construction. If you are a currently certified MBE, WBE, and/or SBE with the City of Dayton Human Relations Council, please include a copy of your certification letter with this application. If you are not certified and would like to apply for certification as MBE, WBE, and/or SBE please begin at <http://daytonhrc.org/business-technical-assistance/affirmative-action-assurance/affirmative-action-assurance-application/> and click on the Certification Packet link.



Melissa A. Wilson
Purchasing Agent

VENDOR APPLICATION

| | | |
|--|-------------------------------------|--|
| DATE: _____ | BUSINESS PHONE NUMBER: _____ | FEDERAL ID # OR SOCIAL SECURITY #: _____ |
| E-MAIL ADDRESS (For Purchase Orders and Notifications): _____ | | FAX NUMBER: _____ |
| 1. APPLICANT'S NAME AND MAILING ADDRESS (for Bid Forms and Purchase Orders) _____ Company Name _____ Street Address _____ City, ST, Zip _____ | | 2. MAILING ADDRESS FOR PAYMENTS <input type="checkbox"/> Check here if same as Bid Address _____ Company Name _____ Street Address _____ City, ST, Zip _____ |
| 3. VENDOR COMMODITIES HANDLED: See Commodity Code(s) from list located online at http://www.daytonohio.gov/DocumentCenter/View/587 and enter as many codes as needed separated by commas (i.e. 22222, 33333, 44444) <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 5px;"></div> | | |
| 4. PERSONS AUTHORIZED TO SIGN BIDS, QUOTATIONS, PROPOSALS (indicate if Agent) CONTRACTOR: Contractor acknowledges its employees are not public employees for purposes for Ohio Public Employees Retirement System ("OPERS") membership. | | |
| NAME | OFFICIAL CAPACITY | TELEPHONE NO. |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| 5. Your equal opportunity "Affirmative Action Assurance" (AAA) application must be submitted online via www.citybots.com and approved status must be maintained with the City of Dayton's Human Relations Council (HRC). For information about your AAA status, please contact the HRC at (937) 333-1403. If you are a currently certified MBE, WBE, and/or SBE with the City of Dayton Human Relations Council, please include a copy of your certification letter with this application. If you are not certified and would like to apply for certification as | | |
| 6. MBE, WBE, and/or SBE please begin at http://daytonhrc.org/business-technical-assistance/certification/procurement-enhancement-program , and then click on the Certification Packet link. | | |
| PROCUREMENT DIVISION USE | | |
| <input type="checkbox"/> ONLY ADD <input type="checkbox"/> REMOVE <input type="checkbox"/> CHANGE | | DATE: _____ |
| <input type="checkbox"/> PROCUREMENT: ADD COMMODITY CODE HEADER (###): _____ | | INITIALS: _____ |

