

VENDOR/CONTRACTOR INFORMATION FORM (PAGE 1 OF 2)

BUSINESS INFORMATION

Company Name		Type of Business	Date Business Commenced:
DBA		<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other (Please explain)	
Phone			
Fax			Email:
Registered Company Address City, State ZIP Code			
Taxpayer ID Number	EIN	SSN	

Are you or any principal or partner of this business a current employee of CAP Tulsa or a relative of any employee or CAP Tulsa Board of Directors member?

Yes No If YES, please specify relationship: _____

DIVERSITY SUPPLIER INFORMATION

<input type="checkbox"/> Female Owned Business	<input type="checkbox"/> Minority Owned Business	<input type="checkbox"/> Veteran Owned Business	<input type="checkbox"/> Service-Disabled Veteran Owned Business
<input type="checkbox"/> HUBZone Business	<input type="checkbox"/> Small Business	<input type="checkbox"/> Small Disadvantaged Business	<input type="checkbox"/> Disability Owned Business
<input type="checkbox"/> Labor Area Surplus Firm			

PURCHASE ORDER CONTACT

Contact Person		SAM's Registration	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phone		Terms	
Fax		Discount	
Email		Online Ordering Available	<input type="checkbox"/> Yes <input type="checkbox"/> No

REMITTANCE INFORMATION

Business Name		Do you accept VISA Credit Card payments? <input type="checkbox"/> Yes <input type="checkbox"/> No (We only use VISA Credit Cards to make payments)
Remit Address		
City, State, ZIP Code		
		ACH/Direct Deposit: <input type="checkbox"/> Checking <input type="checkbox"/> Saving
A/R Contact Person		Bank Name:
A/R Email		Routing Number:
A/R Phone		Account Number:

SIGNATURES

By signing this document you are certifying that all information provided is accurate and true. False statements or an incomplete application can disqualify you and/or your company from continued bids and business with CAP Tulsa.

Signature		Printed Name	
Title		Date	

INTERNAL USE ONLY

<input type="checkbox"/> Initial Application	<input type="checkbox"/> Renewal	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:
Signature:		Date:	

VENDOR/CONTRACTOR BUSINESS CATEGORIES FOR RFP/RFQ/RFI

Construction, Road & Ground Work:

- Construction & Renovation
- Construction Management
- Roofing, Siding & Gutter
- Painting & Paint Supplies
- Heating & Air Conditioning (HVAC)
- Fencing & Gate
- Construction & Building
- Materials
- Plumbing & Sewer
- Floor & Carpet
- Carpentry, Woodwork & Cabinetry
- Lighting & LED
- Windows & Doors
- Elevators & Escalators
- Demolition/Excavation, Earth Work
- Masonry
- Geotechnical
- Concrete & Asphalt
- Sewer & Culvert
- Traffic Markings

Marketing:

- Advertising & Promotions
- Photography
- Graphic Design
- Website Design & Maintenance
- SEO & SEM
- PR Marketing
- Communication
- Promotional items
- Media Ad
- Audio & Video Production
- Print & Mail
- Newsletter & Print Design
- Market Research & Survey
- Copywriting & Publishing
- Trophies and Awards
- Consulting – Marketing

Manufacturing:

- Clothing & Uniforms
- Furniture
- Appliances & Electronics
- Office Equipment

Telecommunications:

- Telecommunications & Telephone
- Fiber Optics
- Computer Networks
- Internet
- GIS & GPS
- Audio-Visual
- CCTV

IT, Information Technology:

- Programming
- Hardware
- Database Backup
- Computer Network Security
- Consulting
- Software

Janitorial, Cleaning:

- Janitorial & Custodial Services
- Janitorial & Custodial Supplies
- Waste Removal & Recycling
- Property Management
- Laundry & Dry Cleaning
- Janitorial Equipment

Landscaping:

- Landscape Architecture
- Tree Trimming
- Irrigation
- Snow Plow & Snow Removal
- Lawn Care & Landscaping

Education:

- Textbooks & Publications
- Education & School Supplies
- Park & Playground Equipment
- Education & Academic Services
- e-Learning Systems
- Curriculum
- Classroom Furniture & Fixtures

Food:

- Food Services
- Food Supply
- Food Equipment
- Catering

Environmental, Agricultural:

- Pest Control
- Filtering & Purification

Professional Service:

- Employment Staffing
- Insurance & Workers Compensation
- Human resources & Payroll Time and Attendance
- Quality Control
- Social Services
- Consulting – Education
- Consulting - Marketing
- Consulting – Management & Leadership
- Training - Education
- Training – Management & Leadership
- Printing & Binding
- Legal Services
- Document Management & Scanning Services
- Document Shredding
- Cultural Resources
- Financial Investment
- Accounting & Audit
- Data Processing
- Appraisal
- Vehicle Repair & Maintenance
- Catering & Restaurant
- Curriculum, Instructional
- Facility Rental
- Event & Party Supplies Rental
- Family & Children’s Counseling and Support Services
- Commercial & Corporate Insurance
- Hotels, Lodging & Meeting Facilities

Energy & Fuel:

- Energy Audit & Management
- UPS & Battery

Medical, Healthcare:

- Medical Supplies & Equipment
- Mental health
- Laboratory Drug Testing
- Medical Apparel
- Dental Equipment & Supplies

Other:

- Office Machines & Supplies
- Office Supplies

Transportation, Warehouse:

- Fleet Vehicles & Bus
- Courier Services
- Moving & Relocation

Security & Safety:

- Security Guard
- Background Checks
- Security System
- Disaster Recovery
- Biometrics & Fingerprint
- Identification & Smart Cards
- Security Surveillance & Detection Supplies

Facility & Equipment:

- Facilities Leasing
- Equipment Rental
- Facility Management
- Facility Rental
- Event & Party Supplies Rental
- Building Maintenance & Repair

Architecture & Engineering:

- Architecture
- Land Architect
- Design Build
- Civil Engineer
- Surveying
- Utility Location
- Mapping & GIS