

Mayor
S. Scott Vandergrift

City Manager
Robert Frank



Commissioners
Gary Hood, District 1
Rosemary Wilsen, District 2
Rusty Johnson, District 3
Joel F. Keller, District 4

VENDOR/BID LIST APPLICATION

The City of Ocoee (City) requires the following information for our vendor/bid list. Please complete the following vendor application in its entirety, along with the attached W-9 form. Return to the Finance Department to ensure placement on the City's vendor/bid list or to the requesting department to ensure placement of a pending order. Note: It is the vendor's responsibility to keep your account current with the City, please notify the City of any subsequent changes to the information furnished below. Your company is subject to removal from the City's active vendor/bid list if the City does not utilize your company's services within three (3) years.

Notice: The City of Ocoee requires all vendors to have an approved procurement instrument (i.e., purchase order, contract, term contract, blanket purchase agreement, City purchasing card, etc.) in place prior to providing goods or services. Entering into contracts verbally or without appropriate authorization is prohibited. Any vendor who delivers services or goods to the City without a proper contract is doing so entirely at their own risk. The City does not pay for goods or services that were provided without the benefit of an approved procurement instrument.

Name of Business _____ Phone # _____
Address _____ Fax # _____
_____ E-Mail _____

Remit to Address _____
(if different) _____
Contact _____

City of Ocoee Occupation License # _____
(Required only for Vendors located within Ocoee City Limits)

Do you accept Purchase Orders? Yes or No

Do you accept VISA® cards? Yes or No ---If yes, what is your Merchant Category Code (MCC Code)? _____ (This code is assigned by your Visa® Processing Company)

Are you a member of Demandstar by Onvia®? Yes or No

What City Department will be utilizing your Commodities/Services (if known) _____

Commodities and/or Services Provided _____

Note: The City of Ocoee utilizes Demandstar by Onvia® for automatic bid and quote notifications. Membership is not required to register as a vendor with the City of Ocoee. Nor is it a requirement to bid on commodities and services for the City. However, membership is a requirement to receive bid and/or quote solicitations from the City. We encourage you to learn more about the Demandstar service by calling toll-free 1-800-331-5537, or visiting www.demandstar.com/supplier. There is a fee for this service. Please visit the City's Bid/Vendor page at www.ocoee.org for more information. Thank you for your interest in doing business with the City of Ocoee.