

Mayor
Rusty Johnson

City Manager
Robert Frank



Commissioners
Scott R. Kennedy, District 1
Rosemary Wilsen, District 2
Richard Firstner, District 3
Ages Hart, District 4

VENDOR APPLICATION

The City of Ocoee (City) requires the following information in order to be added to the City's vendor list. Complete the following Vendor Application in its entirety, along with the attached IRS W-9 form. Return to Purchasing@ocoee.org to ensure placement on the City's vendor list. 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 list if the City does not utilize your company's services within three (3) years.

Notice: The City of Ocoee requires all vendors to be issued an approved procurement document (i.e., purchase order, contract, or arrange payment by City purchasing credit card) 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 procurement document 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 document.

Name of Business _____

Phone # _____

D/B/A Name of Business (if different than above) _____

Email _____

(If possible, the email address provided should be a general company email and not an individual employee's email to ensure email addresses are kept current in your vendor file. Note the City may contact you via this email address and/or email purchase orders to this address.)

Remit Payment to Address _____

Contact Name & Title _____

Purchase Order Mail to Address _____

Do you accept credit cards as payment? Yes or No Do you charge a credit card processing fee? Yes or No

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

Commodities and/or Services Provided _____

(An Insurance Certificate will be required for any construction and services provided to the City before a Purchase Order can be issued. See Insurance Requirements at this link <https://www.ocoee.org/899/Insurance-Requirements>)

Bid Notifications: The City of Ocoee utilizes an E-Procurement Platform for free automatic bid notifications. Registration is not required to register as a Bidder, but registration is required to be notified of and bid on commodities and services for the City. Interested Bidders are encouraged to learn more about this service by visiting the City's Purchasing website at <https://www.ocoee.org/323/Purchasing>. There is no fee to utilize this service.

Thank you for your interest in doing business with the City of Ocoee.