

# THE CITY OF DAYTONA BEACH

COMMISSION-MANAGER PLAN  
DAYTONA BEACH, FLORIDA 32115-2451

POST OFFICE BOX 2451

PHONE 386 671-8080

FAX 386 671-8085

To: Prospective Vendors for the City of Daytona Beach

The City of Daytona Beach has received a request to add your firm to its vendor file. Please complete the attached Vendor Application form, indicating the commodity classifications your firm provides. Should the City of Daytona Beach have any requirements for the products or services you provide, your firm will be considered as a possible supplier. Failure to respond to three consecutive requests may result in your firm being removed from further consideration.

If your firm is a **MBE** (Minority Business Enterprise), or a **WBE** (Woman-owned Business Enterprise), or both, it is necessary that you complete pages 5 & 6 of the application.

Should any changes occur in your firm's information, (address, phone), status, (out of business), or products or services, please notify this office with the respective changes, via fax or mail.

Joanne Flick, CPPB, CPPO  
Purchasing Agent

# The City of Daytona Beach

COMMISSION-MANAGER PLAN  
DAYTONA BEACH, FLORIDA 32115-2451

POST OFFICE BOX 2451

PHONE 386 671-8080  
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## VENDOR APPLICATION

Your request to be placed on the City of Daytona Beach vendor/bid list has been received. The information provided on this form will be used in placing you/your firm on the list for the item(s) specified. Should the City of Daytona Beach have any requirements in this classification, your firm will be considered as a possible supplier. Failure to reply to three consecutive requests may result in your being dropped from further consideration.

Please complete the following, including the attached commodity classification list. Indicate whether your firm is an MBE (Minority Business Enterprise) or WBE (Woman Owned Business Enterprise), or both, and if so, it is required that you complete pages 5 and 6 of this application.

TYPE OF BUSINESS: Sole Proprietor \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

COMPANY (FULL) NAME \_\_\_\_\_

**AND**

FEIN (Federal Identification Number) \_\_\_\_\_ - \_\_\_\_\_

**OR**

If the company is using a Social Security Number instead of a Federal Identification Number, the full name of the business owner, as it appears on the Social Security Card, must be provided.

INDIVIDUAL NAME \_\_\_\_\_  
(First Name) (Middle Initial) (Last Name)

SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ if the company is using a Social Security Number instead of a FEIN

VENDOR IS: MBE \_\_\_\_\_ WBE \_\_\_\_\_ BOTH \_\_\_\_\_ (See Pages 5 & 6)

### BUSINESS ADDRESS

MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

### IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE

PROVIDE CORRECT INFORMATION BELOW

REMITTANCE ADDRESS \_\_\_\_\_

\_\_\_\_\_ TELEPHONE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Joanne Flick, CPPO, CPPB  
Purchasing Agent

VENDOR # ASSIGNED \_\_\_\_\_

## COMMODITY CLASSIFICATION LIST

**Please place a checkmark by the class(es) your firm/business can provide.**

- |                          |     |  |                          |     |   |
|--------------------------|-----|--|--------------------------|-----|---|
| <input type="checkbox"/> | 005 | Abrasives  | <input type="checkbox"/> | 220 | Controlling, Indicating, Measuring, Monitoring and Recording Instruments and Supplies   |
| <input type="checkbox"/> | 010 | Acoustical Tile, Insulating and Supplies   | <input type="checkbox"/> | 225 | Coolers, Drinking Water (Water Fountain)  |
| <input type="checkbox"/> | 015 | Addressing, Copying, Duplicating Machines  | <input type="checkbox"/> | 230 | Crafts and Craft Supplies   |
| <input type="checkbox"/> | 020 | Agricultural Equipment, Implements and Accessories   | <input type="checkbox"/> | 255 | Decals and Stamps   |
| <input type="checkbox"/> | 022 | Agricultural Implement and Accessory Parts   | <input type="checkbox"/> | 265 | Draperies, Curtains and Upholstery Material (Including Automobile)  |
| <input type="checkbox"/> | 025 | Air Compressors and Accessories  | <input type="checkbox"/> | 270 | Drugs, Pharmaceuticals and Biologicals (For Human Therapeutic Use)  |
| <input type="checkbox"/> | 031 | Air Conditioning, Heating and Ventilating: Equipment, Parts and Accessories (See Related Items in Class 740) | <input type="checkbox"/> | 275 | Election/Voting Materials and Supplies  |
| <input type="checkbox"/> | 040 | Animals, Birds and Marine Life Including Accessories Items (Live)  | <input type="checkbox"/> | 280 | Electrical Cables and Wires (Not Electric)  |
| <input type="checkbox"/> | 045 | Appliances and Equipment, Household Type   | <input type="checkbox"/> | 285 | Electrical Equipment and Supplies (Except Cable and Wire)   |
| <input type="checkbox"/> | 048 | Appliances, Commercial   | <input type="checkbox"/> | 287 | Electronic Components, Replacement Parts and Accessories: and Miscellaneous Electronic Equipment (Not for Testing or Analyzing - See Class 730) |
| <input type="checkbox"/> | 050 | Art Equipment and Supplies   | <input type="checkbox"/> | 290 | Energy Collecting Equipment and Accessories: Solar and Wind   |
| <input type="checkbox"/> | 052 | Art Objects  | <input type="checkbox"/> | 295 | Elevators and Escalators, Building Type   |
| <input type="checkbox"/> | 055 | Automotive Accessories for Automobiles, Buses, Trucks, etc.  | <input type="checkbox"/> | 300 | Embossing and Engraving   |
| <input type="checkbox"/> | 060 | Automotive Maintenance Items and Repair/Replacement Parts  | <input type="checkbox"/> | 305 | Engineering Equipment, Surveying Equipment, Drawing Instruments and Supplies  |
| <input type="checkbox"/> | 063 | Automotive Maintenance Supplies  | <input type="checkbox"/> | 310 | Envelopes, Plain or Printed   |
| <input type="checkbox"/> | 065 | Automotive Bodies, Accessories and Parts   | <input type="checkbox"/> | 315 | Epoxy Based Formulations for Adhesives, Coatings & Related Agents   |
| <input type="checkbox"/> | 070 | Automotive Vehicles and Related Transportation Equipment   | <input type="checkbox"/> | 320 | Fastening, Packaging, Strapping, Tying Equipment and Supplies   |
| <input type="checkbox"/> | 075 | Automotive Shop Equipment and Supplies   | <input type="checkbox"/> | 325 | Feed, Bedding, Vitamins and Supplements for Animals   |
| <input type="checkbox"/> | 080 | Badges, Emblems, Name Tags and Plates, Jewelry, etc.   | <input type="checkbox"/> | 330 | Fencing   |
| <input type="checkbox"/> | 085 | Bags, Bagging, Ties and Erosion Control Equipment  | <input type="checkbox"/> | 335 | Fertilizers and Soil Conditioners   |
| <input type="checkbox"/> | 100 | Barrels, Drums, Kegs and Containers  | <input type="checkbox"/> | 340 | Fire Protection Equipment and Supplies  |
| <input type="checkbox"/> | 105 | Bearings (Except Wheel bearings and Seals-See Class 060)   | <input type="checkbox"/> | 345 | First Aid and Safety Equipment and Supplies (Except Nuclear and Welding)  |
| <input type="checkbox"/> | 110 | Belts and Belting: Conveyor, Elevator, Power Transmission and V-Belts  | <input type="checkbox"/> | 346 | Fitness Equipment   |
| <input type="checkbox"/> | 120 | Boats, Motors and Marine Supplies  | <input type="checkbox"/> | 350 | Flags, Flag Poles, Banners and Accessories  |
| <input type="checkbox"/> | 125 | Bookbinding Supplies   | <input type="checkbox"/> | 360 | Floor Covering, Floor Covering Installation and Removal Equipment and Supplies  |
| <input type="checkbox"/> | 135 | Bricks and Other Clay Products, Refractory Materials and Stone Products                                      | <input type="checkbox"/> | 365 | Floor Maintenance Machines, Parts and Accessories   |
| <input type="checkbox"/> | 140 | Broom, Brush and Mop Manufacturing Machinery and Supplies  | <input type="checkbox"/> | 395 | Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms, and Folders for Forms   |
| <input type="checkbox"/> | 145 | Brushes (Not Otherwise Classified)   | <input type="checkbox"/> | 400 | Foundry Casting Equipment and Supplies  |
| <input type="checkbox"/> | 150 | Builder's Supplies   | <input type="checkbox"/> | 405 | Fuel, Oil, Grease and Lubricants  |
| <input type="checkbox"/> | 155 | Buildings and Structures: Fabricated and Prefabricated   | <input type="checkbox"/> | 406 | Fuel Dispensing Systems   |
| <input type="checkbox"/> | 175 | Chemical Laboratory Equipment and Supplies   | <input type="checkbox"/> | 415 | Furniture: Laboratory   |
| <input type="checkbox"/> | 190 | Chemicals and Solvents, Commercial (In Bulk)   | <input type="checkbox"/> | 420 | Furniture: Non-Office   |
| <input type="checkbox"/> | 192 | Cleaning Compositions, Detergents, Solvents and Strippers - Prepackages                                      | <input type="checkbox"/> | 425 | Furniture: Office   |
| <input type="checkbox"/> | 195 | Clocks, Timers, Watches and Jewelers' and Watchmakers' Tools and Equipment                                   | <input type="checkbox"/> | 435 | Germicides, Cleaners and Related Sanitation Products for Health Care Personnel  |
| <input type="checkbox"/> | 200 | Clothing, Apparel, Uniforms and Accessories  | <input type="checkbox"/> | 440 | Glass and Glazing Supplies  |
| <input type="checkbox"/> | 205 | Computer Hardware and Peripherals for Microcomputers   | <input type="checkbox"/> | 445 | Hand Tools (Powered and Non-Powered), Accessories and Supplies  |
| <input type="checkbox"/> | 210 | Concrete and Metal Culverts, Pilings, Pipe, Septic Tanks, Accessories and Supplies                           | <input type="checkbox"/> | 450 | Hardware and Related Items  |

<input type="checkbox"/>	460	Hose, Accessories and Supplies: Industrial, Commercial & Garden	<input type="checkbox"/>	725	Radio Communication, Telephone and Telecommunication Equipment and Accessories and Supplies
<input type="checkbox"/>	485	Janitorial Supplies, General Line	<input type="checkbox"/>	730	VCRs, Video Equipment, and Related Accessories
<input type="checkbox"/>	490	Laboratory Equipment and Accessories For General Analytical Use	<input type="checkbox"/>	731	Mini-Cam Inspection Systems
<input type="checkbox"/>	493	Laboratory Equipment and Accessories Biochemistry, Chemistry, Environmental Science, etc.	<input type="checkbox"/>	735	Rags, Shop Towels and Wiping Cloths
<input type="checkbox"/>	494	Laboratory Analysis, Equipment and Services	<input type="checkbox"/>	740	Refrigeration Equipment and Accessories
<input type="checkbox"/>	495	Laboratory Equipment and Accessories Biology, Botany, Geology, Microbiology, Zoology, etc.	<input type="checkbox"/>	745	Road and Highway Building Materials (Asphaltic)
<input type="checkbox"/>	515	Lawn Maintenance Equipment, Accessories and Parts (Non Agricultural Applications)	<input type="checkbox"/>	750	Road and Highway Building Materials (Not Asphaltic)
<input type="checkbox"/>	516	Lawn Equipment Maintenance Items	<input type="checkbox"/>	755	Road and Highway Equipment and Parts: Asphalt and Concrete Handling and Processing
<input type="checkbox"/>	525	Library and Archival Equipment, Machines and Supplies	<input type="checkbox"/>	760	Road and Highway Equipment: Earth Handling, Grading, Moving, Packing, etc.
<input type="checkbox"/>	540	Lumber and Related Products	<input type="checkbox"/>	765	Road and Highway Equipment (Except Asphalt, Concrete and Earth Handling Equipment in Classes 755 and 760)
<input type="checkbox"/>	545	Machinery and Hardware, Industrial	<input type="checkbox"/>	766	Road and Highway Heavy Equipment-Used
<input type="checkbox"/>	546	Chain Saw Maintenance Parts	<input type="checkbox"/>	770	Roofing (Except Wood- See Class 540)
<input type="checkbox"/>	550	Markers, Plaques and Traffic Control Devices	<input type="checkbox"/>	775	Safes and Vaults
<input type="checkbox"/>	555	Marking and Stenciling Devices	<input type="checkbox"/>	780	Scales and Weighing Apparatus
<input type="checkbox"/>	560	Material Handling and Storage Equipment and Allied Items	<input type="checkbox"/>	785	School Equipment and Supplies
<input type="checkbox"/>	570	Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing and Fabricated Items	<input type="checkbox"/>	790	Seed, Sod, Soil and Inoculants
<input type="checkbox"/>	575	Microfiche and Microfilm Equipment Accessories and Supplies	<input type="checkbox"/>	800	Shoes and Boots
<input type="checkbox"/>	595	Nursery Stock, Equipment and Supplies	<input type="checkbox"/>	803	Sound Systems, Components and Accessories Group Intercom, Music, Public Address, etc.
<input type="checkbox"/>	600	Office Machines, Equipment and Accessories	<input type="checkbox"/>	805	Sporting and Athletic Goods
<input type="checkbox"/>	605	Office Mechanical Aids, Small Machines and Apparatuses	<input type="checkbox"/>	810	Golf Equipment
<input type="checkbox"/>	610	Office Supplies: Ribbons, All Types; Credit Card Machine Supplies	<input type="checkbox"/>	830	Tanks (Metal, Wood and Synthetic Materials): Mobile, Portable and Stationary
<input type="checkbox"/>	615	Office Supplies: General	<input type="checkbox"/>	832	Tape (Not Data Processing, Measuring, Optical, Sewing, Sound or Video)
<input type="checkbox"/>	620	Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc.	<input type="checkbox"/>	835	Tickets, Parking
<input type="checkbox"/>	630	Paint, Protective Coatings, Varnish, Wallpaper and Related Products	<input type="checkbox"/>	840	Television Equipment and Accessories
<input type="checkbox"/>	635	Painting Equipment and Accessories	<input type="checkbox"/>	855	Theatrical Equipment and Supplies
<input type="checkbox"/>	640	Paper and Plastic Products, Disposable	<input type="checkbox"/>	860	Tickets, Coupon Books, Sales Books, Script Books, etc.
<input type="checkbox"/>	645	Paper (For Office and Print Shop Use)	<input type="checkbox"/>	863	Tires and Tubes
<input type="checkbox"/>	650	Park, Playground and Swimming Pool Equipment	<input type="checkbox"/>	865	Twine
<input type="checkbox"/>	655	Photographic Equipment and Supplies	<input type="checkbox"/>	870	Venetian Blinds, Awnings and Shades
<input type="checkbox"/>	665	Plastics, Resins, Fiberglass Construction, Forming, Laminating and Molding Equipment, Accessories and Supplies	<input type="checkbox"/>	875	Veterinary Equipment and Supplies
<input type="checkbox"/>	670	Plumbing Equipment Fixtures and Supplies	<input type="checkbox"/>	880	Visual Education Equipment and Supplies (Except Projection Lamps - See Class 285)
<input type="checkbox"/>	673	Pipe and Pipe Fittings & Valves	<input type="checkbox"/>	885	Water Treating Chemicals
<input type="checkbox"/>	675	Poisons: Agricultural and Industrial	<input type="checkbox"/>	890	Water Supply and Sewage Treatment Equipment (Not for Air Conditioning, Steam Boiler or Laboratory Reagent Water)
<input type="checkbox"/>	680	Police Equipment and Supplies	<input type="checkbox"/>	895	Welding Equipment and Supplies
<input type="checkbox"/>	690	Hot Stamp	<input type="checkbox"/>	905	Aircraft Operations Service
<input type="checkbox"/>	695	Printing and Silk Screening	<input type="checkbox"/>	906	Professional Design Services
<input type="checkbox"/>	705	Printing Preparations	<input type="checkbox"/>	910	Building Maintenance and Repair Services
<input type="checkbox"/>	715	Publications and Audiovisual Materials (Prepared Materials Only. Not Equipment Supplies or Production)	<input type="checkbox"/>	915	Communications and Media Related Services, including Advertising
<input type="checkbox"/>	720	Pumping Equipment and Accessories	<input type="checkbox"/>	920	Data Processing Services and Software
			<input type="checkbox"/>	924	Educational and Training Services
			<input type="checkbox"/>	925	Equipment Maintenance and Repair
			<input type="checkbox"/>	929	Equipment Service M & R
			<input type="checkbox"/>	930	Equipment Rental
			<input type="checkbox"/>	931	Equipment Leasing

- 932 Financial Services
- 935 Health Related Services
- 945 Library Services/Subscriptions & Publications
- 947 Miscellaneous Services, including Consultants and Insurance
- 950 Recreation Services
- 954 Laundry and Dry Cleaning Services
- 955 Public Works Related Services
- 956 Recycling Services
- 958 Real Property Rental/Sale
- 960 Grounds and Park Services
- 961 Miscellaneous Professional Services (Specify) \_\_\_\_\_
  
- \_\_\_\_\_
- 965 Security, Fire and Safety Services
- 968 Wastewater Testing Services

- 970 Shipping and Handling Services
  - 980 Buyer of Surplus Property
  - 988 Roadside, Grounds and Park Area Services
  - 990 Government and Government Agencies
  - 000 Class(es) not listed above (Specify)
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_

If your firm is an MBE (Minority Business Enterprise) or a WBE (Woman-owned Business Enterprise), as defined below, it is required that you complete the following two (2) pages and return them, **notarized**, with your application.

**DEFINITIONS**

**Minority Business Enterprise: (MBE)** means a business firm, which is 51% or more owned by minority group members; or for a publicly owned business, the voting stock of which is 51% owned by minority members. The minority group membership must exercise actual day-to-day management and control of the business. The minority business enterprise shall be construed to include only workers employed and paid directly by the Minority Business Enterprise receiving said contract award and equipment owned or rented by the minority business enterprise, with or without operators.

**Woman-owned Business Enterprise: (WBE)** means a business firm, which is 51% or more owned by women group members; or for a publicly owned business, the voting stock of which is 51% owned by women group members. The women group membership must exercise actual day-to-day management and control of the business. The woman-owned business enterprise shall be construed to include only workers employed and paid directly by the woman-owned business enterprise receiving such contract award and equipment owned or rented by the woman-owned business enterprise, with or without operators.

Type of Business: \_\_\_\_\_

Principal Product or Service(s) Description \_\_\_\_\_

Minority Business Liaison Officer:

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

What Percentage of this Business is Minority or Woman Owned \_\_\_\_\_

If incorporated, what percentage of the voting stock is owned by Minorities \_\_\_\_\_;  
Owned by Women \_\_\_\_\_

Owner(s) and Percentage of Ownership:

Name \_\_\_\_\_ Percentage of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Percentage of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Percentage of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Percentage of Ownership \_\_\_\_\_

List any other public entities where your firm has been certified as an MBE or WBE: (Federal), (State), (County), (Municipality). Please provide copy of certification(s).

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**References:**

List references for which similar work has been performed:

Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Pursuant to Florida Statute 287.094, it is unlawful for any individual to falsely represent any business or firm as a minority business enterprise. A person in violation of 287.094 is **guilty of a felony of the second degree.**

It is understood that fraudulent claims to be MBE/WBE will be pursued through legal channels.

\_\_\_\_\_  
(Initials)

\*\*\*\*\*

I certify that this business qualifies as a: MBE \_\_\_\_\_ WBE \_\_\_\_\_

I certify that the information provided above is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**NOTARY ACKNOWLEDGEMENT**

STATE OF FLORIDA  
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
State of Florida at Large

Personally known to me \_\_\_\_\_

Produced Identification \_\_\_\_\_

Type of Identification \_\_\_\_\_