

CITY OF JEFFERSON
FINANCE DEPARTMENT – PURCHASING
320 EAST MCCARTY STREET, JEFFERSON CITY, MISSOURI 65101
TELEPHONE 573.634.6324 FAX 573.634.6329 E-MAIL Purchasing@jeffcitymo.org

VENDOR LIST APPLICATION

Date _____

Name of Company _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Contact Name _____ E-Mail _____

Form of Business: Completed W-9 form must be submitted with application. Sole Proprietorship _____ Partnership _____ Corporation _____ Limited Liability Corp. _____

Nearest Local Representative _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ E-mail _____

Contact the following people for:

Orders: Name _____ Telephone _____ Delivery: Name _____ Telephone _____

Pricing: Name _____ Telephone _____ Invoices: Name _____ Telephone _____

Standard Payment Terms _____ Minimum Billing _____

Do you represent a Disadvantaged Business? YES _____ NO _____

Disadvantaged Business Enterprise (DBE) - Must be at least 51% owned by one or more socially and economically disadvantaged minority individuals or stockholders as determined by the Small Business Act Section 8(a) guidelines. If YES Submit a copy of the certification listing both the effective date and expiration date

Do you represent a Woman Owned Business? YES _____ NO _____

Woman Owned Business Enterprise (WBE) – Must be at least 51% owned by one or more women or stockholders. If Yes, submit a copy of the certification listing both the effective date and the expiration date.

Types of commodities/services your firm would like to be contacted about when City bids. Include line card if available. Attach additional sheet if necessary.

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.