



VENDOR REGISTRATION FORM

CITY OF NORTH MIAMI BEACH - FLORIDA

Date:

VENDOR INFORMATION

New Application

Update Application

Business Name:

Contact Person:

Mailing Address:

Telephone:

Facsimile:

Federal Tax ID Number:

Remit to Address: (IF DIFFERENT FROM ABOVE)

Email Address:

Date Business Established:

COMMODITY CODES

Check commodity code (s) under which you wish to be registered.

AUTOMOTIVE SUPPLIES (060)

- 060-00 Automotive: Cars, Vans & Pickups Sales
- 060-10 Automotive: Accessories
- 060-20 Automotive: AC Equipment & Supplies
- 060-30 Automotive: Maintenance & Replacement Parts
- 060-35 Automotive: Cars Alternators & Starters
- 060-40 Automotive: Tires, Tubes & Recapping

TRUCK AND SPECIALTY VEHICLES (070)

- 070-00 Trucks: Cab, Chassis, etc. Sales
- 070-10 Trucks: Accessories
- 070-20 Trucks: AC Equipment & Supplies
- 070-30 Trucks: Maintenance & Replacement Parts
- 070-40 Trucks: Tires, Tubes & Recapping
- 070-50 Trucks: Trailers
- 070-55 Trucks: Bodies
- 070-60 Trucks: Bodies – Side-arm Loading
- 070-70 Trucks: Bodies – Front & Rear Loading
- 070-75 Trucks: Sewer Cleaners
- 070-78 Trucks: Street Sweepers
- 070-80 Trucks: Specialty Vehicles

AUTOMOTIVE SHOP SUPPLIES (075)

- 075-00 Automotive Shop Equipment
- 075-05 Air Tools
- 075-10 Hand Tools
- 075-20 Parts and Supplies
- 075-30 Rags, Wiping Cloths, Shop Towels

AUTOMOTIVE REPAIRS (076)

- 076-00 Automotive Repairs
- 076-10 Paint & Body
- 076-20 Transmission
- 076-30 Welding
- 076-40 Electric
- 076-50 Brakes
- 076-60 Engines
- 076-70 Tire Recapping

BUILDING SUPPLIES AND MATERIALS (150)

- 150-00 Builders Supplies & Materials
- 150-10 Bricks, Clay & Stone Products
- 150-20 Concrete Products & Supplies
- 150-30 Lumber, Plywood, Sheetrock, etc.
- 150-40 Paint, Coatings, Wallpaper, etc.
- 150-50 Electrical equipment & supplies
- 150-55 Electrical Cables & Wires
- 150-60 Fencing
- 150-70 Floor Covering
- 150-80 Hardware
- 150-90 Hand Tools

CHEMICALS – WATER TREATMENT (190)

- 190-00 Chemicals – Water Treatment
- 190-10 Anhydrous Ammonia
- 190-15 Aqueous Ammonia
- 190-20 Chlorine
- 190-25 Liquid Carbon Dioxide
- 190-30 Polyphosphate
- 190-40 Quicklime
- 190-50 Coagulant Aid
- 190-60 Anthracite Coal
- 190-70 Fluorosilicic Acid

CLOTHING AND APPAREL (200)

- 200-00 Clothing & Apparel
- 200-10 Clothing & Apparel: Uniforms – Police
- 200-20 Clothing & Apparel: Uniforms – Laborers
- 200-30 Clothing & Apparel: Uniforms – Rental
- 200-40 Clothing & Apparel: Shoes & Boots
- 200-50 Clothing & Apparel: T-Shirts

INFORMATION TECHNOLOGIES (250)

- 250-00 Data Processing
- 250-10 Equipment & Hardware
- 250-20 Services
- 250-30 Systems
- 250-40 Supplies

CONTRACTUAL SERVICES (218)

- 218-00 Contractual Services
- 218-05 Application of Herbicides & Insecticides
- 218-06 Aquatic Weed Control
- 218-10 Exterminating Services
- 218-17 Food Service & Catering
- 218-20 Grounds Maintenance
- 218-25 Janitorial Services
- 218-38 Landscaping Services
- 218-40 Lot Clearing
- 218-45 Maintenance of Equipment
(Excludes Office Equip.)
- 218-46 Maintenance of Radios
- 218-52 Consultant Services
- 218-53 Environmental Consultants
- 218-56 Microfilming Services
- 218-59 Office Equipment Services
- 218-60 Operation of Vending Machines
- 218-68 Lease / Financing Services
- 218-70 Sweeping
- 218-78 Trash & Garbage Removal
- 218-82 Trucking, Hauling & Moving
- 218-90 Professional Services
- 218-91 Architectural Services
- 218-92 Engineering Services
- 218-93 Accounting / Auditors
- 218-94 Banking
- 218-95 Economic Development
- 218-96 Planner
- 218-97 Landscape Architect

CONTRACTUAL SERVICES (220)

- 220-00 Contractors - Construction
- 220-01 Asbestos Abatement
- 220-03 Demolition
- 220-05 Electrical
- 220-10 Engineering
- 220-20 General
- 220-30 HVAC
- 220-35 Painting
- 220-40 Paving
- 220-50 Plumbing
- 220-55 Public Utilities
- 220-58 Roofing
- 220-59 Sandblasting
- 220-60 Specialty Building
- 220-61 Fencing

LABORATORY SERVICES (495)

- 495-00 Laboratory
- 495-10 Supplies & Equipment
- 495-20 Chemicals
- 495-30 Testing

LIBRARY SERVICES (525)

- 525-00 Library and Equipment Supplies
- 525-10 Library Furniture and Equipment
- 525-20 Library Books
- 525-30 Library Publications

FURNISHINGS (420)

- 420-00 Furniture, Non-office
- 425-00 Furnishings, Interior
- 425-10 Office Furniture
- 425-15 D.P. Office Furniture
- 425-20 Draperies, Curtains & Upholstery
- 425-30 Venetian Blinds, Shades

GROUND MAINTENANCE (450)

- 450-00 Grounds Maintenance
- 450-10 Lawn Equipment – Sales
- 450-20 Lawn Equipment – Service
- 450-30 Lawn Chemicals
- 450-40 Fertilizers & Soil Conditioners
- 450-50 Sod
- 455-00 Hoses
- 460-00 HVAC Equipment & Accessories
- 460-10 Condensers, Air Handlers, etc.
- 460-20 Compressors & Accessories
- 460-30 Refrigerant & Supplies

INSURANCE (480)

- 480-00 Insurance
- 480-10 Health
- 480-20 Liability
- 480-30 Third Party Administrator
- 480-40 Consulting Services
- 480-50 Property
- 480-60 Cafeteria Plan
- 480-70 Reinsurance

JANITORIAL (485)

- 485-00 Janitorial Services
- 485-10 Chemicals
- 485-20 Supplies – Rags, Cloths, etc.

PUMPS AND MOTORS (720)

- 720-00 Pumps and Motors
- 720-10 Pumps and Motors—Sales
- 720-20 Pumps and Motors—Repairs

RADIO & TELECOMMUNICATIONS EQPT (725)

- 725-00 Radio and Telecommunications equipment
- 725-10 Radio and Tele—Sales
- 725-20 Radio and Tele—Service

RECYCLING (730)

- 730-00 Recycling
- 730-10 Recycling—Vehicles
- 730-20 Recycling—Equipment
- 730-30 Recycling—Contractors

RECREATION AND PARKS (738)

- 738-00 Recreation and Parks
- 738-10 Rec—Park and Playground Equipment
- 738-20 Rec—Sporting and Athletic Department
- 738-30 Rec—Sporting and Athletic Apparel
- 738-40 Rec—Swimming Pool Equipment & Supplies
- 738-50 Rec—Swimming Pool Chemicals

SECURITY (775)

- 775-00 Security
- 775-10 Security Alarms—Fire
- 775-20 Security Alarms—Burglar
- 775-30 Security Guards

MARINE SERVICES (545)

- 545-00 Marine Supplies and Equipment
- 545-10 Marine—Boats and Engines
- 545-20 Marine Supplies
- 545-30 Marine Hardware

OFFICE SUPPLIES (610)

- 610-00 Office Supplies
- 610-10 Office Machines and Equipment
- 610-15 Office Machine Maintenance
- 610-20 Office Supplies—Envelopes
- 610-30 Office Supplies—Paper
- 610-40 Office Supplies—Forms
- 610-50 Office Supplies—Miscellaneous

PHOTOGRAPHIC SERVICES (650)

- 650-00 Photographic Services
- 650-10 Photographic Equipment
- 650-20 Photographic Supplies
- 650-30 Photographic Laminating
- 650-40 Photographic ID

PLASTIC CONTAINERS (665)

- 665-00 Plastic Containers
- 665-10 90 Gal Garbage Containers
- 665-20 300 Gal Garbage Containers

PLUMBING EQUIPMENT (670)

- 670-00 Plumbing Equipment
- 670-10 Plumbing Equipment—Sprinkler Irrigation

TANKS (835)

- 835-00 Tanks
- 835-10 Tanks—Clean, Paint and Sandblast
- 835-20 Tanks—Fuel Tanks
- 835-30 Tanks—Water Storage Tanks
- 850-00 Towing and Storage

TRANSPORTATION (860)

- 860-00 Transportation
- 860-10 Transportation—Schools Bus
- 860-20 Transportation—Tours

MISCELLANEOUS COMMODITIES

- 010-00 Acoustical Tile, Insulation & Supplies
- 015-00 Advertising & Promotion
- 020-00 Aggregates, Limerock, Ballast
- 025-00 Air Compressors & Accessories
- 030-00 Arts and Crafts
- 040-00 Auctioneers
- 050-00 Audio Visual Equipment & Supplies
- 080-00 Awards, Medals & Trophies
- 085-00 Bags, Bagging & Ties
- 100-00 Barrels, Drums & Kegs
- 105-00 Bearings
- 155-00 Buildings, Fabricated
- 170-00 Card Access Systems
- 195-00 Christmas Decorations
- 225-00 Controls, Instruments & Gauges
- 235-00 Culverts
- 260-00 Electronic Equipment
- 265-00 Electronic Repairs

- 775-40 Security—Investigation
- 775-50 Security—Polygraph

SIGNS (780)

- 780-00 Signs
- 780-10 Signs—Manufacture/Print
- 780-20 Signs—Installation
- 780-30 Signs—Posts and Hardware

STEEL CONTAINERS (820)

- 820-00 Steel Containers
- 820-10 Steel Containers—Plastic Lids
- 820-20 Steel Containers—Roll offs

SURPLUS (830)

- 830-00 Surplus Personal Property
- 830-10 Surplus Cars and Small Trucks
- 830-15 Surplus Large Trucks
- 830-20 Surplus Scrap Metal
- 830-30 Surplus Office Equipment
- 830-35 Surplus Office Machines
- 830-40 Surplus Office Furniture
- 830-50 Surplus Public Utilities Equipment

WATER COOLERS (880)

- 880-00 Water Coolers
- 880-10 Water Coolers—Interior
- 880-20 Water Coolers—Exterior

WATERWORKS EQUIPMENT & SUPPLIES (890)

- 890-00 Waterworks Equipment and Supplies
- 890-10 Waterworks—Coal
- 890-20 Waterworks—Pipes
- 890-30 Waterworks—Valves
- 890-40 Waterworks—Fittings
- 890-50 Waterworks—Hydrants
- 890-60 Waterworks—Water Meters

MISCELLANEOUS COMMODITIES

- 280-00 Elevator Services
- 300-00 Energy Conservation Materials
- 310-00 Financing, Third Party
- 310-00 Financing, Third Party
- 320-00 Fire Protection Equipment & Supplies
- 340-00 First Aid, Medical Supplies & Pharmaceuticals
- 350-00 Flags, Flagpoles, Banner & Accessories
- 380-00 Food
- 440-00 Generators
- 405-00 Fuel
- 405-10 Fuel – Natural Gas & Liquid Propane
- 535-00 Lubricants & Petroleum Products
- 555-00 Marking Devices and Supplies
- 560-00 Material Handling Equipment
- 570-00 Metals—All Types
- 575-00 Micrographics Equipment
- 595-00 Nursery Supplies
- 630-00 PA Systems
- 745-00 Road Building Materials
- 755-00 Road Building Equipment
- 770-00 Safety Equipment and Clothing
- 800-00 Sludge Disposal
- 875-00 Wastewater Equipment and Supplies
- 895-00 Welding Equipment, Supplies, Gases

MINORITY BUSINESS SURVEY

The City of North Miami Beach wishes to track the minority business status of all its vendors. Please check one of the boxes below to indicate the ownership status of your business.

- 1 Woman
- 2 Black
- 3 Hispanic
- 4 Native Hawaiian/Pacific Islander
- 5 American Indian/Alaskan Native
- 6 Asian

COLLECTION AND USE OF SOCIAL SECURITY NUMBERS

The Internal Revenue Service now requires that the City have on file a completed W-9 form for all vendors. Please complete the attached IRS form W-9 and submit it to the City along with the vendor application.

In compliance with F.S. 119.071(5) and specifically subsection (3), the City of North Miami Beach acknowledges that social security numbers are highly confidential and legally protected data and it is committed to protecting the privacy and legal rights of its applicants/employees. The City collects social security numbers for the following purposes:

Classification of accounts, identification and verification; credit worthiness; billing and payment data collection, reconciliation, tracking, benefit processing, tax reporting, pre-employment phase to conduct background investigation; included but not limited to: City benefits, pension, unions, worker's compensation, driving history check and banking.

Social security numbers are also used as a unique numeric identifier and may be used for search purposes.

The City may disclose social security numbers to another agency or governmental entity if it is necessary for the receiving agency or governmental agency to perform its duties and responsibilities. Disclosure statements will be provided whenever a social security number is requested or used for any purpose not noted in this statement.

THE VENDOR APPLICANT MUST SIGN THIS ACKNOWLEDGEMENT OF RECEIPT OF THE ABOVE STATEMENT.

Print Name:

Signature:

Date:

BUSINESS ENTITY AFFIDAVIT (VENDOR / BIDDER DISCLOSURE)

I, _____, being first duly sworn state:

The full legal name and business address of the person(s) or entity contracting or transacting business with the City of North Miami Beach ("City") are (Post Office addresses are not acceptable), as follows:

Federal Employer Identification Number (If none, Social Security Number)

NAME OF ENTITY, INDIVIDUAL, PARTNERS OR CORPORATION

Doing Business As (If same as above, leave blank)

Street Address Suite City State Zip Code

OWNERSHIP DISCLOSURE AFFIDAVIT

- 1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses (Post Office addresses are not acceptable) are as follows:

<u>Full Legal Name</u>	<u>Address</u>	<u>Ownership</u>
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

- 2. The full legal name and business address of any other individual (other than subcontractors, material men, suppliers, laborers, or lenders) who have, or will have, any interest (legal, equitable, beneficial or otherwise) in the contract or business transaction with the City (Post Office addresses are not acceptable) are as follows:

- 3. The above listed company and all parties pertaining to the above listed company understand and have read the County Code Section 2.11.1 and acknowledge that by becoming a vendor to or contracting with the City of North Miami Beach, no "conflict of interest" will exist or be created.

Signature of Affiant

Date

Print Name

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____

OR

Produced identification _____

Notary Public – State of: _____

Type of identification

My commission expires: _____

Printed, typed or stamped commissioned name of notary public

Have you been awarded any government contracts recently or in the past? If yes, please list the contract #, the agency, the service provided and if it is still active.

ADDITIONAL FORMS REQUIRED

W-9 FORM
WORKERS' COMPENSATION
BUSINESS TAX RECEIPT [OCCUPATIONAL LICENSE(S)]

IN ORDER FOR THIS VENDOR REGISTRATION TO BE PROCESSED, THE FORMS ABOVE MUST BE RECEIVED TOGETHER WITH THE REGISTRATION FORM.

PLEASE NOTE:

YOU MAY E-MAIL THE VENDOR REGISTRATION FORM WITH THE ATTACHMENTS TO:
purchasing@citynmb.com

Or

MAIL IT TO:

City of North Miami Beach
Procurement Management Division
17011 NE 19 Avenue, Suite 315
North Miami Beach, Florida 33162