

# BOARD OF POLICE COMMISSIONERS

1125 LOCUST STREET  
KANSAS CITY, MISSOURI 64106

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**DAVID V. KENNER**

SECRETARY-ATTORNEY

**January 24, 2014**

**Bid No. 2014-12**

## **NEW 2015 FORD F-650 ARREST DETAINEE TRANSPORT BUS**

The Board of Police Commissioners (BOPC), Kansas City, Missouri Police Department, extends an invitation to bid on one (1) new 2015 Ford F-650 Arrest Detainee Transport Bus, subject to the conditions and specifications set forth.

### **TERMS AND CONDITIONS**

1. Only bids received prior to the specified opening time and contained in a sealed envelope marked with the bid number will be considered.

**OPENING: 2:00 p.m., Tuesday, February 11, 2014**

**Room 301, POLICE HEADQUARTERS BUILDING  
1125 LOCUST  
KANSAS CITY, MISSOURI 64106**

2. **Bids delivered by courier will be accepted by the Purchasing Section, located on the third floor of Police Headquarters. Couriers will be required to sign-in at the basement guard station at the 12<sup>th</sup> Street entrance. Couriers will be required to show a picture identification card.**
3. **Bids will be received Monday through Friday, 8:00 a.m. to 3:00 p.m. The Kansas City, Missouri Police Department will not be accessible on holidays.** The BOPC will NOT guarantee receipt of bids delivered to Police Department elements other than the Purchasing Section.
4. It is the responsibility of the bidder to deliver the bids or proposal modifications on or before the date and time of the bid receipt deadline. Bids will **NOT** be accepted after the date and time of closing except for extenuating circumstances as approved by the Financial Services Unit Commander.
5. The BOPC strives to notify all prospective bidders of any issued addenda. **It is important to note, however, that it remains the responsibility of the bidder to determine if any addenda have been issued and to obtain those addenda prior to submitting their proposal.**
6. **THE BOPC WILL NOT ACCEPT ELECTRONICALLY TRANSMITTED BIDS.**

7. Any questions regarding the information outlined in this bid must be submitted in writing, by email or fax, to be received no later than **3:00 p.m., Tuesday, February 4, 2014.**

**Email:** [Trina.Canady@kcpd.org](mailto:Trina.Canady@kcpd.org)  
**Fax:** **816-234-5307**

8. The BOPC encourages and recommends that bidders comply with the Affirmative Action Program as administered by the Director of Human Relations, City of Kansas City, Missouri.
9. The successful vendor must comply with all State of Missouri laws that are applicable in this area.
10. The BOPC encourages and recommends that bidders comply with the "Missouri Domestic Products Procurement Act", 34.350-34.359 RSMo.
11. Exceptions to bid clauses must be clearly noted on the specification sheets. Unless otherwise indicated, it will be assumed that the article proposed is exactly as specified.
12. The BOPC reserves the right to reject any and all bids as well as determine the lowest and best bid.
13. Prices quoted shall exclude all federal and state excise tax and be F.O.B. our Department.
14. State whether your quotation is net or subject to a cash discount for prompt payment (i.e. two percent (2% 10/30).
15. Unless you state to the contrary, it will be understood that bidders will accept an order for all or any part of this bid.
16. Bidders shall state delivery date.
17. Unit price for each unit bid shall be shown and a total shall be entered in the column for each item bid. In case of discrepancy between unit price and extended price, the unit price will be presumed to be correct.
18. The BOPC requires that all items ordered will be delivered when specified. If deliveries are not made at the time agreed upon, the BOPC reserves the right to cancel or purchase elsewhere and hold the seller accountable for any damages sustained as a result thereof.
19. Bid prices shall be for NEW 2015 Ford F-650 Arrest Detainee Transport Bus to be delivered as soon as possible after order is received.
20. All bids in their entirety and resulting records shall become the property of the BOPC. The bidders may not use this information for any reason without the expressed written consent of the BOPC.
21. Continuance of any Agreement, Contract, or issuance of Purchase Orders is contingent upon the availability of funding and allocation of City funds.
22. Bidders who require a contract after award of bid should submit a sample contract with their bid(s).
23. Final award of the bid will be determined through evaluation of the material quality, delivery schedule and price.

24. By submitting a response to this bid, the vendor certifies that neither it nor its principals are suspended or debarred from contracting for goods or services that are to be purchased from federal awards.
25. Bidders shall complete the cooperative procurement agreement, reference information sheet and the vendor information sheet included in this bid and return with vendor's submittal.
26. In order to compare bids, bidders will submit their bids following the format listed below:

Table of Contents

- I. Bid Specification Sheet
- II. Cooperative Procurement With Other Jurisdictions
- III. Federal Award Verification Form
- IV. Reference Information Sheet
- VI. Vendor Application/Information Update Form
- VII. W-9 Request for Taxpayer Identification Number and Certification

27. Pricing must include ALL costs associated with the delivery of the goods or services. The proposal must be F.O.B., Kansas City, Missouri Police Department, Fleet Operations Unit, 5215 E. 27th Street, Kansas City, Missouri, 64127.
28. It is mutually agreed and understood that, without exception, the bid prices shall include all royalties, licensing fees or costs arising from the use of such design, device, or materials in any way involved in the work. The contractor and or his sureties shall indemnify and save harmless the BOPC and/or its agent from any claims for infringement by reason of the use of such patented or copyrighted design, device, or materials or any trademark or copyright in connection with work agreed to be performed under this contract, and shall indemnify the BOPC and/or its agents for any cost, expense, or damage which it may be obligated to pay by reason of such completion of the work.
29. All bidders will be notified of the results and award date.
30. Any bidders wishing to dispute the awarding may notify the Financial Services Commander in writing stating the material facts for the dispute within ten (10) calendar days of the award date.

**INVOICING**

29. The supplier will invoice the BOPC for articles ordered via purchase orders. Partial payments on incomplete invoices will not be made. Invoices must not be included with the delivery of products.
30. Invoices shall be forwarded to:

Board of Police Commissioners  
Accounting Section  
1125 Locust  
Kansas City, Missouri 64106
31. All packing lists and invoices must reference the item description, quantity, stock number, contract unit price, extended price, total amount due and purchase order number.
32. Pricing on the invoice must match bid pricing.

33. Invoices shall be received no later than 10 – 15 days following receipt of goods.
34. Credit memos are required for correction of billing errors, return of goods, etc. and should be submitted in the same manner described herein for an invoice.

### **CONTRACTOR SERVICE**

35. The successful vendor must function as the single point of responsibility for the BOPC regardless of any sub-contract arrangements for all products and services provided.
36. The bidder selected must agree to indemnify and hold the BOPC harmless from and against all liability, losses, damages, costs, expenses (including attorney fees), interest, and penalties arising out of or resulting from the negligence or willful act or omissions of the vendor's employees, agents, servants or contractors engaged in service related to this project. The only exception to this is to the extent such acts or omissions are based on and caused by reliance on any written information supplied by the BOPC.

### **TERMINATION OF CONTRACT**

37. The successful vendor will permit cancellation by the BOPC for good cause upon thirty (30) days written notice. Such cancellation shall require approval by the BOPC. The Financial Services Unit Commander may suspend this contract pending subsequent approval of cancellation by the BOPC. Examples of good cause are:
  - A. Major changes in user requirements.
  - B. Repeated unsatisfactory service performed by the successful Vendor, which is not rectified within a reasonable period of time.
  - C. Unforeseen cancellation of a program.

### **FAILURE TO PERFORM**

38. **In the event the successful vendor fails to perform in accordance with the terms and conditions of this bid, or if applicable, in the event the relationship between the bidder and the manufacturer is terminated and the bidder is unable to perform in accordance with the terms and conditions of this bid, the bidder shall be responsible for any and all additional re-procurement costs to the BOPC.**

### **LIQUIDATION OF DAMAGES**

39. If the successful respondent fails to deliver the equipment or perform the services within the time specified in this contract, or any extension thereof, the actual damage to the BOPC for the delay will be difficult or impossible to determine. Therefore, in lieu of actual damages, the successful respondent shall pay to the BOPC as fixed, agreed and liquidated damages for each calendar day of delay, the amount set forth below. In the event the successful respondent shall be liable, in addition to the excess costs, for such liquidated damages accruing until such time as the BOPC may reasonably obtain delivery or performance of similar equipment or services. The successful respondent shall not be charged liquidated damages when the delay arises out of causes beyond the reasonable control and without the faults of negligence of the successful bidder. The BOPC shall ascertain the facts and extent of the delay and shall extend the time for performance of the contract when in their judgment the findings of fact justify an extension.

- A. The liquidation damages are fixed and agreed to in the amount of Five Hundred Dollars (\$500.00) per calendar day of default. The total liability of liquidated damages shall not exceed five percent (5%) of the total contract price.
- B. There shall be two (2) events of default and the liquidated damages will occur on the first calendar day thereafter.
- C. The BOPC shall have the right to deduct the liquidated damages from any money due, or to become due, to the successful bidder, or to sue for and recover compensation for damages for nonperformance of this contract within the time stipulated.

### **BOND REQUIREMENTS**

- 40. A **Performance and Payment Bond** in an amount equal to 100 percent (100%) of the contract price may be required to be furnished to the BOPC by the successful bidder within seven (7) days after acceptance of the proposal. The bidders shall not include the cost of this bond in their proposal, but shall note in their bid proposal that they are bondable for this service and state the additional sum, if any, that will be required should the BOPC elect to request that bonds be obtained.

### **SPECIFICATIONS**

Please complete the Bid Specification Sheet and return with your bid.

BOARD OF POLICE COMMISSIONERS

Captain Todd Marckx  
Commander  
Financial Services Unit

# **NEW 2015 FORD F-650 ARREST DETAINEE TRANSPORT BUS**

BID NO. 2014-12

## **Description**

It is the purpose of these specifications to describe a NEW 2015 Ford F-650 Arrest Detainee Transport Bus, designed, engineered and manufactured specifically for police patrol vehicles/law enforcement work.

## **Technical Information Publications**

Bidder is to submit with their bid, illustrative product brochures and technical data on vehicles and equipment to be furnished.

## **Publications**

Dealer and/or manufacturer will ensure delivery of one (1) each:

1. Service Manual
2. Parts Manual

If bidder intends to charge an additional fee for the above publications, this fee must be shown separately on the quotation sheet provided.

## **Service & Delivery**

Dealer preparation, conditioning and full service required prior to delivery.

All units purchased by the BOPC are to be delivered FOB to Fleet Operations Unit, 5215 E. 27th Street, Kansas City, MO, 64127, unless otherwise indicated on the purchase order.

Bidders will indicate approximate delivery time on specification sheet.

Bidders will state if there are additional delivery charges:

- a. Cost per mile, vehicle driven to destination.
- b. Cost per mile, vehicle transported to destination

## **Warranty**

Manufacturer's standard warranty to apply.

## **Payment**

Full payment will be made within thirty (30) working days after receipt of the vehicle included in the purchase order and after the vehicle has been inspected and found to comply with the specifications, free of damage or defect and properly invoiced. All invoices will bear the purchase order number.

## SPECIFICATIONS

### NEW 2015 FORD F-650 ARREST DETAINEE TRANSPORT BUS Male/Female Segregation with Single Restroom

The specifications listed below describe a new 2015 Ford F-650 Arrest Detainee Transport Bus. Bidders must include a detailed list of options available.

- 2015 Ford F-650 regular cab cutaway shuttle bus chassis or equivalent
- At least 26,000# GVWR
- Cummins turbo diesel engine or equivalent, rated at 300 hp or more
- Six (6) speed automatic overdrive transmission – Allison 2200 PTS series
- Axle ratio compatible for engine/transmission – 6.14:1 axle ratio
- At least a 10,000# front axle
- At least a 19,000# rear axle
- Traction Control if available
- At least a 320 amp alternator
- At least a 281" wheelbase
- Dual rear wheels
- Bus body oxford white to match OEM Ford cab color
- Painted rear bumper
- Standard OEM color interior, gray or black
- OEM driver and passenger 40/20/40 hi-back cloth bucket seats with open space between seats
- OEM passenger door (no right door delete)
- Driver & co-pilot's 3 point retractable seat belts
- Lockable pistol box front cabin (work area)
- XLT shuttle bus prep package
- Voltmeter
- Hour meter
- Cruise control
- A/C
- Tilt steering wheel
- Power steering
- Intermittent windshield wipers w/ washer
- Power windows & locks, power & heated mirrors
- Highway radial tires on steel wheels, 255/80R-22.5G
- Rear air ride suspension
- Engine block heater
- Daytime running lights
- At least 65 gallon fuel tank
- At least a 5 gallon Urea tank
- Dual 900CCA batteries
- Single piece fiberglass tilt hood
- OEM in-dash heat, air and ventilation
- OEM AM/FM/CD radio & speakers

- At least a 40' shuttle bus body
- Steel-Safe Construction
- Welded galvanized steel walls floor and ceiling
- Single piece vacuum laminated walls
- Steel skins and skirting's
- Fiberglass front cap w/ overhead panoramic window
- ABS rear corner caps
- Third crew work station with desk and swivel mounted seat, upholstered to match and dual folding arm rests position behind driver & co-pilot and in front of female section (Work station must have ample room for a computer, radio, and drawer space to store assorted office supplies).
- At least 102" overall exterior width (not including mirrors)
- At least 98" interior width
- At least 127" exterior height
- At least 78" interior height
- Standard galvanized step wells
- At least 3/4" marine grade plywood flooring
- Flooring covered at the side walls for easier cleaning
- Gray Altro vinyl non-skid transit flooring or equivalent
- Fast idle system, works when vehicle is in park and it senses a low voltage situation
- Valve stem extensions for dual rear wheels
- Battery box w/ slide out tray
- At least a 135,000 BTU rear ducted air conditioning w/ two evaporators and a 13 cubic inch dual compressors
- At least three (3) 35,000 Btu rear heaters with 3 speed fan and shut off valve
- At least a 45,000 Btu fuel fired hot water pre-heater, Webasto or equivalent
- Cold weather insulated heater hoses
- Three (3) rooftop A/C units w/ heat strips, at least 15,000 BTU each
- Two (2) air to air fuel fired heaters, at least 15,000 BTU each
  - The A/C and heater units to operate off of the auxiliary power unit when the engine is off and the vehicle is not moving
- PA system with 4 speakers including selectable external speaker
- Backup camera w/ color monitor and viewable by the driver.
- Dome lights door activated
- LED interior lights – Controllable from work area
- Complete LED exterior light package including brake, tail, turn, 3rd brake, side, marker lights and emergency lighting on the front, sides and rear of the vehicle
- "As Built" wiring and parts manuals on CD or written
- 46" x 10" T-slider deep tinted windows in detainee areas – mounted high in the body
- Standard deep tinted t-slider windows in guard/crew area
- Two 30" double out electric passenger door w/ external key switch
- Driver & co-pilot fiberglass & aluminum running boards
- Complete safety package including:
  - 10 lb fire extinguisher
  - First aid kit
  - Body fluid kit
  - Back up alarm

- Safety triangles
- Seat belt cutter
- 2 - Roof mounted escape hatch w/ external locking mechanism, alarm, buzzer & dash warning light
- Interior convex mirror
- Padded passenger door header, vinyl wrapped
- Hand rails parallel to passenger entrance steps
- Expanded steel inmate caging systems (Male-Female divided), powder coated gray w/ sliding door and deadbolt behind crew work area and in front of the first detention area.
- Segregated detention area for up to eight (8) prisoners in front.
- Expanded steel inmate caging systems, powder coated gray w/ sliding door and deadbolt at the rear of the front segregation area
- Expanded steel inmate caging systems, powder coated gray w/ swinging door (opens inward) and deadbolt at top of and surrounding the mid ship entrance steps
- One (1) self-contained restroom, across from the mid ship entrance steps. High capacity fan for positive ventilation of odors
- Expanded steel inmate caging systems, powder coated gray w/ sliding door and deadbolt at the front of the rear segregation area
- Lexan spit shields where necessary to protect crew while driving
- Interior screening on all windows (with allowances for window opening), speakers, lights, AC evaporators, heaters, etc. to protect from vandalism.
- Tamper proof screws and bolts used throughout.
- At least 3 floor clean out ports w/ stainless steel grates
- Fiberglass detainee seats for approximately 33 detainees, no upholstery, approximate seating for twenty-five (25) in rear (male area) section and eight (8) in front (female) section
- Under seat retractable seat belts for all forward facing seats
- At least a 16' outside retractable RV awning
- 5 year/100,000 mile structural warranty on the bus body
- Full FMVSS compliance, including FMVSS 220 roll over integrity
- On board diesel powered generator capable of at least 12kw (Enclosed diesel generator with noise package. Battery start (battery must be enclosed with ventilation to the outside, with a battery charger that will charge the battery by either the generator or shore power). Control panel in the work station area. Breaker panel for 120VAC and 12VDC will be located in work station area).
- Minimum Capacity 30
- Separate Compartment for Male and Female. Compartments must be able to be secured separately providing sight and sound separation.
- Two (2) 20 Amp Circuit's in work station area with four 120V Outlets
- Two (2) 120V dual receptacle exterior outlets, weather protected. One on each exterior side wall. **All outlet/receptacles MUST BE GFI or associated branch circuit breaker MUST be GFI.**
- Three (3) Supply Cabinets in work station area.
- Wiring for Coban Titan 4 Camera system with multiplexer (\*\*See specs on various items for Coban Titan System provided by BOPC).
- Safety Kit
- Under Vehicle Storage
- Dual 12 Volt Power Supply. Supplies must be able to provide 20A to work station for computers and 20A to cab for radio. Supply must be reverted to vehicle 12V upon

generator stop. Supply wires to both locations will be sized to allow a maximum of .5VDC drop from source at full load. Additional capacity for lighting and other vehicle functions should be calculated.

- Two (2) doors with emergency exit
- 120 Volt Auto Eject
- Mounted transfer switch that will allow connection of the power system to either shore power or generator power.
- Two (2) Havis Exterior Flood lights 12VDC LED preferred.
- DFO Alarm
- Emergency lighting interior
- Seat Mount Handcuff Brackets
- Front to back cable tray raceway in interior passenger compartment that runs the entire length of compartment. The cable tray will have a quick access cover that can be secured with Torx screws. The cable tray will have access through to the roof to two watertight boxes on the roof, one front and one aft. The cable tray will also extend down to the work area. The forward roof access should be located above the workstation partition to minimize cable length to the roof antenna wall.
- Three (3) inch aluminum box channel antenna rail on roof between cable tray roof access boxes. The antenna rail box channel should be placed on the same side as the cable tray raceway. The antenna rail should have weather tight minimum 2" x 4" access ports located on one side of the rail with a maximum of 24" spacing.
- Roof must accommodate 200lb person walking.
- Vehicle must be able to travel at highway speeds.
- Vehicle must be self-contained to support operations away from available power and must be capable of year round deployment (meaning able to be used in extreme hot and cold temperatures).
- Floor plan that accommodates load and balance.
- Floor covering must be such that it can sustain heavy traffic and be cleaned easily.
- All cabinets must include securable drawer or cupboard fronts for transport.
- One (1) permanent ladder on rear of vehicle for roof access.
- Class IV receiver hitch on vehicle.

**\*\*Coban Titan System (Vendor to install Coban and radio mobile system that will be provided by BOPC. The BOPC will work with the successful vendor with this installation).**

1 - SYSM7-02 TITAN M7V VIDEO MOBILE DATA COMPUTER 128GB  
1 - SCOPT-01 OPT- GPS  
1 - SCOPT-M7-02 OPT- M7 RAM 4GB TO 8GB  
1 - SCOPT-40 OPT- COBAN MULTIVIEW SOLUTION  
Supports up to 4 cameras. Cameras sold separately.

1 - SCOPT-M7-08 OPT- M7 VMDC INT 128GB TO 256GB SSD  
4 - SCOPT-31 OPT- DETACHED WIDE ANGLE IR CAMERA  
1 - MAM7-01 A - TITAN M7 Mount, CPU / Monitor,  
Keyboard/Camera/Power Supply mount only

- 1 - LFEE-052 SHIPPING- TITAN
- 1 - WLIC-01 COBAN DVMS SOLUTION  
Annual Maintenance Charge Required
- 4 - SCCBL-61 CABLE-M7 BLUE CAM 2 EXT

# Specification Sheet

**Bid #2014-12**

**Opening Date: 2:00 p.m., Tuesday, February 11, 2014**

Page 1 of 1

| Item # | Quantity | Description   | *Brand & Product Number | Unit Price | Total |
|--------|----------|---|-------------------------|------------|-------|
| 1a     | 1        | New 2015 Ford F-650 Arrest Detainee Transport Bus (Per the listed specifications).              |                         |            |       |
| 1b     | 1 Set    | Any additional cost for manuals/other data requested in the "Publications" portion of this bid. |                         |            |       |
|        |          | State approximate delivery schedule.  |                         |            |       |
|        |          | State cost per mile destination charges if any (driven or transported).                         |                         |            |       |
|        |          |   |                         |            |       |
|        |          |   |                         |            |       |
|        |          |   |                         |            |       |
|        |          | Direct all inquiries to Trina Canady, 816-234-5377.   |                         |            |       |

\*Specify brand and product number

**Total Page 1**      \$ \_\_\_\_\_

**Bid Submitted By: Name of Company** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Signature** \_\_\_\_\_

**COOPERATIVE PROCUREMENT WITH OTHER JURISDICTIONS:**

1. This section is optional, it will not affect bid award. If the Board of Police Commissioners awarded you the proposed contract, would you sell the exact items as specified in this proposal, under the prices and terms of this contract to any Municipal, County, Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) and located within the Greater Kansas City Metropolitan Trade Area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Contract).

YES \_\_\_NO\_\_\_

INITIALS: \_\_\_\_\_

2. Sales will be made in accordance with the prices, terms, and conditions of the Invitation for Proposal and any subsequent term contract.
3. There shall, however, be no obligation under the cooperative procurement agreement for any organization by MACPP to utilize the proposal or contract unless they are specifically named in the Invitation for Proposal as a joint respondent.
4. All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other contract administration will be the responsibility of the ordering jurisdiction.
5. The principal contracting officer (PCO) is responsible to handle the solicitation and award the contract. The Board of Police Commissioners has sole authority to modify the contract and the PCO to handle disputes regarding the substance of the contract. The PCO is Trina Canady, Kansas City, Missouri Police Department.
6. Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.



## REFERENCE INFORMATION SHEET

List current customer references that acquired services and products from your company.

1. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Description of services and or products purchased through your company:

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2. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Description of services and or products purchased through your company:

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## REFERENCE INFORMATION SHEET

List current customer references that acquired services and products from your company.

3. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Description of services and or products purchased through your company:

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4. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Description of services and or products purchased through your company:

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**VENDOR APPLICATION / INFORMATION UPDATE FORM  
KANSAS CITY, MISSOURI POLICE DEPARTMENT**

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**Name of Organization (as registered with IRS):**

Registered Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Web Site: \_\_\_\_\_ Email: \_\_\_\_\_

**List Any applicable "Doing Business As" ("DBA") Names:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vendor Category:**

Manufacturer  Wholesaler  Retailer  Distributor  Service

**Vendor Type:**

Individual  Partnership  Corporation

**Minority Business:**  Yes  No

Type:  African American  Asian  American Indian  Hispanic

Other (Specify: \_\_\_\_\_)

**Woman Owned Business:**  Yes  No

If you answered yes to either of the above questions, You **MUST** indicate below, the primary agency with which your special status is registered.

\_\_\_\_\_

**Payment Terms:**

**Old Addresses:** If this is an update request, there may be an attached list of all addresses currently on file for your company. If so, please make any corrections or deletions directly on the sheet and return it with this form.

**New Addresses:** Please list **ALL** addresses, not on the above-mentioned attachment, for your company on a separate sheet. You must clearly indicate to which address orders and bids should be sent and to which addresses payments should be sent. If any part of your "DBA" names has addresses associated with them, please indicate. Each address **MUST** have an accompanying phone number (including FAX number if applicable)

**Date You Signed This Form:** \_\_\_\_\_

Name, Title and Phone Number of Person Completing This Form:

\_\_\_\_\_