



# City of Columbia, Tennessee

## BIDDER AND VENDOR APPLICATION

MAIL OR FAX THIS APPLICATION TO: CITY OF COLUMBIA  
FINANCE DEPARTMENT / PURCHASING  
700 NORTH GARDEN ST  
COLUMBIA TN. 38401  
FAX # 931-381-7722

CHECK ONE: *INITIAL APPLICATION*  *REVISION*

### BIDDER /VENDOR INFORMATION

**BUSINESS NAME** \_\_\_\_\_

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

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_

**WEB SITE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

Remittance Address (if different)

\_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

### TAX INFORMATION

**LEGAL NAME ON TAX RETURN FOR IRS** \_\_\_\_\_

**TYPE OF TAXPAYER ( SELECT ONE AND FILL IN ID #)**

CORPORATION  PARTNERSHIP  NOT FOR PROFIT  SOLE PROPRIETOR

**FEDERAL ID #** \_\_\_\_\_

**TYPE OF BUSINESS**

*(USE THE CODES LISTED IN APPENDIX 1 – INFORMATION & INSTRUCTIONS)*

**TYPE OF BUSINESS**

- |  |   |
|--|---|
| <input type="checkbox"/> Agricultural, forestry, fishing | <input type="checkbox"/> Service Industry         |
| <input type="checkbox"/> Mining                          | <input type="checkbox"/> Manufacturing / Producer |
| <input type="checkbox"/> Construction                    | <input type="checkbox"/> Professional Service     |
| <input type="checkbox"/> Wholesale / Distributor         | <input type="checkbox"/> Entertainment            |
| <input type="checkbox"/> Retail / Dealer                 | <input type="checkbox"/> Not for Profit           |

**OWNERSHIP CLASS**

- |   |  |
|---|--|
| <input type="checkbox"/> African American Owned | <input type="checkbox"/> Women Minority Owned    |
| <input type="checkbox"/> Native American Owned  | <input type="checkbox"/> Hispanic American Owned |
| <input type="checkbox"/> Asian American Owned   | <input type="checkbox"/> Disabled Owned          |
| <input type="checkbox"/> All Others             |  |

**COMMODITY / SERVICE CODE**

These codes generally describe the types of goods and services offered by your firm and while they are somewhat general they do aid us in directing information regarding purchasing opportunities and inquiries. Your firm may supply one or more different goods or service therefore please enter ALL that apply. (The list of codes are available on the City's website)

**CONTACTS**

**PERSON & TITLE**

**PHONE #**

**TYPE OF INFO**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____