



CITY OF PASADENA, TEXAS

Purchasing Department

1149 Ellsworth Drive; Suite 400

Pasadena, TX 77506

Phone: 713-475-5532 Fax: 713-920-7938

purchasing@pasadenatx.gov

VENDOR INFORMATION FORM

Please return your company's W-9 form with this application

Company Name: _____

PO MAILING / PHYSICAL ADDRESS

ACCOUNTS RECEIVABLE ADDRESS

Contact Name: _____

A/R Contact Name: _____

Title: _____

A/R Telephone: _____

Telephone: _____

A/R Fax: _____

Emergency/ After Hrs #: _____

Federal Tax Id: _____

Fax: _____

Accepts Procurement Card: Yes No

E-Mail: _____

Historically Underutilized Business: Yes No

Web Site: _____

HUB#: _____

TYPE OF ORGANIZATION	TAX EXEMPT	NATURE OF BUSINESS
<input type="checkbox"/> Corporation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Wholesale Dealer
<input type="checkbox"/> Individually Owned		<input type="checkbox"/> Sales
<input type="checkbox"/> MWBE		<input type="checkbox"/> Manufacturer
<input type="checkbox"/> Partnership		<input type="checkbox"/> Construction
<input type="checkbox"/> Non-Profit		<input type="checkbox"/> Retail Dealer
		<input type="checkbox"/> Service (repairs, etc.)
		<input type="checkbox"/> Factory Rep.
		<input type="checkbox"/> Professional Services



GENERAL INFORMATION

Businesses/Individuals interested in being added to the City of Pasadena mailing list must file this application with the Purchasing Department. If a supplier fails to respond two consecutive times to a Request for Quote, an Invitation to Bid, or Request for Proposal (by either not returning a bid or submitting a "No bid" response), this will be understood by the City of Pasadena to be a lack of interest and will result in the removal of the supplier's name from the mailing list.

Please notify the City of Pasadena Purchasing Department immediately of any changes, such as company name, address, telephone number, fax number, items or services you are interested in providing.

Return

**form to: City of Pasadena
Purchasing Department
1149 Ellsworth Dr. Suite 400
Pasadena, Texas 77506**

Fax to: 713-920-7938

or

Email to: purchasing@pasadenatx.gov

Authorized to sign Bids, Contracts, etc. in your name:

<u>Name</u>	<u>Official Capacity and Title</u>	<u>Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES:

Please list two references, preferably a Government (local, county, state) or Educational Agency we may contact:

Reference 1

Reference 2

Company: _____

Address: _____

City, ST: _____

Phone: _____

Contact Name: _____

Application completed by: _____ **Date:** _____

Thank you for your interest in doing business with the City of Pasadena, Texas

CITY OF PASADENA

LOCAL BIDDER PREFERENCE CLAIM FORM

Sections 271.905 and 281.9051 of the Texas Local Government Code authorize a municipality to consider a vendor's location in the determination of a bid award if the lowest bid received is from a business outside the municipality and contracting with a local bidder would provide the best combination of price and other economic benefits to the municipality. The City of Pasadena has determined that the allowable preference shall be applied to local vendor's bids for the purposes of evaluation when in the best interest of the City to do so. **This request form and any attachments must be submitted with bid package to be considered by the City of Pasadena.** Questions should be addressed to the Purchasing department at 713-475-5532. Exclusions to the local preference include expenditures of \$3,000 or less or greater than \$100,000, and those purchases that are: sole-source, emergency, federally-funded, cooperative contracts, or via interlocal agreement. The local preference status will expire one year from the date of this form; for any subsequent requests for preference during this period, the applicant need only complete and submit this section of this form.

The City requires the following information for consideration of a local bidder preference (information may be submitted in an attachment to this form):

1) Location Eligibility: Principal place of business in Pasadena, Texas. Principal place of business is defined herein as any business that owns or leases a commercial building within the City limits and uses the building for actual business operations.

(a) If yes, identify name of business/DBA, address and business structure: sole proprietorship, partnership, corporation, or other.

Name of business/dba: _____

Address: _____

City: _____ St: _____ Zip: _____

Business Structure: Sole Proprietorship Partnership

Corporation Other _____

(b) Name and city of residence of owner(s)/partners/corporate officers as applicable.

Name: _____

City: _____

2) General Business Information:

(a) Year business established (Pasadena location). _____

(b) Most recent year property valuation (if owned); real and personal property. \$ _____

(c) Annual taxable sales (originating in Pasadena) \$ _____

(d) Is business current on all property and sales taxes at the time of this application? Yes No

(e) Total number of current employees _____ and number of Pasadena-resident employees _____

3) Economic Development benefits resulting from award of this contract:

(a) Number of additional jobs created _____ or retained for Pasadena resident-employees _____

(b) Local subcontractors utilized, if applicable; name, location and contract value for each

Name: _____

Address: _____

Contract Value: \$ _____

(c) Other economic development benefit deemed pertinent by applicant

LOCAL BIDDER PREFERENCE CLAIM FORM
Cont'd

Certification of Information:

The undersigned does hereby affirm that the information supplied is true and correct as of the date hereof; under penalty of perjury.

City Bid Number/Quote for which the local preference is requested: _____

(Print name of bidder) (Date)

(Signature)

THE STATE OF TEXAS §
COUNTY OF HARRIS §

Appeared before me the above-named _____, known to me to be the same, and swore that the information provided in response to the foregoing questions are true and correct to the best of his/her knowledge and belief, this _____ day of _____, 20_____.

NOTARY PUBLIC, STATE OF TEXAS

Printed Name: _____

Commission Expires: _____