

Construction Vendor Registration Form

SECTION 1: COMPANY INFORMATION

Legal Business Name:

DBA (if applicable):

Business Type (Sole Proprietor, Partnership, Corporation, LLC, Other):

Primary Contact Name:

Title:

Phone Number:

Email:

Business Address:

City, State, ZIP:

Website (if applicable):

Tax ID / EIN:

DUNS Number (if applicable):

SECTION 2: TRADE & SERVICE INFORMATION

Primary Trade/Service Provided:

Additional Services Offered:

License Number (if applicable):

State of Issuance:

Years in Business:

Union Affiliation (if any):

Geographic Areas Covered:

Typical Project Size (Under \$50K, \$50K-\$250K, \$250K-\$1M, \$1M+):

SECTION 3: INSURANCE & SAFETY COMPLIANCE

General Liability Insurance (Yes/No):

Carrier Name:

Policy Number:

Coverage Amount:

Workers Compensation Insurance (Yes/No):

Carrier Name:

Policy Number:

Construction Vendor Registration Form

Auto Insurance (Yes/No):

OSHA Certifications (Yes/No, List if applicable):

SECTION 4: REFERENCES

Reference 1 - Company Name:

Contact Name:

Phone Number:

Email:

Project Description & Amount:

Reference 2 - Company Name:

Contact Name:

Phone Number:

Email:

Project Description & Amount:

SECTION 5: CERTIFICATIONS & BUSINESS CLASSIFICATIONS

Check all that apply: MBE, WBE, VOSB, DBE, HUBZone, Other

SECTION 6: PAYMENT & BILLING INFORMATION

Preferred Payment Method (Check, ACH Transfer, Credit Card):

Billing Contact Name:

Billing Email:

Billing Phone:

SECTION 7: AGREEMENT & SIGNATURE

Authorized Representative Name:

Title:

Signature:

Date:

Required Attachments:

☐ W-9 Form

☐ Business License

☐ Trade License (if applicable)

☐ Certificate of Insurance (COI)