



## **VENDOR REGISTRATION FORM**

### **INSTRUCTIONS**

This form can be completed online and can be sent to the Purchasing Department via email to [ponkow@lssc.edu](mailto:ponkow@lssc.edu) or faxed to (352) 365-3598. A vendor application number will be assigned to the application.

The following information must be completed in its entirety for input into the College's Vendor Mailing List database (Incomplete applications will not be processed):

#### **Block 1. Company Information**

Please provide all of the pertinent company information requested in the spaces below. The Federal Employee Identification Number (**FEIN**) or applicants Social Security Number must be included in the space provided in order to process the request. The college will not retain any information about your firm without the above.

#### **Block 2. Type of Organization**

Please check applicable box that indicates your organizations structure.

#### **Block 3. Disadvantaged/Minority Status**

*While the college does not establish specific goals for minority "set asides", it does strongly encourage participation by minority, and non minority qualified firms. If your firm is a minority firm or if you have obtained certification by the State of Florida, Office of Supplier Diversity, (OSD) (CMBE), please indicate the appropriate minority code by checking the appropriate box and providing the certification number and effective dates of certification.*

#### **Block 4. Construction Contracts**

Please provide bonding limits and bonding company(s) utilized and indicate large projects by location and value completed in the past two (2) years in the spaces provided.

### **Certification**

Provide name and title of authorized company representative. By signing the application you are certifying that the information contained herein is true and correct to the best of your knowledge, and complies with F.S. Chapter 112, Conflict of Interest. Applications not signed or dated will be returned and will not be entered into the current database.

The Lake Sumter State College vendor database is updated periodically. Vendors will be purged from the College Vendor file keeping information current or after three (3) unresponsive competitive solicitations. Applications will be held on file for a period of three (3) years.



### Vendor Registration Form

Purchasing Department  
Williams - Johnson Building  
9501 US Highway 441  
Leesburg, FL 34788  
Phone: (352) 365-3501  
Fax: (352) 365-3598

Date:

Office Use:
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#### 1. COMPANY INFORMATION

Federal Tax ID # or Ownership SSN:			
Company Name: d/b/a			
Address:			
City:		ST:	Zip: -
Telephone: ( ) -		Ext:	Fax: ( ) -
Email:		Web Site:	
Person(s) authorized to sign bids and contracts:			
Title(s):			
Contact Person Name:		Title:	
Telephone: ( ) -		Ext:	Fax: ( ) -
Email:			
Remittance Address:		City:	ST: Zip: -

#### 2. TYPE OF ORGANIZATION

<input type="checkbox"/> Individual (1)	<input type="checkbox"/> Partnership (2)	<input type="checkbox"/> Non-Profit (3)	<input type="checkbox"/> Corporation (4)
Incorporated under the laws of the State of:			
If publicly traded please provide SEC Code:			

#### 3. DISADVANTAGED / MINORITY STATUS

If your firm is considered a disadvantaged or minority firm, please select the appropriate status from the drop down menu below. If you are a certified or disadvantaged minority business enterprise (CMBE) by the Florida Office of Supplier Diversity (OSD), please provide the certification number and effective dates in the spaces provided below if applicable: Check here if not applicable:  **Not applicable**

##### OSD Minority Codes (Certified MBE)

- H (African-American)  I (Hispanic)  J (Asian-American)  K (Native-American)  M (American Woman)
- W Certified Service-Disabled Veteran

OSD Certified? Yes  No  OSD Certification No. \_\_\_\_\_ Effective Date \_\_\_\_\_ to \_\_\_\_\_

##### Other Minority Status(MBE)

- (African-American)  (Hispanic)  (Asian-American)  (Native-American)  (American Woman)  (Disabled)

#### 4. CONSTRUCTION CONTRACTS

Bonding Limits \$ \_\_\_\_\_ Bonding Company: \_\_\_\_\_

List largest projects completed in the last two years to which you could provide references:

Project Name	Contact Person	Location	Contract Value	Phone Number
1.				
2.				
3.				

**NOTE:** If requested, contractor should be capable of providing certificates of insurance, namely Workers Compensation and/or General Commercial Liability.

**COMMODITY CODES:**

Please check those categories on the commodity code list provided below to indicate which goods or services your company may provide. Applications returned without completed commodity code entries will not be entered into the vendor database. If the product or service you provide does not appear in the listing, please add the information in the space marked "other." **Multiple categories may be checked.**

**CERTIFICATION**

**I certify that the information supplied herein (including all attachments) is correct to the best of my knowledge. I further certify that in doing business with the State of Florida, my firm is in compliance with Chapter 112, Florida Statutes, conflicts of interest, and that I have disclosed the name of any state employee who owns directly or indirectly, an interest of five percent or more in the above firm or any of its branches. \*\*Applications not signed or dated will not be entered on the vendor database. \*\***

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Date

Incomplete applications will not be processed or returned.

Lake Sumter State College  
Purchasing Department Commodity Code Listing  
**Vendor Registration Form**

Commodity/Service Code	Commodity /Service Description	Check Applicable Box(es)
000600	Air Conditioning: Equipment/Accessories/Services	<input type="checkbox"/>
000601	Arts and Crafts, Educational	<input type="checkbox"/>
000602	Audio-Visual, Educational Equipment and Supplies	<input type="checkbox"/>
000603	Automobile and Trucks Capitalized Equipment greater than \$750	<input type="checkbox"/>
000604	Automobile and Trucks Non Capitalized less than \$750	<input type="checkbox"/>
000605	Automobile & Truck Accessories	<input type="checkbox"/>
000606	Automobile & Truck Maintenance & Repair Services	<input type="checkbox"/>
000607	Automobile & Truck Replacement Parts	<input type="checkbox"/>
000608	Barber and Beauty Shop (Cosmetology) Nails Equipment and Supplies	<input type="checkbox"/>
000609	Chemicals; commercial not else classified	<input type="checkbox"/>
000610	Clothing, Apparel, Uniform Sales, Rental, Cleaning Services	<input type="checkbox"/>
000611	Computer: Data Processing Equipment, Systems, Supplies	<input type="checkbox"/>
000612	Computer: Software	<input type="checkbox"/>
000613	Computer Services	<input type="checkbox"/>
000614	Construction: Building Supplies and Materials	<input type="checkbox"/>
000615	Construction, Buildings & Structures-Fabricated	<input type="checkbox"/>
000616	Concrete Products, Supplies and Services(Including Asphalt/Paving)	<input type="checkbox"/>
000617	Fencing, Materials, Supplies, Installation Services	<input type="checkbox"/>
000618	Copying, Duplicating Supplies, Equipment and Services	<input type="checkbox"/>
000619	Culinary; Utensils, Equipment, Glassware, Supplies/Services	<input type="checkbox"/>
000620	Furniture; Office	<input type="checkbox"/>
000621	Furniture; Educational	<input type="checkbox"/>
000622	Furniture; Moving, Set Up, Removal Services	<input type="checkbox"/>
000623	Dental; Equipment and Supplies	<input type="checkbox"/>
000624	Drugs, Educational , Miscellaneous	<input type="checkbox"/>
000625	Electrical Equipment and Supplies (not cable and wires)	<input type="checkbox"/>
000626	Electrical Cable and Wires	<input type="checkbox"/>
000627	Elevators, Sales and Services	<input type="checkbox"/>
000628	Engineering, Surveying, Blueprinting, Mapping Equipment, Services and Supplies(including A/E Services)	<input type="checkbox"/>
000629	Fertilizers and Soil Conditioners, Horticulture Supplies, Materials and equipment	<input type="checkbox"/>
000630	Financing Services	<input type="checkbox"/>
000631	Fire Protection Supplies and Services	<input type="checkbox"/>
000632	First aid and Safety Products, Supplies and Services	<input type="checkbox"/>
000633	Flags, Flagpoles, Banners & Access.	<input type="checkbox"/>
000634	Floor Coverings, Supplies and Services	<input type="checkbox"/>
000635	Floor Maintenance Machines	<input type="checkbox"/>
000636	Fuel, Lubricants, and Oils and Fuel Oil Services	<input type="checkbox"/>
000637	Food, Service, Equipment and Machinery	<input type="checkbox"/>
000638	Food, Catering Services, Supplies and Equipment	<input type="checkbox"/>

Commodity/Service Code	Commodity /Service Description	Check Applicable Box(es)
000639	Heating Units, Ventilating Equipment and Services	<input type="checkbox"/>
000640	Heavy Equipment Sales, Repair and Rental	<input type="checkbox"/>
000641	Hardware, Hand Tools, etc.	<input type="checkbox"/>
000642	Insurance Services	<input type="checkbox"/>
000643	Janitorial Supplies , Service and Equipment	<input type="checkbox"/>
000644	Laboratory Equipment, Educational	<input type="checkbox"/>
000645	Lawn Equipment	<input type="checkbox"/>
000646	Lease Rental Tangible Property	<input type="checkbox"/>
000647	Lease Rental Real Estate	<input type="checkbox"/>
000648	Library Machines and Supplies, Equipment	<input type="checkbox"/>
000649	Lumber	<input type="checkbox"/>
000650	Material Handling /Equipment	<input type="checkbox"/>
000651	Musical Instruments and Supplies and Repair Services	<input type="checkbox"/>
000652	Office Supplies, Miscellaneous	<input type="checkbox"/>
000653	Paint Supplies, Equipment and Accessories	<input type="checkbox"/>
000654	Park, Playground Recreational Equipment	<input type="checkbox"/>
000655	Plumbing Equipment, fixtures and supplies	<input type="checkbox"/>
000656	Printing Services	<input type="checkbox"/>
000657	Publications/ Periodicals/Subscriptions	<input type="checkbox"/>
000658	Consulting Services, other	<input type="checkbox"/>
000659	Recycling equipment, services	<input type="checkbox"/>
000660	Refrigeration Equipment, Sales, Services	<input type="checkbox"/>
000661	Shredding Equipment Sales, Services	<input type="checkbox"/>
000662	Safety Equipment, Protective Clothing	<input type="checkbox"/>
000663	Seeds and Sod, Supplies and Equipment	<input type="checkbox"/>
000664	Sporting and Athletic Goods Services	<input type="checkbox"/>
000665	Motor Coach /Transportation Services	<input type="checkbox"/>
000666	Telecommunications, Sales, Supplies and Services (including Cellular and Mobile Equipment)	<input type="checkbox"/>
000667	Television equipment and Accessories	<input type="checkbox"/>
000668	Venetian Blinds, Shades, Awnings	<input type="checkbox"/>
000669	Theatrical equipment and Supplies, Services	<input type="checkbox"/>
000670	Veterinary Equipment and Supplies including Equine Supplies and Services	<input type="checkbox"/>
000671	Services; Educational, Speakers, Presentations	<input type="checkbox"/>
000672	Services; Legal	<input type="checkbox"/>
000673	Landscaping Services	<input type="checkbox"/>
000674	Construction/General Contractor Building and Structures	<input type="checkbox"/>
000675	Batteries/All Types	<input type="checkbox"/>
000676	Undefined/Not Specified	<input type="checkbox"/>
000677	Furniture: Recreational/Sports/Outdoors	<input type="checkbox"/>
000678	Decorating: Furniture Non Office	<input type="checkbox"/>