

# Columbus City Schools Vendor Application

Please return all applications to:  
737 East Hudson Street  
Columbus, OH 43211  
PHONE: (614) 365-5820 FAX: (614) 365-6763



New Application

Information Change

Please answer all questions for each new application or informational change. Foreign vendors must complete a Federal Form W-8BEN.  
**LEDE Affidavits and Insurance Certificates must be included for both new applications and information changes.**

## A. GENERAL INFORMATION

Company Name

Purchase Order Mailing Address

Street or PO Box

City/State/Zip Code/County

Area Code/Telephone Number

Fax Number

Accounts Receivable Mailing Address

Street or PO Box

City/State/Zip Code/County

Area Code/Telephone Number

Fax Number

Type of Business Structure / Ownership

Sole Proprietorship  Partnership  Corporation  Limited Liability Company (LLC/LLP)

(The District will not process applications that do not include a W-9 with the vendor application.)

Federal ID or Social Security Number

Ohio Revised Code (3121.891) now requires each independent contractor who is an individual, the sole shareholder of a corporation, sole member of a limited liability company, or sole proprietor of a company to provide their social security number and birth date for reporting purposes.

Social Security Number: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_

Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

KEY EXECUTIVE:

E-mail Address:

Office Number:

Fax Number:

The District uses e-mail to send quote solicitations to vendors. We will not process your application without an e-mail address. Please provide an address that is monitored daily to avoid missing these opportunities.

CONTACT / SALES REPRESENTATIVE:

E-mail Address:

Office Number:

Fax Number:

Cellular Number:

## B. SOCIALLY & ECONOMICALLY DISADVANTAGED / LOCAL BUSINESS INFORMATION

Will your business apply for certification by Columbus City Schools as a Local Economically Disadvantaged Enterprise (LEDE)?  
(An Economically Disadvantaged Enterprise Certification Affidavit must be submitted with this application if you are an LEDE.)

Yes  No

If yes, please check one of the following boxes that best describes the ownership of your business:

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian Pacific   | <input type="checkbox"/> Caucasian           | <input type="checkbox"/> DBE or US Small Business 8a |
| <input type="checkbox"/> Female           | <input type="checkbox"/> Hispanic-Latino | <input type="checkbox"/> Indian Subcontinent | <input type="checkbox"/> Native American             |

**(Note: This information is requested for data-gathering purposes only. Board Policy No. 3210, Section 1.2. It will not be used as part of the process of selecting vendors.)**

**C. MISCELLANEOUS**

- 1) What amount of general liability insurance do you carry? \$ \_\_\_\_\_ (Insurance certificates must be attached to this application.)
- 2) Does a Columbus City Schools' employee or relative have a vested or equity interest in, or work for, your business? This excludes publicly traded securities.  
 No  Yes  **IF YES**, please name the Columbus City Schools employee: \_\_\_\_\_
- 3) Will your service involve direct contact with students who are not supervised by a Columbus City Schools' employee? No  Yes
- 4) Will you provide Supplemental Educational Services (SES) tutoring for our students? (You must be on the State of Ohio SES Provider list.) No  Yes

**D. PRODUCT / SERVICE CATEGORIES**

Please circle **up to five** categories of products or services that you wish to supply, indicating **one** as the **primary** product or service.

- |                                   |                                     |                                      |                                     |
|-----------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|
| 50. Advertising                   | 11. Construction Design             | 24. Landscape Cont'r / Materials     | 74. Scientific Products             |
| 51. Art Supplies                  | 12. Consulting Services             | 25. Lock Contractor / Materials      | 75. School                          |
| 1. Asphalt Contractor             | 13. Drain Cleaning Contractor       | 26. Locker Contractor / Materials    | 39. Security Services               |
| 52. Athletic Products             | 14. Electrical Contractor           | 27. Maintenance Supplies             | 40. Seminars / Educational Services |
| 53. Audio Visual Products         | 15. Electronic Products             | 28. Mechanical Contractor            | 41. Sheet Metal Cont'r / Materials  |
| 2. Automotive / Bus Products      | 16. Engineering Services            | 68. Medical / Health Products        | 44. Snow Plow Contractor            |
| 54. Automobiles / Buses           | 61. Event Services                  | 69. Musical Products / Services      | 76. Social Services                 |
| 55. Awards / Incentives           | 62. Facility Exterior Products      | 29. Office Equipment                 | 42. Sporting Goods                  |
| 3. Boiler Contractor / Supplies   | 63. Facility Interior Products      | 30. Office Supplies                  | 43. Steam Cleaning Contractor       |
| 4. Broker                         | 16. Fence Contractor / Materials    | 31. Overhead Door Contractor         | 77. Teaching Materials              |
| 5. Business Forms                 | 64. Financial Services              | 32. Paint Contractor / Materials     | 45. Telecom Equipment / Services    |
| 6. Carpentry Contractor           | 17. Fire Extinguishers              | 71. Periodicals / Newspapers         | 46. Textbooks                       |
| 56. Carpet Cleaning Services      | 18. Flooring Contractors/ Materials | 33. Pest Control Services            | 78. Training Services               |
| 57. Clothing Products             | 19. Food / Food Service Products    | 34. Plaster Contractor               | 47. Transportation Services         |
| 58. Competition Location Services | 65. Fuel                            | 35. Plumbing Cont'r / Materials      | 79. Travel Agency                   |
| 7. Computer Hardware              | 20. Fundraising                     | 72. Printing Services                | 80. Uniforms                        |
| 82. Computer Internet Services    | 21. Furniture, Fixtures             | 70. Professional Organization        | 81. Utility Company                 |
| 8. Computer Software              | 66. Hotel / Motel                   | 36. Promotional Items                | 48. Welding Contractor              |
| 59. Computer Systems              | 22. HVAC Contractor / Materials     | 73. Publishing Services              | 49. Other: _____                    |
| 9. Concrete / Masonry Contractor  | 67. Instructional Products          | 37. Refrigeration Cont'r / Materials |                                     |
| 10. Construction Contractor       | 23. Janitor Supplies                | 38. Roofing Contractor / Materials   |                                     |

**E. VENDOR SIGNATURES**

**THE INFORMATION CONTAINED IN THIS APPLICATION IS COMPLETE AND ACCURATE IN ALL DETAILS TO THE BEST OF MY KNOWLEDGE.**

Printed Name	Signature
Title	Date

Acceptance of this Vendor Application does not imply that vendors will be notified of bidding or proposal opportunities and is not intended to imply any assurances that the company will be awarded any contract from Columbus City Schools.  
 This form is the means by which CCS matches product requirements with potential vendor capabilities.

**The Columbus Board of Education does not discriminate on the basis of race, sex, creed, national origin, age, disabling condition or veteran status in its educational programs, activities, employment policies and purchasing practices.**

**F. COLUMBUS CITY SCHOOLS USE ONLY**

Director of Purchasing or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Who Should be Notified After the Vendor Number is Assigned: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

Notes / Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Referred to CCS Legal Department on: \_\_\_\_\_

Revised: 10/30/11