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## INSTRUCTIONS FOR COMPLETION

Parties interested in doing business with the City of Dayton are encouraged to complete the following registration forms to register that interest with the City.

This process allows potential bidders and suppliers to be registered and entered into our system along with the Commodities and/or Services they can provide. This information is used to develop and maintain current and accurate lists of potential Suppliers to the City. To accomplish this task, we request that you complete the Vendor Application Form and the Commodity/Service List and return to the address or fax number provided below.

Send to:

City of Dayton  
Division of Procurement  
PO Box 22  
Dayton OH 45401

-or-

Fax (937) 234-1600

-or-

Purchasing@daytonohio.gov

### Reminders:

- Remittances should include both the Vendor Application and the Commodity/Service List forms.
- It is the Vendor's responsibility to maintain approved status in the City of Dayton's Affirmative Action Assurance (AAA) program. The form required is attached and must be signed. Once this is received, it will be sent to the HRC Office for verification. AAA certification is good for 3 years.
- It is the Vendor's responsibility to notify the City of Dayton at the address shown above of any changes to the Vendor's application.

If you have any questions concerning this form, you may contact the Division of Procurement at (937) 333-4030.

Copies of the Vendor Application and W-9 forms may be found on the City's web site at <http://www.daytonohio.gov/bid>. Please take the time to search for your commodity code(s).

It is the policy of the City of Dayton to promote full and equal business opportunity for all persons doing business with the City, and to promote commerce by assisting Minority Business Enterprises, Women's Business Enterprises (MBEs, WBEs), and Small Business Enterprises (SBEs) to actively participate in the City's procurement process for goods, services and construction. If you are a currently certified MBE, WBE, and/or SBE with the City of Dayton Human Relations Council, please include a copy of your certification letter with this application. If you are not certified and would like to apply for certification as MBE, WBE, and/or SBE please begin at <http://daytonhrc.org/business-technical-assistance/affirmative-action-assurance/affirmative-action-assurance-application/> and click on the Certification Packet link.



**Melissa A. Wilson**  
**Purchasing Agent**

**VENDOR APPLICATION**

<b>DATE:</b> _____	<b>BUSINESS PHONE NUMBER:</b> _____	<b>FEDERAL ID # OR SOCIAL SECURITY #:</b> _____
<b>E-MAIL ADDRESS (For Purchase Orders and Notifications):</b> _____		<b>FAX NUMBER:</b> _____
<b>1. APPLICANT'S NAME AND MAILING ADDRESS (for Bid Forms and Purchase Orders)</b> _____ <b>Company Name</b> _____ <b>Street Address</b> _____ <b>City, ST, Zip</b> _____		<b>2. MAILING ADDRESS FOR PAYMENTS</b> <input type="checkbox"/> Check here if same as Bid Address _____ <b>Company Name</b> _____ <b>Street Address</b> _____ <b>City, ST, Zip</b> _____
<b>3. VENDOR COMMODITIES HANDLED:</b> See Commodity Code(s) from list located online at <a href="http://www.daytonohio.gov/DocumentCenter/View/587">http://www.daytonohio.gov/DocumentCenter/View/587</a> and enter as many codes as needed separated by commas (i.e. 22222, 33333, 44444) <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 5px;"></div>		
<b>4. PERSONS AUTHORIZED TO SIGN BIDS, QUOTATIONS, PROPOSALS (indicate if Agent)</b> CONTRACTOR: Contractor acknowledges its employees are not public employees for purposes for Ohio Public Employees Retirement System ("OPERS") membership.		
<b>NAME</b>	<b>OFFICIAL CAPACITY</b>	<b>TELEPHONE NO.</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>5. Your equal opportunity "Affirmative Action Assurance" (AAA) application must be submitted online via <a href="http://www.citybots.com">www.citybots.com</a> and approved status must be maintained with the City of Dayton's Human Relations Council (HRC). For information about your AAA status, please contact the HRC at (937) 333-1403.</b>  If you are a currently certified MBE, WBE, and/or SBE with the City of Dayton Human Relations Council, please include a copy of your certification letter with this application. If you are not certified and would like to apply for certification as		
<b>6. MBE, WBE, and/or SBE please begin at <a href="http://daytonhrc.org/business-technical-assistance/certification/procurement-enhancement-program">http://daytonhrc.org/business-technical-assistance/certification/procurement-enhancement-program</a> , and then click on the Certification Packet link.</b>		
<b>PROCUREMENT DIVISION USE</b>		
<input type="checkbox"/> ONLY ADD	<input type="checkbox"/> REMOVE	<input type="checkbox"/> CHANGE
		<b>DATE:</b> _____
<input type="checkbox"/> PROCUREMENT: ADD COMMODITY CODE HEADER (###): _____		<b>INITIALS:</b> _____



**EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY  
CONFIRMATION**

The Vendor confirms they have an existing equal employment opportunity (EEO) policy that is in compliance with local, state, and federal laws.

The Vendor confirms their EEO policy complies with the City of Dayton's equal employment opportunity policy below:

The vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status, or handicap. The vendor shall take affirmative action in accordance with the terms outlined in its proposal and the provisions of this contract to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The vendor agrees to post in conspicuous places, available to employees and applicants, notices to be provided by the city setting forth the provisions of the nondiscrimination clauses.

**Authorized Signature**

The undersigned authorized representative of the company hereby agrees that a program of affirmative action will be maintained to implement its nondiscrimination policy in doing business with the City of Dayton as described in the City of Dayton Revised Code of General Ordinances (RCGO) Sections 35.14, 35.15 and 35.16 and that the information contained herein is true and correct.

Printed Name: \_\_\_\_\_

Vendor EIN or SSN # from Application

Title: \_\_\_\_\_

Signature: \_\_\_\_\_