



**CITY OF ONTARIO**  
**Purchasing Division**  
303 East B Street, Ontario, CA 91764  
(909) 395-2012 Fax (909) 395-2385  
purchasing@ci.ontario.ca.us

## VENDOR INFORMATION FORM

☐ Initial Application

☐ Revision/Update

Business Name			
Address to which quote/bid forms are to be mailed			
Address to which payments/remittances are to be mailed		Telephone No: ( )	
		Fax No: ( )	
Federal Tax I.D. No.: (or Social Security No. if Individual with first and last name)		Standard Invoice Terms: How long in Present Business ?:	
Type of Organization (Check one)	<input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Medical <input type="checkbox"/> Legal		
Name of Officers, Members or Owners of Business			
(A) President		(B) Vice President	
(C) Secretary		(D) Treasurer	
(E) Owners or Partners			
FOR LICENSED CONTRACTORS:			
California Contractors License Classifications(s)		Contractors License Number(s)	Expiration Date(s)
PERSONS TO CONTACT CONCERNING BIDS AND CONTRACTS:			
NAME	TITLE	TELEPHONE NO.	E-MAIL ADDRESS
CLASSES OF EQUIPMENT, SUPPLIES, MATERIAL, AND/OR SERVICES ON WHICH YOU DESIRE TO BID:			
DESCRIPTION		SIC CODE	NAICS CODE
REFERENCES: (OTHER PUBLIC AGENCIES WITH WHOM YOU DO BUSINESS)			
AGENCY NAME	PERSON TO CONTACT		TELEPHONE NUMBER
<b>CERTIFICATION:</b> I certify that the information supplied herein, including all pages attached, is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as known, is now debarred or otherwise declared ineligible by the City of Ontario to bid on furnished materials, supplies or services for the City or any agency thereof.			
<b>NOTE:</b> Failure to respond to three consecutive bid requests may be cause for suspension from vendor's list. All applications are subject to review and validation prior to placement on approved vendor's list. Vendors conducting business with the City of Ontario for the delivery of goods or services must obtain a valid City of Ontario Business License.			
SIGNATURE		TITLE	DATE