



City of Westminster

Purchasing Division, Finance Department
8200 Westminster Boulevard, Westminster, CA 92683

SUPPLIER BIDDER LIST APPLICATION

SUPPLIER CONTACT INFORMATION

(Use 'Tab' or Directional Arrow Keys to navigate to each highlighted box. Fill out Completely.)

Date (mm/dd/yy): _____

Company: _____

Address: _____

Address2: _____

City, State Zip: _____ Company Phone: _____

Contact Name: _____ **Contact Phone & Ext.:** _____

Contact Position: _____ Contact Dept.: _____

Contact Email: _____ Contact Fax: _____

Filer Information Certification:

I Certify the Information in this Application is True **Name** Yes No

SUPPLIER INFORMATION

(See Page 2 for Further Information on Being a Supplier)

Business Proximity/Affiliation to City of Westminster (Check as Appropriate):

Business is located within City Limits Business is not located within City Limits

Business Background:

Business Founded (mm/dd/yy) _____ Current Owner Purchased Business (mm/dd/yy) _____

Description1 of Product or Goods:

Description2 of Product or Goods:

Description3 of Product or Goods:

Being a Supplier to the City

Below are a few guidelines for submitting a City of Westminster "Supplier Bidder List Application".

- The Purchasing Division of the Finance Department handles all of the City of Westminster's major contracts and many of the small contracts.
- Various City Departments (Public Works, Community Services, etc.) also contract directly for small contracts.
- Major contracts (over \$15,000) are sourced by sealed bids solicited through Public Notice.
- Small contracts (\$500-\$14,999) are sourced by solicited competitive quotes.
- When a bid submission deadline is given, it is a firm deadline. A bid with a deadline of say 3:00:00 pm on a given date, a bid submitted at 3:00:45 pm is rejected.
- A company does not need to have a City Business License to submit a bid for a contract. But, a company must have a City Business License prior to fulfilling a City contract.
- A company needs to submit their information to the City Purchasing Division detailing their company information (see Page 1 for details) and the type of goods or services the company would like to provide the City (paper supplies, vehicles, trees, awards, printing, CPA services, etc.) on a "Supplier Bidder List Application".
- The City Purchasing Agent will forward to the appropriate City departments the "Supplier Bidder List Application" that would meet the needs of the small contracts processed directly by a given Department. It is suggested that a copy of your "Supplier Bidder List Application" also be sent to specific departments annually if the Vendor has performed contracts for them in the past or has a specific contract in mind.

Completed Electronic Applications: Save as YourCompanyName-SupplierBidderList
(example: WestminsterChamber-SupplierBidderList)

Send Completed Electronic Application by email to:

pamn@ci.westminster.ca.us

Print Completed Application and Send by fax to:

714.373.4684

Print Completed Application and Send by mail to:

Purchasing Agent
City of Westminster
Purchasing Division
8200 Westminster Boulevard
Westminster, CA 92683

Phone
714.898.3311