

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE  
HIGHER EDUCATION SYSTEM  
Vendor Application Form**

Complete all information, sign and mail to:

**Southwest Tennessee Community College  
Purchasing and Contracts Office  
5983 Macon Cove  
Memphis, TN 38134  
Phone: (901) 333-4216  
Fax: (901) 333-4236**

<p>1. Company Name &amp; Bid Address:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>2. Address to which payments are to be mailed (if same as #1, leave blank):</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. Telephone (toll free):</p>	<p>4. Telephone (other):</p>
<p>5. Fax:</p>	<p>6. Name of Contact Person:</p>
<p>7. Email Address of Contact Person:</p>	<p>8. Company URL:</p>
<p>9. Federal Identification Number (FEIN):</p>	<p>10. Social Security Number (if no FEIN):</p>
<p>11. Type of Organization (Check One):</p> <p><input type="checkbox"/> Individual</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Non-Profit Org.</p> <p><input type="checkbox"/> Corporation</p> <p>State of Incorporation: _____</p> <p>Year of Incorporation: _____</p>	<p>12. Kind of Ownership (Check one):</p> <p><input type="checkbox"/> Govt. (GO)</p> <p><input type="checkbox"/> Non-Profit (NO)</p> <p><input type="checkbox"/> Majority (MJ)</p> <p><input type="checkbox"/> Minority</p> <p><input type="checkbox"/> Woman (WO)</p> <p><input type="checkbox"/> Small (SM)</p>
<p>13. Minority Ethnicity Code (Check One):</p> <p><input type="checkbox"/> African American (MA)</p> <p><input type="checkbox"/> Native American (MN)</p> <p><input type="checkbox"/> Hispanic American (MH)</p> <p><input type="checkbox"/> Asian American (MS)</p> <p><input type="checkbox"/> Other Minority (MO)</p> <p>Specify: _____</p>	<p>14. Annual Gross Sales (Check One):</p> <p><input type="checkbox"/> \$0 - \$499,999</p> <p><input type="checkbox"/> \$500,000 - \$749,999</p> <p><input type="checkbox"/> \$750,000 - \$999,999</p> <p><input type="checkbox"/> \$1,000,000 - \$1,999,999</p> <p><input type="checkbox"/> \$2,000,000 and over</p>

<p><b>15. Type of Business (Check One):</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Agriculture, Forestry &amp; Fishing</td> <td><input type="checkbox"/> Medical / Healthcare</td> </tr> <tr> <td><input type="checkbox"/> Architectural / Design / Engineering</td> <td><input type="checkbox"/> Service Industry</td> </tr> <tr> <td><input type="checkbox"/> Finance, Insurance &amp; Real Estate</td> <td><input type="checkbox"/> Mining</td> </tr> <tr> <td><input type="checkbox"/> Construction</td> <td><input type="checkbox"/> Retail Trade</td> </tr> <tr> <td><input type="checkbox"/> Educational</td> <td><input type="checkbox"/> Wholesale Trade</td> </tr> <tr> <td><input type="checkbox"/> Manufacturing</td> <td><input type="checkbox"/> Transportation, Commerce &amp; Utilities</td> </tr> <tr> <td><input type="checkbox"/> Marketing / Communications / Public Relations</td> <td><input type="checkbox"/> Information Systems / Technology</td> </tr> </table>	<input type="checkbox"/> Agriculture, Forestry & Fishing	<input type="checkbox"/> Medical / Healthcare	<input type="checkbox"/> Architectural / Design / Engineering	<input type="checkbox"/> Service Industry	<input type="checkbox"/> Finance, Insurance & Real Estate	<input type="checkbox"/> Mining	<input type="checkbox"/> Construction	<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Educational	<input type="checkbox"/> Wholesale Trade	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Transportation, Commerce & Utilities	<input type="checkbox"/> Marketing / Communications / Public Relations	<input type="checkbox"/> Information Systems / Technology	<p><b>16. Number of Employees:</b></p> <p>_____</p>
<input type="checkbox"/> Agriculture, Forestry & Fishing	<input type="checkbox"/> Medical / Healthcare														
<input type="checkbox"/> Architectural / Design / Engineering	<input type="checkbox"/> Service Industry														
<input type="checkbox"/> Finance, Insurance & Real Estate	<input type="checkbox"/> Mining														
<input type="checkbox"/> Construction	<input type="checkbox"/> Retail Trade														
<input type="checkbox"/> Educational	<input type="checkbox"/> Wholesale Trade														
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Transportation, Commerce & Utilities														
<input type="checkbox"/> Marketing / Communications / Public Relations	<input type="checkbox"/> Information Systems / Technology														

<p><b>17. Excluded from Federal Procurement or Nonprocurement Programs?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>18. Preference for reporting purposes:</b></p> <p><input type="checkbox"/> Small <input type="checkbox"/> Minority <input type="checkbox"/> Woman-Owned</p>
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**19. Comments:**

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**20. Commodities:** Please provide the 3-digit commodity codes (from the enclosed list) for goods and/or services for which your company would like to be provided bid opportunities. If additional space is needed to enter commodities, please attach separate sheet.

<u>Class</u>	<u>Class</u>	<u>Class</u>	<u>Class</u>	<u>Class</u>	<u>Class</u>	<u>Class</u>	<u>Class</u>	<u>Class</u>	<u>Class</u>	<u>Class</u>	<u>Class</u>

**21. Certification:** I hereby certify that I am an authorized representative of the above company and that all the information as completed above is accurate and true.

Authorized Signature	Title	Date
Name (Printed): _____		

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**  
**Higher Education System**  
**Vendor Application Form**  
**General Instructions**

1. **Company Name and Bid Address.** Enter your company's name and the mailing address to where bids are to be mailed.
2. **Address to which payments are to be mailed.** Enter your company's mailing address where payments are to be mailed. If the same as the bid address, leave blank.
3. **Telephone (toll free).** Enter your company's toll-free telephone number.
4. **Telephone (other).** Enter your company's other (toll) telephone number.
5. **Fax.** Enter your company's fax number.
6. **Name of Contact Person.** Enter the name of the person who will serve as the company's contact person for bid purposes.
7. **Email Address of Contact Person.** Enter the email address of the person listed in #6.
8. **Company URL.** Enter your company's web address (URL).
9. **Federal Identification Number (FEIN):** Enter your company's federal identification number (FEIN).
10. **Social Security Number.** If applicant is an individual or if your company does not have an FEIN, enter your social security number.
11. **Type of Organization.** Choose and select one of the listed types of organizations that best describes your company.
12. **Kind of Ownership.** Choose and select one of the listed kinds of ownership that apply to your company. (See Minority and Woman Owned Business Ownership Clarifications below.)
13. **Minority Ethnicity Code.** For classification purposes to satisfy purchasing and reporting requirements of the State of Tennessee, this information is needed. Choose and select one of the listed minority ethnicity codes that describes your company's ownership. (See Minority Business Ownership Clarification below.)
14. **Annual Gross Sales.** For classification purposes to satisfy purchasing and reporting requirements of the State of Tennessee, this information is needed. Please choose and select one of the listed sales volume categories that best describes your company's annual gross sales amount. (See Small Business Ownership Clarification below.)
15. **Type of Business.** For classification purposes to satisfy purchasing and reporting requirements of the State of Tennessee, this information is needed. Choose and select one of the listed types of businesses that best describes your company. (See Small Business Ownership Clarification below.)
16. **Number of Employees.** For classification purposes to satisfy purchasing and reporting requirements of the State of Tennessee, this information is needed. Please specify the number of employees currently employed with your company. (See Small Business Ownership Clarification below.)
17. **Excluded from Federal Procurement or Non-procurement Programs.** Are you or any of the principals of your company presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department agency from participation in bid processes? Answer yes or no.
18. **Preference for Reporting Purposes.** If your company qualifies in multiple categories as small, woman owned and/or minority, please specify in which category that you desire for your company to be considered for reporting and classification purposes.
19. **Comments.** List any additional information that you may wish to add to the application.
20. **Commodities.** As part of the vendor application process, please specify the commodities (goods and/or services) that are available for purchase from the applicant. The commodity code listing is enclosed.
21. **Certification.** Sign form and provide information as requested.

**Small Business Ownership Clarification:**

"Small business" means a business that is independently owned and operated for profit, is not dominant in its field of operation and is not an affiliate or subsidiary of a business dominant in its field of operation.

The Governor's Office of Diversity Business Enterprise establishes small business guidelines on industry size standards. The criteria guidelines are required to be met in order for a business to be considered small. The annual receipts or number of employees indicates the maximum allowed for a small business concern and its affiliates to be considered small.

TYPE OF BUSINESS	ANNUAL GROSS SALES	NO. OF EMPLOYEES
Agriculture, Forestry, Fishing	\$500,000	9
Architectural / Design / Engineering	\$2,000,000	30
Construction	\$2,000,000	30
Educational	\$1,000,000	9
Finance, Insurance & Real Estate	\$1,000,000	9
Information Systems / Technology	\$2,000,000	30
Manufacturing	\$2,000,000	99
Marketing / Communications / Public Relations	\$2,000,000	30
Medical / Healthcare	\$2,000,000	30
Mining	\$1,000,000	49
Retail Trade	\$750,000	9
Service Industry	\$500,000	9
Transportation, Commerce & Utilities	\$1,000,000	9
Wholesale Trade	\$1,000,000	19

**Minority Ownership Clarification:**

"Minority owned business" means a business that is a continuing, independent, for profit business which performs a commercially useful function, and is at least fifty-one percent (51%) owned and controlled by one (1) or more minority individuals who are impeded from normal entry into the economic mainstream because of past practices of discrimination based on race or ethnic background.

"Minority" means a person who is a citizen or lawful permanent resident of the United States and who is:

- a) African American (a person having origins in any of the black racial groups of Africa;
- b) Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);
- c) Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); or
- d) Native American (a person having origins in any of the original peoples of North America.

**Woman Owned Business Clarification:**

"Woman owned business" means a woman owned business that is a continuing, independent, for profit business which performs a commercially useful function, and is at least fifty-one percent (51%) owned and controlled by one or more women; or, in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned and controlled by one (1) or more women and whose management and daily business operations are under the control of one (1) or more women.