



CITY OF PASADENA, TEXAS

Purchasing Department
1149 Ellsworth Dr. Suite 401
Pasadena, TX 77506
Phone: 713-475-5532 Fax: 713-920-7938
purchasing@pasadenatx.gov

VENDOR INFORMATION FORM

Please attach your companies W-9 with this application

Company Name: _____

PO MAILING / PHYSICAL ADDRESS

ACCOUNTS RECEIVABLE ADDRESS

Contact Name: _____

A/R Contact Name: _____

Title: _____

A/R Telephone: _____

Telephone: _____

A/R Fax: _____

Emergency/
After Hrs #: _____

Federal Tax Id: _____

Fax: _____

Accepts Procurement Card: Yes No

E-Mail: _____

Historically Underutilized Business: Yes No

Web Site: _____

HUB#: _____

TYPE OF ORGANIZATION	TAX EXEMPT	NATURE OF BUSINESS			
		<input type="checkbox"/> Corporation	<input type="checkbox"/> Wholesale Dealer	<input type="checkbox"/> Sales	
<input type="checkbox"/> Individually Owned	<input type="checkbox"/> Yes	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Service (repairs, etc.)		
<input type="checkbox"/> MWBE		<input type="checkbox"/> Construction	<input type="checkbox"/> Factory Rep.		
<input type="checkbox"/> Partnership	<input type="checkbox"/> No	<input type="checkbox"/> Retail Dealer			
<input type="checkbox"/> Non-Profit		<input type="checkbox"/> Professional Services			



GENERAL INFORMATION

Businesses/Individuals interested in being added to the City of Pasadena mailing list must file this application with the Purchasing Department. If a supplier fails to respond two consecutive times to an Invitation to Bid or Request for Proposal (by either not returning a bid or submitting a "No bid" response), this will be understood by the City of Pasadena to be a lack of interest and will result in the removal of the supplier's name from the bidders' mailing list.

Please notify the City of Pasadena Purchasing Department immediately of any changes, such as company name, address, telephone number, fax number, items or services you are interested in providing.

Return form to: **City of Pasadena
Purchasing Department
1149 Ellsworth Dr. Suite 400
Pasadena, Texas 77506** **Fax to: 713-920-7938**
 or **Email to: purchasing@pasadenatx.gov**

Authorized to Sign Bids, Contracts, etc. in Your Name:

Name	Official Capacity and Title	Signature
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REFERENCES:

Please list two references, preferably a Government (local, county, state) or Educational Agency we may contact:

Reference 1	Reference 2
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Company: _____
Address: _____

City, ST: _____

Phone: _____

Contact Name: _____

Application completed by: _____ Date: _____

Thank you for your interest in the City of Pasadena, Texas.

CITY OF PASADENA

LOCAL BIDDER PREFERENCE CLAIM FORM

Sections 271.905 and 281.9051 of the Texas Local Government Code authorize a municipality to consider a vendor's location in the determination of a bid award if the lowest bid received is from a business outside the municipality and contracting with a local bidder would provide the best combination of price and other economic benefits to the municipality. The City of Pasadena has determined that the allowable preference shall be applied to local vendor's bids for the purposes of evaluation when in the best interest of the City to do so. **This request form and any attachments must be submitted with bid package to be considered by the City of Pasadena.** Questions should be addressed to the Purchasing department at 713-920-7938. Exclusions to the local preference include expenditures of \$3,000 or less or greater than \$100,000, and those purchases that are: sole-source, emergency, federally-funded, cooperative contracts, or via interlocal agreement. The local preference status will expire one year from the date of this form; for any subsequent requests for preference during this period, the applicant need only complete and submit section 3 of this form.

The City requires the following information for consideration of a local bidder preference (information may be submitted in an attachment to this form):

- 1) Location Eligibility:** Principal place of business in Pasadena, Texas. Principal place of business is defined herein as any business that owns or leases a commercial building within the City limits and uses the building for actual business operations.

- (a) If yes, identify name of business/DBA, address and business structure: sole proprietorship, partnership, corporation, or other.

Name of business/dba: _____

Address: _____

City: _____ St: _____ Zip: _____

Business Structure: Sole Proprietorship Partnership
 Corporation Other _____

- (b) Name and city of residence of owner(s)/partners/corporate officers as applicable.

Name: _____

City: _____

2) General Business Information:

- (a) Year business established (Pasadena location). _____
(b) Most recent year property valuation (if owned); real and personal property. \$ _____
(c) Annual taxable sales (originating in Pasadena) \$ _____
(d) Is business current on all property and sales taxes at the time of this application? Yes No
(e) Total number of current employees _____ and number of Pasadena-resident employees _____

3) Economic Development benefits resulting from award of this contract:

- (a) Number of additional jobs created _____ or retained for Pasadena resident-employees _____
(b) Local subcontractors utilized, if applicable; name, location and contract value for each
Name: _____
Address: _____
Contract Value: \$ _____
(c) Other economic development benefit deemed pertinent by applicant

LOCAL BIDDER PREFERENCE CLAIM FORM

Certification of Information:

The undersigned does hereby affirm that the information supplied is true and correct as of the date hereof; under penalty of perjury.

City Bid Number/Quote for which the local preference is requested: _____

(Print name of bidder)

(Date)

(Signature)

THE STATE OF TEXAS §

COUNTY OF HARRIS §

Appeared before me the above-named _____, known to me to be the same, and swore that the information provided in response to the foregoing questions are true and correct to the best of his/her knowledge and belief, this _____ day of _____, 20_____.

NOTARY PUBLIC, STATE OF TEXAS

Printed Name: _____

Commission Expires: _____

Vendor / Solicitors Application
Ord. 89-91, Sec 25.11

THE FOLLOWING ITEMS ARE TO ACCOMPANY YOUR APPLICATION

- 1. Proof of Identity – Drivers license and Social Security card.**
- 2. Original \$1000.00 surety bond signed by the applicant, by the surety company authorized to do business in the State of Texas. Payable to the City of Pasadena.**
- 3. Copy of sales tax permit by the State of Texas.**
- 4. Copy of license to do business in the State of Texas, if a corporation.**
- 5. Copy of the charter if a corporation.**
- 6. Notarized written permission from the property owner if business is in a fixed location. Form is included in application.**

**City of Pasadena
Permit Department
(713)-475-5575
1149 Ellsworth
P.O. Box 672
Pasadena, Texas 77506**

For your information:

- 1. Application must be filled out at least ten (10) days prior to the date of contemplated sale or exhibit. Application fee is \$50.00.**
- 2. Period of time applicant may sell or solicit in the City of Pasadena is NO LONGER THAN (90) DAYS.**
- 3. No vendor shall conduct a stationary business within 25 feet of a public street or highway.**
- 4. Identification cards will be issued to each agent or vendor. \$5.00 per person, proof of identification, driver's license and social security card.**
- 5. No selling, soliciting, etc. between the hours of 8pm and 8am.**
- 6. It is declared a nuisance and punishable as a misdemeanor to sell, solicit, etc., upon private residences and/or subdivisions posted with or bearing the words "NO PEDDLERS ALLOWED".**
- 7. License must be carried on person at all times. If stationary business license must be posted in view at all times.**
- 8. No one under the age of fourteen (14) may be employed without written consent of the Texas Employment Commission.**
- 9. If license is lost there is a \$1.00 fee for replacement.**

Will applicant use vehicle in vending business? No _____
Yes _____ if yes, give make _____, model _____
Year _____, vehicle ID number _____, and License tag
number _____.

Bonding company name: _____

Address: _____ Phone #: _____

Are other agents to be covered with this bond? Yes _____ No _____
If yes, attach a list of names.

**CERTIFICATE OF APPLICATION. PLEASE READ CAREFULLY BEFORE
SIGNING.**

**I hereby certify that all answers to the foregoing questions are true, and I agree
and understand that any misstatements of material facts contained in this
application may cause forfeiture of the license or permit.**

Signature of applicant: _____ Date: _____

**Subscribed to before me this day the _____ of _____ in the year
_____, to certify which witness my hand and seal of this office.**

**_____
Signature of Notary**

seal

Date: _____

Name of Business: _____

Name: _____

Home Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone # (work): _____ **(home)** _____

Local address of applicant (if different from above) _____

Description of merchandise being solicited. (Name and Description)

Name and address if corporation: _____

Address of location you will be soliciting: _____

Will applicant demand, receive or accept payment or deposit of money in advance of final delivery of the merchandise?

Yes _____ **No** _____

Vendor Salesman Application

Name (Print): _____

Home Address: _____

City, State, Zip: _____

Phone # (work) _____ **(Home)** _____

Name of company you will be working under,

Business ID number you are working under,

S.S. Number: _____ **D.L. #** _____
State: _____

**ALL THE INFORMATION ABOVE IS CORRECT TO THE BEST OF MY
KNOWLEDGE.**

Signature _____ **Date** _____

**ATTACH A COPY OF DRIVER'S LICENSE AND S.S. CARD TO
THE BACK OF THIS FORM.**

PERMISSION FORM FOR OWNERS OF PROPERTY

I _____ give _____ permission to
(property owner) (vendor)
park his vehicle on my property located at _____
(address)
For the use of selling his wares from _____ to _____ not to
(date) (date)
exceed 90 days.

This affidavit is executed for the specific purpose of giving written permission to the above named person according to sections 25.12 (10) of the Itinerant Vendors Ordinance 89-90.

Subscribed and sworn to before me by the said _____
this _____ day of _____, _____, to certify which witness my
hand and seal offices.

My commission expires _____, _____.

Notary Public

seal