



## VENDOR REGISTRATION INSTRUCTIONS

This form can be completed online and send to the Purchasing Department via email to [purchasing@cf.edu](mailto:purchasing@cf.edu) or faxed to 352-291-4423. A vendor application number will be assigned to the application. A W-9 must be submitted to be included in the vendor list.

The following information must be completed in its entirety for input into the college's Vendor Mailing List database (incomplete applications will not be processed):

### **Block 1. Company Information**

Please provide in the spaces provided all of the pertinent company information requested. The Federal Employee Identification Number (FEIN) or applicant's Social Security Number must be included in the space provided in order to process the request. The college will retain any information about your firm without the above.

### **Block 2. Type of Organization**

Please check applicable box that indicates your organizations structure.

### **Block 3. Disadvantaged/Minority Status**

*While the college does not establish specific goals for minority "set asides", it does strongly encourage participation by minority and non-minority qualified firms.* If your firm is a minority firm or if you have obtained certification by the State of Florida, Office of Supplier Diversity, (OSD) (CMBE), please indicate the appropriate minority code by checking the appropriate box and providing the certification number and effective dates of certification.

### **Block 4. Construction Contracts**

Please provide bonding limits and bonding company(s) utilized and indicate larges projects by location and value completed in the past two years in the spaces provided.

### **Certification**

Provide name and title of authorized company representative. By signing the application you are certifying that the information contained herein is true and correct to the best of your knowledge, and complies with F.S. Chapter 112, Conflict of Interest. Applications not signed or dated will be returned and will not be entered into the current database.

The College of Central Florida vendor database is updated periodically. Vendors will be purged from the College Vendor file keeping information current or after three unresponsive competitive solicitations. Applications will be held on file for a period of three years.



# VENDOR REGISTRATION

Purchasing Department  
 3001 S.W. College Road  
 Founders Hall, Room 109  
 Ocala, FL 34474-4415  
 Phone: 352-873-5800, ext. 1227  
 Fax: 352-291-4423

Date: \_\_\_\_\_

Office Use:
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## 1. COMPANY INFORMATION

Federal Tax ID No. or Ownership SSN:			
Company Name d/b/a:			
Address:			
City:		State:	ZIP Code:
Telephone:	Ext.	Fax:	
Email:		Website:	
Person(s) authorized to sign bids and contracts:			
Title(s):			
Contact Person Name:		Title:	
Telephone No.:	Ext:	Fax:	
Email:			
Remittance Address:		City:	State:
			ZIP Code:

## 2. TYPE OF ORGANIZATION

<input type="checkbox"/> Individual (1)	<input type="checkbox"/> Partnership (2)	<input type="checkbox"/> Non-Profit (3)	<input type="checkbox"/> Corporation (4)
Incorporated under the laws of the State of:			
If publicly traded please provide SEC Code:			

## 3. DISADVANTAGED / MINORITY STATUS

If your firm is considered a disadvantaged or minority firm, please select the appropriate status from the menu below. If you are a certified or disadvantaged minority business enterprise (CMBE) by the Florida Office of Supplier Diversity (OSD), please provide the certification number and effective dates in the spaces provided below if applicable.

Check here if not applicable:  **Not applicable**

### OSD Minority Codes (Certified MBE)

**IMPORTANT: THIS INFORMATION MUST BE FILLED OUT OR WE CANNOT PROCESS THIS APPLICATION**

- H (African-American)  
  I (Hispanic)  
  J (Asian-American)  
  K (Native-American)  
  M (American Woman)  
 W Certified Service-Disabled Veteran

OSD Certified?  Yes  No   
 OSD Certification No. \_\_\_\_\_   
 Effective Date \_\_\_\_\_ to \_\_\_\_\_

## 4. CONSTRUCTION CONTRACTS

Bonding Limits \$ \_\_\_\_\_   
 Bonding Company: \_\_\_\_\_

List largest projects completed in the last two years to which you could provide references:

	Project Name	Contact Person	Location	Contract Value	Telephone
1					
2					

**NOTE:** If requested, contractor should be capable of providing certificates of insurance, namely Workers Compensation and/or General Commercial Liability.

**COMMODITY CODES:**

Please check those categories on the commodity code list provided below to indicate which goods or services your company may provide. Applications returned without completed commodity code entries will not be entered into the vendor database. If the product or service you provide does not appear in the listing, please add the information in the space marked "other."

**CERTIFICATION**

**I certify that the information supplied herein (including all attachments) is correct to the best of my knowledge. I further certify that in doing business with the State of Florida, my firm is in compliance with Chapter 112, Florida Statutes, conflicts of interest, and that I have disclosed the name of any state employee who owns directly or indirectly, an interest of five percent or more in the above firm or any of its branches. \*\*Applications not signed or dated will not be entered on the vendor database. \*\***

_____	_____
Print Name	Title
_____	_____
Signature of Authorized Representative	Date

Incomplete applications will not be processed or returned.

College of Central Florida  
Purchasing Department Commodity Code Listing  
**VENDOR REGISTRATION**

Check Applicable Boxes		Commodity /Service Description	Check Applicable Boxes		Commodity /Service Description
<input type="checkbox"/>	010	Professional Services	<input type="checkbox"/>	460	Lighting Fixtures & Lamps
<input type="checkbox"/>	011	Advertising, all types	<input type="checkbox"/>	470	Medical Equipment & Supplies
<input type="checkbox"/>	020	Professional Association	<input type="checkbox"/>	480	Scientific Equipment & Supplies
<input type="checkbox"/>	021	Government Agency	<input type="checkbox"/>	490	Animals
<input type="checkbox"/>	030	Business & Other Support Services	<input type="checkbox"/>	510	Chemicals & Chemical Products
<input type="checkbox"/>	031	Direct Mail Service	<input type="checkbox"/>	520	Gases
<input type="checkbox"/>	032	Freight Forward/Customs Broker	<input type="checkbox"/>	600	Computer Hardware
<input type="checkbox"/>	033	Moving and Storage	<input type="checkbox"/>	610	Computer Accessories
<input type="checkbox"/>	040	Educational Materials	<input type="checkbox"/>	620	Computer Software
<input type="checkbox"/>	041	Educational Institutions	<input type="checkbox"/>	628	Engineering
<input type="checkbox"/>	050	Maintenance & Repair	<input type="checkbox"/>	629	Consulting Services
<input type="checkbox"/>	055	Floor Maintenance Machines	<input type="checkbox"/>	710	Furniture/Business & Home
<input type="checkbox"/>	056	Outdoor Vacuum Sweepers	<input type="checkbox"/>	711	Furniture/Recreational/Sports/Outdoors
<input type="checkbox"/>	060	Landscaping Services and Suppliers	<input type="checkbox"/>	720	Hotels, Motels, etc.
<input type="checkbox"/>	061	Custodial Services	<input type="checkbox"/>	730	Appliances, Household
<input type="checkbox"/>	065	Childcare Services	<input type="checkbox"/>	750	Food Prep & Service Equipment
<input type="checkbox"/>	070	Construction & Building Services	<input type="checkbox"/>	760	Lines/Linen Services
<input type="checkbox"/>	071	Paint Supplies	<input type="checkbox"/>	810	Musical Instruments
<input type="checkbox"/>	072	Roofing	<input type="checkbox"/>	830	Athletic & Recreational Equipment
<input type="checkbox"/>	080	Refrigeration/HVAC & Heating	<input type="checkbox"/>	850	Uniforms, Clothing, Etc.
<input type="checkbox"/>	090	Printing Services	<input type="checkbox"/>	910	ID Cards, Decals & Signs
<input type="checkbox"/>	110	Electronic Equipment	<input type="checkbox"/>	940	Awards & Promo Items
<input type="checkbox"/>	111	Laboratory Equipment	<input type="checkbox"/>	950	Keys & Locks
<input type="checkbox"/>	120	Vehicles, Trailers, Cycles	<input type="checkbox"/>	960	Other – Specify
<input type="checkbox"/>	140	Vehicle Accessories/Parts	<input type="checkbox"/>	961	Subscriptions
<input type="checkbox"/>	141	Vehicle Repair	<input type="checkbox"/>	965	Publishing Company
<input type="checkbox"/>	210	Office Machines/Equipment	<input type="checkbox"/>	966	Training Simulator Services
<input type="checkbox"/>	220	Office Supplies			
<input type="checkbox"/>	221	Bulletin/Display Boards			
<input type="checkbox"/>	230	Paper & Related Products			
<input type="checkbox"/>	260	Safety Equipment			
<input type="checkbox"/>	270	Security Services			
<input type="checkbox"/>	280	Pumps & Compressors			
<input type="checkbox"/>	300	Plumbing Supplies/Materials			
<input type="checkbox"/>	320	Tools			
<input type="checkbox"/>	380	Construction/Building Materials			
<input type="checkbox"/>	381	Construction: Buildings & Structure Services			
<input type="checkbox"/>	440	Electrical Wire & Power Equipment			



**COLLEGE of  
CENTRAL  
FLORIDA**  
—an equal opportunity college—

## **COLLEGE OF CENTRAL FLORIDA NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION, USAGE AND RELEASE**

Florida Statute 119.071(5) and Sections 483 and 484 of the Higher Education Act of 1965 authorize the collection, usage and release of your Social Security number by the College of Central Florida.

CF collects, uses and releases your Social Security number only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the college will secure your Social Security number from unauthorized access; strictly prohibit the release of your Social Security number to unauthorized parties in compliance with state and federal law; and assign a unique CF Identification number. This identification number will be used for all associated employment and educational purposes at CF. Specifically, CF collects, uses or releases a Social Security number for the following purposes:

- **Admissions**

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service. This IRS requirement makes it necessary for CF to collect the Social Security number of every student. A student may refuse to disclose their Social Security number to CF, but the IRS is then authorized to fine the student in the amount of \$50. In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulation under the Family Educational Rights and Privacy Act.

- **Continuing Education, Corporate Training**

Under Florida education reporting requirements students who enroll in Continuing Education and Corporate Training seminars are required to submit their Social Security number.

- **Financial Aid**

The Office of Financial Aid at CF requires students and parents of dependent students to submit their Social Security number on various forms in order to correctly identify applicants, match each applicant's financial aid application information and data with the institution's records, and to help coordinate state aid programs with federal and institutional aid programs.

- **Human Resources**

The Social Security number is used for legitimate business purposes for completing, processing or distributing the following: Employment Application Forms; Federal I-9 (Department of Homeland Security); Federal W4, W2, 1099 (Internal Revenue Service); Federal Social Security taxes (FICA); Federal W2 (Internal Revenue Service); Unemployment Insurance (Florida Department of Revenue); Florida Retirement System (Florida Department of Revenue); Workers Compensation Claims (FCSRMC and Department of Labor); Federal and State Employee and Educational Reports; Direct Deposit Files (Bank of America, ACH); 403b and 457b contribution reports; group health, life and dental coverage; completing and processing various supplemental insurance deduction reports; background checks; and payroll documents.

- **Workforce Programs**

These programs use Social Security numbers as identifiers for program enrollment and completion. Also, it is used for entering placement information into either the One Stop Management Information System or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, it is required that all participants and their program related activities be recorded in the Florida state systems.

- **Miscellaneous**

The Social Security number is used for identification and verification, billings and payments, data collection, reconciliation, tracking, benefit processing and tax reporting.

- **Release Statement**

Social Security numbers may be disclosed only pursuant to Florida Statute 119.071 (6a–6h).

- **Independent Contractors**

The college collects contractors' Social Security numbers in order to file information with the Internal Revenue Service, as required and authorized by federal law.