



VENDOR APPLICATION
FINANCE DEPARTMENT

204 ASH STREET
FERNANDINA BEACH, FL 32034
Office : (904) 310-3325
Fax: (904) 310-3457
www.FBFL.us

City of Fernandina Beach

DATE: _____ NEW VENDOR [] UPDATED INFORMATION []

BUSINESS NAME: _____
BUSINESS ADDRESS: _____
REMIT ADDRESS (if different): _____
PRIMARY CONTACT: _____
PHONE: _____ FAX: _____
EMAIL ADDRESS: _____
WEBSITE: _____

Please complete

Please complete

Please complete

IS YOUR BUSINESS:	YES	NO	COMMODITY CODES (000-000)
INCORPORATED? IF SO, FEI #: _____	<input type="checkbox"/>	<input type="checkbox"/>	Commodity Code List available at www.FBFL.us Bid & Purchasing link _____ _____ _____
REGISTERED WITH THE STATE OF FLORIDA?	<input type="checkbox"/>	<input type="checkbox"/>	_____
ARE YOUR SERVICES PROVIDED ON CITY PROPERTY?	<input type="checkbox"/>	<input type="checkbox"/>	_____
CURRENT CERTIFICATE OF INSURANCE ATTACHED?	<input type="checkbox"/>	<input type="checkbox"/>	_____
DO YOU ACCEPT CREDIT CARDS?	<input type="checkbox"/>	<input type="checkbox"/>	(required to be added to Vendor List) (use 000 for last 3 digits for entire category)

GENERAL INFORMATION

Persons or businesses interested in being added to the City of Fernandina Beach Vendor/Database list must fill out a Vendor Packet and send it to the Finance Department. The packet includes Vendor Application, a W-9, and when required a Certificate of Insurance*, and a Commodity Code List to assist vendors in identifying codes that represent their product or service. All documents are available on our website at www.FBFL.us under the Bids Posting link. All sections of the application must be completed. (Your application will not be added to our vendor database without commodity codes.)

The application is provided as a courtesy only and does not legally entitle a vendor to any particular solicitation, therefore vendors are encouraged to visit our site for legal notices of Invitation To Bid (ITB), Request for Proposal (RFP) and Request for Qualifications (RFQ). The city will not check addresses or telephone numbers for accuracy if mail is returned by the post office. It is the vendor's responsibility to inform the city of any changes. This includes change of name, address or telephone number, changes in personnel listed on this application, and any addition or deletion of commodity codes provided by the vendor.

Thank your for your interest in the City of Fernandina Beach.

*Current Certificate of Insurance is required if services provided are performed on City property.

FOR OFFICE USE ONLY
Added to VDB _____ Added to IMS _____ W9 _____ Print 1099 _____ GL _____ WC _____