



City of Thibodaux
VENDOR APPLICATION

Department of Finance
P.O. Box 5418
Thibodaux, LA 70302-5418
Web: <http://ci.thibodaux.la.us/>
E-mail: purchasing@ci.thibodaux.la.us
Tel: 985-446-7225 Fax: 985-446-7242

APPLICATION TYPE: <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Add/Delete
FEDERAL ID # or SOCIAL SECURITY #:
DATE:

BUSINESS NAME: 	YEAR BUSINESS ESTABLISHED: 	
BUSINESS ADDRESS: 	PHONE NO.: 	FAX NO.:
REMITTANCE ADDRESS (if different than above): 	PHONE NO.: 	FAX NO.:

CONTACT INFORMATION:

ADDRESS TO MAIL SOLICITATIONS:

For your protection as well as the City's, we have made it mandatory for vendors to require a Purchase Order (PO) Number. This is the only manner by which the City can determine the purchase has been authorized by the Finance Department and the funds have been encumbered for payment of the transaction.

PRIMARY CONTACT PERSON		PERSONS AUTHORIZED TO SIGN BIDS/PROPOSALS/CONTRACTS/AGREEMENTS	
NAME: 	NAME: 	NAME: 	OFFICIAL CAPACITY:
OFFICIAL CAPACITY: 	NAME: 	NAME: 	OFFICIAL CAPACITY:
PHONE NO.: 	FAX NO.: 	NAME: 	OFFICIAL CAPACITY:

WEB SITE ADDRESS: 	E-MAIL ADDRESS:
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PLEASE MAIL OR E-MAIL THE COMPLETED VENDOR APPLICATION AND W-9 TO: PRINT or TYPE NAME	CITY OF THIBODAUX FINANCE DEPARTMENT ATTN: VENDOR APPLICATION P.O. BOX 5418 THIBODAUX, LA 70302
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PRINT or TYPE NAME	SIGNATURE
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FOR FINANCE DEPARTMENT USE ONLY		
DATE RECEIVED: 	DATE ENTERED: 	VENDOR NO.:

The City of Thibodaux is Sales Tax Exempt.
A copy of Sales Tax Certificate is available upon request.

GENERAL INFORMATION AND INSTRUCTIONS

Persons or concerns interested in being added to the City of Thibodaux Vendor/Bidders list must file this application with the Finance Department. All sections of the Application must be completed.

This application is provided as a courtesy only. An active application does not legally entitle a vendor to any particular solicitation, and therefore, vendors are encouraged to check the City's legal notices for invitations to bid/request for proposals.

The City will not check addresses or telephone numbers for accuracy if mail is returned by the Post Office. It is the vendors responsibility to inform the City of any changes. This includes change of name, address, telephone number, changes in personnel listed on this application, and addition or deletion of items you are interested in providing. Please provide any changes of information via e-mail or the U.S. Postal System.