



# County of Solano

Support Services Division - Purchasing  
675 Texas St. Ste. 2500  
Fairfield, CA 94533-5801  
Tel/Fax (707) 784-6320  
Email: [Purchasing@solanocounty.com](mailto:Purchasing@solanocounty.com)

## Vendor Application

Date \_\_\_\_\_

**Areas in Red are  
Required Fields**

**1. New Request**

**2. Change/Update Information**

3. Name (as shown on your income tax return)			4. TIN/SS #	
5. Business Address			6. Telephone      Ext.	
7. Business Address			8. Fax	
9. City	10. State	11. Zip+4	12. Email	

Payment information **required** below if different from above. *W-9 required for all vendors in the U.S. Vendors outside of CA must submit W-9 & non-resident tax forms (See forms below)*

13. Name			14.	
15. Address			16. Telephone      Ext.	
17. Address			18. Fax	
19. City	20. State	21. Zip+4	22. Email	

23. CALIFORNIA CONTRACTOR'S LICENSE NUMBER **IF APPLICABLE**

24. CALIFORNIA DEPT OF INDUSTRIAL RELATIONS (DIR) REGISTRATION NUMBER *(Public Works Projects Only)*

25. **COMMODITY/SERVICE (Required)** National Institute of Governmental Purchasing (NIGP) commodity/service code(s). Click on the link to access the code(s) and select which code(s) best describe the goods and/or services associated with your business. [CLICK HERE FOR LIST OF NIGP CODES](#)

Commodity/Service Type	Code Number	Commodity/Service Type	Code Number

**Certification:** I, hereby certify that the above statements are true and correct. I understand that this information will be used as a basis for evaluating my request to receive bid invitations for purchases by the County of Solano. I also understand that being placed on the County of Solano Bid lists, does not, in any way, represent an endorsement of my firm (business) by County of Solano and/or does not relieve my firm (business) of providing a performance bond, if required.

26. Name	27. Title	28. Date
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**29. REQUIRED** - Click on applicable tax form(s) below to complete and submit with this application: **Please Note:** For vendors outside of the state of CA, the Non-Resident forms are **NOT** Associated with sales tax; the forms are required by the CA Franchise Tax Board and are for Income Tax purposes. For further information and guidance on filling out a Non-Resident form below, please go to <https://www.ftb.ca.gov>

<p><b>W9</b> <b>REQUIRED</b> for All U.S. Vendors</p>	<p><b>CA FORM 587</b> Complete if CA 590 is not applicable and you <b>DO NOT</b> have a permanent place of business in CA and/or you are <b>NOT</b> qualified to do business in CA.</p>	<p><b>CA FORM 590</b> Complete if CA 587 is not applicable and you have a permanent place of business in CA and/or are qualified to do business in CA.</p>	<p><b>NON-RESIDENT CERTIFICATION FORM</b> Complete if 590 or 587 are not Applicable.</p>
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**30. OPENGOV** is the County of Solano's new e-Procurement Portal. To receive notifications of County business opportunities and/or submit proposals, please go to: <https://procurement.opengov.com/portal/solanocounty>. Vendors who wish to compete for County business, must register with OpenGov; there is no cost to register.