



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

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 |
|------------------------|-------------|------------------------|-------------|
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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 |
|----------|-----------|----------|

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>W9 REQUIRED for All U.S. Vendors</p> | <p>CA FORM 587 Complete if CA 590 is not applicable and you DO NOT have a permanent place of business in CA and/or you are NOT qualified to do business in CA.</p> | <p>CA FORM 590 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>NON-RESIDENT CERTIFICATION FORM Complete if 590 or 587 are not Applicable.</p> | | |

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.