



Vendor Application

PO BOX 1179, 411 Blaine St Caldwell, ID 83606 Phone (208) 455-3000 www.cityofcaldwell.org

PLEASE PRINT

COMPANY NAME			PHONE NUMBER
CITY DEPARTMENT/DIVISION & PRODUCT OR SERVICE TO BE PROVIDED			FAX NUMBER
STREET ADDRESS	CITY	STATE	ZIP
MAILING/BILLING ADDRESS	CITY	STATE	ZIP
EMAIL ADDRESS		STATE OF INCORPORATION	
BUSINESS TYPE:	<input type="checkbox"/> CORPORATION	<input type="checkbox"/> LIMITED LIABILITY CORPORATION (LLC)	<input type="checkbox"/> SOLE PROPRIETORSHIP
	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> LIMITED PARTNERSHIP	<input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP
			YEARS IN BUSINESS
NAME OF AR CONTACT	EMAIL ADDRESS	POSITION	PHONE#
NAME OF PRINCIPLE CONTACT	EMAIL ADDRESS	POSITION	PHONE#

1. General terms are Net 30, however special terms may apply to some sales.
2. All invoices should be submitted via email to caldwellap@cityofcaldwell.org, if the invoice can not be emailed, please mail to the following address: City of Caldwell, PO BOX 1179, Caldwell, ID 83606.
3. All invoices are processed through City Hall Finance Department, Ph# 208-455-4774
4. W-9 form will be required to complete company setup, please attach.
5. Insurance requirements are listed below; Please attach a certificate of liability insurance listing the "City of Caldwell, PO BOX 1179, Caldwell, ID 83606" as the certificate holder and as an additional insured.

Insurance Requirements

Professional/Errors of Omissions/Crime Liability Insurance: Minimum of One Million Dollars (\$1,000,000.00) per claim and minimum aggregate limit of One Million Dollars (\$1,000,000.00). Consultant agrees to indemnify and hold harmless the City from and for any and all liability in the performance of its professional services.

- Commercial General Liability Insurance: Minimum of Two Million Dollars (\$2,000,000.00) on an occurrence basis.
- Automobile Insurance: One Million dollars (\$1,000,000.00) per occurrence for owned, non-owned, and hired vehicles. If the Vendor has no owned motor vehicles, then fire and non-owned motor vehicle liability coverage with limits not less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage is required.
- Worker's Compensation insurance in an amount not less than One Million Dollars (\$1,000,000.0) for each occurrence, for all of the company's employees engaged in work on the project under the contract . If any such work is subcontracted, the awarded firm will require the sub-vendor(s) and trade vendor(s) similarly to provide Worker's Compensation and Employer's Liability insurance for all the sub-vendor(s) and trade vendor(s) who will be engaged in such work.

Please complete this form along with a copy of the company's W-9 and Certificate of Libaility Insurance to: awhite@cityofcaldwell.org

SIGNATURE	PRINT NAME AND TITLE	DATE