

City of Wichita Falls
VENDOR APPLICATION

Purchasing Department
1300 7th St., Rm 113, Wichita Falls, TX 76301
Phone: (940) 761.7466 Fax: (940) 761.7688

Please complete the following information and email this form to Jennifer.Babineaux@wichitafallstx.gov to be added to our vendor database for informal bids and requests for quotations. Any questions concerning the requested information should be directed to the Purchasing Department.

Sign up to receive a text message or email when new bids are added to the City's website:

<http://www.wichitafallstx.gov/list.aspx?Mode=Subscribe#bids>.

NOTICE:

Texas Local Government Code Chapter 176 requires certain persons who contract or seek to contract for the sale or purchase of property, goods or services with the City of Wichita Falls to file a "Conflict of Interest" questionnaire.

[Conflict of Interest Questionnaire Form](#)

I. VENDOR NAME & ADDRESS (for purchase order processing)

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

** W-9 must accompany application **

II. POINT OF CONTACT (for price quotes and order information)

NAME: _____

PHONE: _____ FAX: _____

EMAIL: _____

III. VENDOR NAME & ADDRESS (if different than purchase order)

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

IV. BILLING / REMIT TO INFORMATION (if different from purchase order)

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

CONTACT PHONE: _____ FAX: _____

CONTACT EMAIL: _____

V. PAYMENT DISCOUNT (check applicable discounts)

- 1. Net 30 - Payment of the entire invoice amount is to be made within 30 Days from the invoice date.
- 2. Net 10 - Payment of the entire invoice is to be made by the tenth of the month following the month of the invoice date.
- 3. 1% 10 / Net 30 - Payment made within 10 Days from the date of the invoice may be discounted 1%. The invoice becomes past due 30 days from date of invoice.
- 4. 2% 10 / Net 30 - Payment made within 10 Days from the date of the invoice may be discounted 2%. The invoice becomes past due 30 days from date of invoice.
- 5. 2% 10th and 25th - Payment may be made on bills dated between the first and fifteenth of the month by the twenty-fifth of the month and invoices dated between the fifteenth and thirtieth may be paid by the tenth of the following month and a 2% discount may be taken on these invoices.
- 6. 2% 10 days EOM - A 2% discount may be taken if the invoices are paid by the tenth of the month following the month the invoice was issued. Therefore, the 10-day discount period starts counting at the "end-of-month" after the invoice date.
- 7. 5% 90 Net 91 - Payment made within 90 days from the date of the invoice may be discounted 5%. The invoice becomes overdue 91 days from the date of invoice.
- 8. 10% Net 30 - Payment made within 30 days from the date of invoice may be discounted 10%. The invoice becomes past due 30 days from the date of invoice.
- 9. 3% 30 / Net 90 - Payment made within 30 days from the date of the invoice may be discounted 3%. The invoice becomes past due 90 days from date of invoice.
- 10. Other - Indicate applicable payment discounts not listed.

EXPLAIN: _____

VI. VENDOR TYPE (check applicable category)

- 1. Minority Owned (MO)
- 2. Small Business (SB)
- 3. Woman Owned (WM)
- 4. HUB - Historically Underutilized Business (HB)

VII. ADDITIONAL ADDRESS INFORMATION (List and explain any additional addresses that might be used and explain the circumstances for their use.)
