

Vendor Information Form

DATE: _____

Please forward page 1 of this form (and any price lists) to
procurement@cranbrook.ca

1. VENDOR INFORMATION:

Legal Name: _____

Name: (Operating name or "doing business as" – dba) _____

Business Type: (Check One) ☐ Corporation ☐ Proprietorship ☐ Partnership ☐ Society

Mailing Address: _____ Contact Name: _____

Phone: _____ Cell: _____ Fax: _____ Email: _____

2. GOODS AND SERVICES INFORMATION:

Indicate the Type of Industry: _____

Indicate the goods and or services provided: _____

Relevant City of Cranbrook Department (check all that may apply): ☐ All City of Cranbrook Departments

☐ Corporate Services ☐ Finance ☐ Fire & Emergency Services

☐ Recreation & Culture ☐ Public Works ☐ Engineering and Development Services

☐ RCMP ☐ Information Technology ☐ Canadian Rockies International Airport

Pricing Information: (or attach price list) _____

3. OTHER INFORMATION:

References (optional): _____

Any additional relevant information: _____

This information is collected by The City of Cranbrook in accordance with the *Community Charter* and is protected under the *Freedom of Information and Protection of Privacy Act*. Should you have any questions about the collection of this personal information please contact: The City of Cranbrook, Municipal Clerk / FOI Coordinator, 40-10 Avenue South Cranbrook, BC V1C 2M8 Telephone Number: 250-426-4211

Office Use Only	Received By: _____	Date: _____
	Forwarded To: _____	Date: _____

Next Steps:

- Send the completed page 1 of this form (and any price lists) to the Financial Services Manager at msmith@cranbrook.ca.
- The Financial Services Manager will forward your information on to the relevant department(s).
- The departments will contact vendors whose goods and/or services they are interested in purchasing and provide them with a *"Request for New Vendor"* form.
- Check the City's website at <http://cranbrook.ca/business/city-tenders> and www.BCBid.gov.bc.ca for open Invitation to Tenders and Request for Proposals. They are also advertised in local newspapers and on the City's social media accounts.

Information for Vendors

- All vendors who carry on business within City limits must have a **City of Cranbrook Business License**. The Canadian Rockies International Airport is within the satellite boundary; therefore a business license is required. The Spray Irrigation Fields are outside City limits.
- All vendors who will be performing work on City property, including equipment, **must provide proof of insurance** (minimum \$2 million General Liability Insurance), and must add the City as additional insured.
- Professionals such as engineers and architects must also provide proof of professional insurance (**Errors & Omissions Insurance**).
- All vendors will be required to review and sign the City of Cranbrook Standard Terms and Conditions of Purchase found at <http://docs.cranbrook.ca/downloads/finance/Standard-Terms-Conditions-Purchases.pdf>
- For questions regarding this form, or the City's procurement process, please contact Melissa Wilhelm, Financial Services Manager at (250) 489-0265