



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 & Computer Services       Fire & Emergency Services

Leisure Services       Public Works       Infrastructure Planning and Delivery

Office of Innovation & Collaboratin       RCMP       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

<b>Office Use Only</b>	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 [procurement@cranbrook.ca](mailto:procurement@cranbrook.ca).
- Your information will be forwarded 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.ca](http://www.BCBid.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 Smith, Financial Services Manager at (250) 489-0265 or [msmith@cranbrook.ca](mailto:msmith@cranbrook.ca)