

# SF | SANTA FE COLLEGE

## VENDOR INFORMATION PACKET

**IMPORTANT:** You must include a copy of your most recent Form W-9 Request for Taxpayer Identification with this information packet. (This form is available at the IRS website.) To be valid, the W9 must be filled out completely and include a Social Security Number (SSN) or Employer Identification Number (EIN), *but not both*.

### Contact Information

Company Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Website: \_\_\_\_\_

### Email Purchase Orders to:

Name: \_\_\_\_\_  
 Email address: \_\_\_\_\_

### Mail Payments to:

Address: \_\_\_\_\_  
 City/ State/Zip: \_\_\_\_\_

### Minority-Owned Business Status

This company is at least 51% owned and managed by (check all that apply):

African-American	Hispanic	Asian	Native American	Woman	Veteran

Are you currently certified as a Minority-Owned Business with the State of Florida? \_\_\_\_\_ Yes \_\_\_\_\_ No

*If yes, please include a copy of your certificate with this packet. To become certified as M/WBE with the State of Florida, see the Office of Supplier Diversity section of the State of Florida website.*

**CHECK ALL COMMODITIES/SERVICES OFFERED BY YOUR COMPANY:**

<ul style="list-style-type: none"> <li>_ 030-000 A/C Cooling &amp; Heating Equipment</li> <li>_ 010-000 Acoustical Tile/Insulation</li> <li>_ 973-040 Advertising PR</li> <li>_ 020-000 Agricultural Accessories/Parts</li> <li>_ 025-000 Air Compressors &amp; Accessories</li> <li>_ 680-050 Ammunition</li> <li>_ 325-000 Animal Supplies</li> <li>_ 040-000 Animals &amp; Livestock</li> <li>_ 045-000 Appliances, Household</li> <li>_ 972-050 Appraisal Services, Legal</li> <li>_ 973-060 Archaeological Services</li> <li>_ 973-070 Architectural Services</li> <li>_ 050-000 Art/Craft Supplies</li> <li>_ 973-090 Artist Services</li> <li>_ 973-095 Asbestos Abatement</li> <li>_ 805-000 Athletic/Sports Equipment/Supplies</li> <li>_ 972-000 Attorney</li> <li>_ 880-000 Audio/Visual Equipment</li> <li>_ 991-780 Auto Detailing</li> <li>_ 060-000 Automotive Parts</li> <li>_ 075-000 Automotive Shop Equipment/Supplies</li> <li>_ 915-210 Background Checks</li> <li>_ 085-000 Bags, Cloth</li> <li>_ 485-060 Bags, Plastic</li> <li>_ 450-120 Batteries</li> <li>_ 715-000 Books</li> <li>_ 150-000 Builders' Material/Supplies</li> <li>_ 155-000 Buildings/Structures, Fabricated</li> <li>_ 725-330 Cellular Equipment/Supplies</li> <li>_ 991-840 Charter Bus Service</li> <li>_ 190-000 Chemicals</li> <li>_ 913-130 Child Care</li> <li>_ 973-370 City/County/State/Government</li> <li>_ 200-000 Clothing</li> <li>_ 250-540 Computers &amp; Supplies</li> <li>_ 252-000 Computer Software</li> <li>_ 250-000 Computers (all)</li> <li>_ 210-420 Concrete Ready Mix</li> <li>_ 991-256 Consultants</li> <li>_ 973-559 Consultants, Computer</li> <li>_ 973-360 Consultants, Environmental</li> <li>_ 991-000 Contractual Services/Technology</li> <li>_ 973-166 Contract Management</li> <li>_ 973-160 Contractor, Construction</li> <li>_ 991-310 Contractor, Electrical</li> <li>_ 991-600 Contractor, Painting</li> <li>_ 991-620 Contractor, Plumbing</li> <li>_ 991-533 Contractor, Mechanical</li> <li>_ 991-720 Contractor, Roofing</li> <li>_ 600-380 Copy Machines</li> <li>_ 963-380 Copy Machine Maintenance</li> <li>_ 991-153 Copying Services</li> <li>_ 991-160 Courier Services</li> <li>_ 974-000 Dental Services</li> <li>_ 260-000 Dental Equipment &amp; Supplies</li> </ul>	<ul style="list-style-type: none"> <li>_ 420-200 Display Panels (Table-Top)</li> <li>_ 150-300 Doors</li> <li>_ 991-145 Drafting Services</li> <li>_ 277-000 Drugs (misc.)</li> <li>_ 974-450 Drug Testing</li> <li>_ 280-000 Electrical Cable &amp; Wires</li> <li>_ 285-000 Electrical Supplies/Equipment</li> <li>_ 287-000 Electronic Equipment</li> <li>_ 961-310 Elevator Service</li> <li>_ 991-460 Employment Services</li> <li>_ 305-000 Engineering/Surveyor Equip/Supplies</li> <li>_ 312-000 Environmental Equipment</li> <li>_ 320-000 Fasteners/Devices/Tying Equipment</li> <li>_ 330-000 Fence Supplies</li> <li>_ 340-000 Fire Protection Supplies</li> <li>_ 345-000 First Aid &amp; Safety Equipment</li> <li>_ 730-075 Fiber Optics</li> <li>_ 680-450 Firearms &amp; Equipment</li> <li>_ 350-000 Flags &amp; Accessories</li> <li>_ 355-000 Flooring, Non-Carpet/Tile</li> <li>_ 360-000 Flooring, Carpet/Tile</li> <li>_ 991-340 Food Service</li> <li>_ 372-000 Food Service Equipment/Supplies</li> <li>_ 425-000 Furniture, General (Office)</li> <li>_ 420-490 Furniture, Hospital</li> <li>_ 415-000 Furniture, Lab</li> <li>_ 420-590 Furniture, Library</li> <li>_ 425-550 Furniture, Mailroom</li> <li>_ 420-700 Furniture, Outdoor</li> <li>_ 440-000 Glass</li> <li>_ 070-840 Golf Carts</li> <li>_ 699-000 Graphic Design</li> <li>_ 450-000 Hardware</li> <li>_ 991-390 Hazardous Waste Removal</li> <li>_ 465-000 Hospital Equipment</li> <li>_ 477-000 Insurance</li> <li>_ 973-460 Interior Design</li> <li>_ 485-000 Janitorial Equipment/Supplies</li> <li>_ 991-450 Janitorial Service</li> <li>_ 490-000 Lab Chemicals &amp; Supplies</li> <li>_ 493-000 Lab Equipment</li> <li>_ 991-490 Landscapers</li> <li>_ 991-510 Laundry Services</li> <li>_ 680-000 Law Enforcement Supplies</li> <li>_ 515-000 Lawn Equipment</li> <li>_ 535-000 Lumber</li> <li>_ 545-000 Machinery Equipment</li> <li>_ 785-050 Maps</li> <li>_ 560-000 Material Handling</li> <li>_ 575-000 Microfilm/fiche Equipment/Supplies</li> <li>_ 991-540 Microfilm Services</li> <li>_ 991-880 Movers</li> <li>_ 580-000 Musical Instruments/Supplies</li> <li>_ 618-000 Office Supplies</li> <li>_ 635-000 Paint Equipment</li> </ul>	<ul style="list-style-type: none"> <li>_ 630-000 Paint Supplies</li> <li>_ 645-000 Paper</li> <li>_ 973-600 Performing Arts &amp; Entertainment</li> <li>_ 715-850 Periodicals &amp; Subscriptions</li> <li>_ 991-300 Pest Control</li> <li>_ 405-000 Petroleum/Gas</li> <li>_ 655-000 Photography Equipment/Supplies</li> <li>_ 595-000 Plants/Seeds/Trees</li> <li>_ 670-000 Plumbing Fixtures/Equip./Supplies</li> <li>_ 991-120 Pressure Washing</li> <li>_ 250-740 Printers, PC</li> <li>_ 693-000 Printing Services, Forms</li> <li>_ 692-000 Printing Services, Specialty</li> <li>_ 700-000 Printing Supplies</li> <li>_ 880-320 Projectors</li> <li>_ 080-000 Promotional Supplies</li> <li>_ 725-300 Radios, Portable</li> <li>_ 805-100 Recognition Awards</li> <li>_ 991-698 Records Destruction/Shredding</li> <li>_ 565-000 Recycling Equip.</li> <li>_ 215-000 Resale Items</li> <li>_ 770-000 Roofing Supplies</li> <li>_ 425-750 Safes</li> <li>_ 773-000 Safety Supplies &amp; Equipment</li> <li>_ 250-680 Scanners, PC</li> <li>_ 991-380 Security Services</li> <li>_ 590-000 Sewing Supplies</li> <li>_ 600-680 Shredders</li> <li>_ 550-000 Signs</li> <li>_ 790-000 Sod/Seed &amp; Feed</li> <li>_ 570-000 Steel</li> <li>_ 155-080 Storage Buildings</li> <li>_ 730-000 Telecommunication Systems</li> <li>_ 625-980 Telescopes</li> <li>_ 840-490 Televisions</li> <li>_ 855-000 Theater/Stage</li> <li>_ 195-700 Time Recorders</li> <li>_ 250-450 Toner Cartridges</li> <li>_ 445-000 Tools, Power/Hand</li> <li>_ 991-920 Towing</li> <li>_ 908-950 Training</li> <li>_ 600-840 Transcribing Equipment</li> <li>_ 991-820 Trash, Garbage Removal Service</li> <li>_ 991-860 Travel Agencies</li> <li>_ 991-865 Tree Service</li> <li>_ 200-960 Uniforms</li> <li>_ 265-440 Upholstery</li> <li>_ 070-000 Vehicles, Purchase</li> <li>_ 518-020 Vehicles, Rental/Lease</li> <li>_ 991-895 Video Services</li> <li>_ 991-900 Water Treatment</li> <li>_ 895-000 Welding Equipment</li> <li>_ 895-270 Welding Gases</li> <li>_ 265-000 Window Treatment</li> <li>_ 000-000 Miscellaneous</li> </ul>
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List any other commodities or services you offer:

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List any other commodities or services you offer (attach additional sheets of necessary):

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List any existing contracts established through competitive solicitations, either by any unit of government established by law or through buying cooperatives that the College may purchase from (attach additional sheets if necessary):

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**Email completed packet + W-9 to [SFPurchasing@sfcollege.edu](mailto:SFPurchasing@sfcollege.edu)**

Forms may also be faxed to 352-381-3720 or mailed to SF Purchasing, 3000 NW 83 ST Room F-42, Gainesville, FL 32606. Office Phone (352) 395-5237 – [SF Purchasing Website](#) – [Twitter](#) – [Facebook](#)

**General Terms for Doing Business with SF**

- Invoices should be emailed to [accountsPayable@sfcollege.edu](mailto:accountsPayable@sfcollege.edu). All invoices must include a purchase order number, contact name, remit-to address, email, and phone number.
- Santa Fe College is exempt from all state and federal sales tax. A copy of our tax exemption certificate is available upon request.
- All purchases originating from SF **must** either be accompanied by a purchase order signed by the Director of Purchasing or paid for with a valid SF procurement card. Any purchase made without the issuance of an approved College purchase order or valid College procurement card shall be considered an **unauthorized purchase**. Such purchases are non-binding to the College.
- Payment terms for the College are considered to be Net 30 unless otherwise agreed upon. Vendors are encouraged to provide cash discount terms on their invoices.
- Vendors requiring a credit check in order to accept College purchase orders should email credit application forms to [SFPurchasing@sfcollege.edu](mailto:SFPurchasing@sfcollege.edu) or fax to 352-381-3720.
- By completing this packet the company listed herein shall be added to SF's vendor database. Vendors may be contacted by College personnel for price quotes or bid solicitations; however, completing this packet is not a guarantee of future business or solicitation.

**CONFLICT OF INTEREST NOTICE:** Doing business with the College is subject to the provisions of Chapter 112, Florida Statutes. All vendors must disclose the name of any officer, director, or agent who is also an employee of Santa Fe College. Vendors must disclose the name of any College employee who owns, directly or indirectly, any interest in the vendor's business or any of its branches. The vendor shall not compensate in any manner, directly or indirectly, any officer, agent, or employee of the College for any act or service which he/she may do, or perform for, or on behalf of, any officer, agent, or employee of the vendor. No officer, agent, or employee of the College shall have any interest, directly or indirectly, in any contract or purchase made, or authorized to be made, by anyone for, or on behalf of, the College. Any purchase order issued to a vendor that fails to disclose this information may be declared null and void by the College without penalty.

**NON-DISCRIMINATION POLICY:** Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public.

Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to

**Jasmine Gibbs**  
Equity Officer and Title IX Coordinator  
3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606  
352-395-5950  
[equity.officer@sfcollege.edu](mailto:equity.officer@sfcollege.edu)

**I have read and understood the terms included in this vendor information document. I certify that I am authorized to sign this document on behalf of the company named below.**

Printed Name & Title: \_\_\_\_\_

Signature & Date: \_\_\_\_\_