

Date Submitted: \_\_\_\_\_

Vendor No. \_\_\_\_\_  
(For Office Use Only)

STATE OF IOWA  
**IOWA STATE INDUSTRIES**  
OFFICE OF PURCHASING  
406 North High Street – PO Box 430  
Anamosa, IA 52205-0430  
Phone: 319-462-3706 Fax: 319-462-2158

Dear Prospective Vendor:

Companies interested in conducting business with Iowa State Industries must have this registration form on file with the Office of Purchasing.

Iowa State Industries, Office of Purchasing will be submitting bids and quotes electronically to prospective vendors. If your company would like to receive bids and quotes from Iowa State Industries you must complete this Vendor Form and attached Vendor Product Groups Form and return them to ISI either by mail, fax or email.

If you are operating as a sole proprietor or an individual, you must supply your legal first, middle and last name and Social Security number or your Employer Identification Number (EIN). If you are a corporation, partnership, public service corporation, government or other entity you must supply your Federal Employer Identification Number (FEIN) and the name as on file with the Internal Revenue Service.

Vendors are responsible for notifying Purchasing of any change(s) in the information provided in their vendor registration i.e. name change, address change, etc. This notification must be in writing and on your company letterhead.

For questions or clarification regarding the vendor registration package, please contact:

Office of Purchasing  
Iowa State Industries  
406 North High Street  
Anamosa, IA 52205  
Phone: 319-462-3706  
Fax: 319-462-2158

Email: [ruthanne.mosser@iowa.gov](mailto:ruthanne.mosser@iowa.gov)

**ATTENTION:** Inactive Vendors will be removed from approved Vendor List after five (5) years.

**VENDOR APPLICATION FORM**

**This form must be typewritten.**

1. Business name: \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

3. Remittance address: \_\_\_\_\_

4. Payment Terms: \_\_\_\_\_ Min. \$ order: \_\_\_\_\_ Customer Number: \_\_\_\_\_

5. Toll free telephone number: \_\_\_\_\_ Telephone number: \_\_\_\_\_

6. Fax number: \_\_\_\_\_ 7. Federal ID Number: \_\_\_\_\_

8. QUOTE/BID Email address: \_\_\_\_\_ Web Site: \_\_\_\_\_  
(Address to which bids and quotes are to be emailed)

9. Indicate on the attached product list, the classes of equipment, supplies, material, and/or services on which you desire to bid/sell.

10. Are you a targeted small business CERTIFIED with the State of Iowa? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, check appropriate certification below:

\_\_\_\_\_ Disabled \_\_\_\_\_ Minority \_\_\_\_\_ Woman owned

11. Vendor contact person(s):

**Manager:** \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Sales Rep:** \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Order Placement:** \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Customer Service:** \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

12. The undersigned certifies that the information contained herein is correct. I understand that misrepresentation may be cause for removal from the qualified vendor list and any other penalties allowed by law. Further, I affirm that the undersigned company's employment practices do not discriminate because of age, race, creed, color, set, national origin, religion, or disability.

FIRM: \_\_\_\_\_ Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Title: \_\_\_\_\_

## VENDOR PRODUCT GROUPS

Please indicate with an X in the left hand column, all product groups that best describe the products or services that your company provides. Your company will be included in an email as future purchasing opportunities arise for this product group.

- ABRASIVES
- ADHESIVES
- ALUMINUM - MISC
- BADGES, EMBLEMS, PLATES
- BUILDINGS & BUILDING SUPPLIES - Including supplies, construction, fabricated, prefab, maintenance
- CASTERS
- CHEMICALS - Including raw materials for manufacturing, chemicals & solvents, compositions, strippers
- CLOTHING
- COMPUTER - Including hardware and software, supplies
- ELECTRICAL - Including equipment, supplies, cables
- EQUIPMENT MAINTENANCE
- FOAM – Fiberglass
- FOODS - Grocery, grocer's miscellaneous
- FUEL, OIL, GREASE & LUBRICANTS
- FURNITURE
- GASES, CONTAINERS, WELDING
- GLASS & GLAZING
- HAND TOOLS & SUPPLIES
- HARDWARE & RELATED ITEMS
- JANITORIAL SUPPLIES
- LAUNDRY ACCESSORIES, PARTS & SUPPLIES
- LUMBER & RELATED PRODUCTS - LAMINATES/BACKERS
- LUMBER & RELATED PRODUCTS - PARTICLE BOARD/DURAMINE
- LUMBER & RELATED PRODUCTS - SOLID WOODS, VENEERS, PLYWOOD

MACHINERY - INDUSTRIAL

MATERIAL HANDLING & STORAGE EQUIPMENT

MATTRESS MANUFACTURING MACHINERY & SUPPLIES

METALS - Including bars, plates, rods, sheets, strips, tubing, pipe

OFFICE MACHINES, EQUIPMENT & ACCESSORIES

OFFICE SUPPLIES, GENERAL

PACKAGING - Including fastening, strapping, packaging

PAINT & RELATED PRODUCTS - Including lacquer, sealer, stain, poly, stripper

PAPER & ENVELOPES

PLASTICS

PRINTING EQUIPMENT & SUPPLIES, EXCEPT PAPER - Including inks & solvents, parts

PRINTING & RELATED SERVICES

RAGS, SHOP TOWELS & CLOTHS

RENTAL OR LEASE OF EQUIPMENT - Office, Printing, Telephone

RENTAL OR LEASE OF EQUIPMENT – agricultural, automotive, heavy equipment

SAFETY SUPPLIES

SERVICES

SIGNS, SIGN MATERIAL EQUIPMENT & SUPPLIES

TEXTILE FABRIC AND RELATED SUPPLIES

TEXTILE MACHINERY & ACCESSORIES

TRAILERS, TRACTORS

TRUCKING/FREIGHT SERVICES

UPHOLSTERY - Including material, supplies

WASTE DISPOSAL

WELDING EQUIPMENT & SUPPLIES

OTHER: Any products you sell that do not fit the classifications above, please list below
