



**Vendor Application**  
City of Orangeburg Purchasing Division  
P O Box 1183  
979 Middleton St  
Orangeburg, SC 29115  
Phone (803) 539-3750 Fax (803) 533-6006

[www.orangeburg.sc.us/purchasing](http://www.orangeburg.sc.us/purchasing)

New Application

Information Change

For City Use Only:

Date Reviewed: \_\_\_\_\_

By: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

### Section 1: General Information

Any persons or business interested in doing business with the City of Orangeburg with wishes of becoming a Registered Vendor must complete this application and then submit it to the City of Orangeburg's Purchasing Department. The application should be submitted via email to [lstack@orangeburg.sc.us](mailto:lstack@orangeburg.sc.us) or by fax at (803) 533-6006.

Completion of this vendor application does not guarantee inclusion in the vendor database not receipt of solicitations. It is recommended that you as the vendor frequent the City's Purchasing website for current solicitations and potential bidding opportunities.

Please note that submission of a Federal or State Tax Identification Number or Social Security Number is required by all vendors doing business with the City of Orangeburg to comply with Federal regulations and tax reporting requirements. Be assured that the City takes careful measures to safeguard this sensitive information.

Please do not assume that the City has your business information on file. Please type or print clearly in blue or black ink all requested information. If you have any questions please refer to the contact information listed above.

**Section 2: Company Information**

Name of Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mailing Address:  
(if different) \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Principal Owner (s): \_\_\_\_\_

Signature: \_\_\_\_\_

Commodity Codes: \_\_\_\_\_  
(See attached sheet) (List all codes that apply)

Provide a brief description of your company, explaining the goods and services you provide:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this company ever operated under a different name?

Is yes, what name? \_\_\_\_\_

Does the owner (s) maintain ownership in any other company?

If yes, what is the company name and location? \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

\_\_\_\_\_

Yes  No

Yes  No

**Section 3: Company Structure**

Parent Company Name: \_\_\_\_\_

Company website: \_\_\_\_\_

Federal ID or SSN: \_\_\_\_\_

SC LLR:

City License:  Yes, license number \_\_\_\_\_  No

Company Type:  Yes, license number \_\_\_\_\_  No

Individual/Sole Proprietorship

Joint Venture

Non-Profit Organization

Limited Liability Corporation

\*If a company type is a partnership or corporation, please complete the following:

Partnership\* \_\_\_\_\_

Corporation\* - State of Incorporation \_\_\_\_\_

President Name: \_\_\_\_\_

Vice President Name: \_\_\_\_\_

Secretary Name: \_\_\_\_\_

Treasurer Name: \_\_\_\_\_

**I hereby certify the information submitted on this application is true and correct.**

Printed Name and Title: \_\_\_\_\_

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

## City of Orangeburg Commodity Codes

(Explained in Section 2—This sheet is for reference and does not need to be submitted with the application.)

<b>Code</b>	<b>Category/Descriptions</b>	<b>Code</b>	<b>Category/Descriptions</b>
01	Administrative/Bookkeeping/Tax Services	22	Land Surveying Services and/or Products
02	Advertising/Marketing Services	23	Legal Services
03	Landscaping Services	24	Medical Equipment Supplies
04	Architectural and/or Engineering Services	25	Office Supplies/Equipment
05	Athletic Clothing/Sports Uniforms/Equipment	26	Other/Miscellaneous
06	Banking or Financial Services	27	Painting Services and/or Products
07	Building Construction/General Contracting	28	Playground or Recreational Equipment
08	Building Materials Supplier	29	Plumbing Services and/or Products
09	Computers and/or Software Services and/or Products	30	Portable Toilets
10	Concrete Services and/or Products	31	Printing/Document Management Services
11	Doors/Windows/Hardware Services and/or Products	32	Promotional Materials/Trophies/Plaques/Signage
12	Drywall Services and/or Products	33	Restoration/Remediation Services
13	Electrical Services and/or Products	34	Retail Services/Wholesaler
14	Fencing Services and/or Products	35	Roofing/Gutters/Downspouts Services and/or Products
15	Flooring Services and/or Products	36	Safety Protection Equipment and Products
16	Furniture and Fixtures Supplies or Services	37	Screen Printing and Embroidery
17	Graphic Design Services and/or Products	38	Security Systems
18	Hauling Services and/or Products	39	Shredding Equipment and/or Services
19	Heating and Air Services and/or Products	40	Tree Cutting and/or Removal Services
20	Information Technology Services and/or Products	41	Uniforms (Departmental)
21	Janitorial/Cleaning/Pressure Washing Services and/or Products	42	Vending Machines