



Vendor Registration Packet

General Forms	
A)	Vendor Information Form
B)	Form W-9 (Rev. October 2018)
C)	Company Profile
D)	Commodity Codes
E)	Sworn Statement on Public Entity Crimes Form
F)	Local Vendor Preference Certification
G)	Veteran Owned Small Business Preference Certification <small>(If claiming Veteran Owned Small Business Preference Certification, business must attach the "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).)</small>
H)	Equal Benefits Certification Form
I)	Vendor Drug-Free Workplace Certification Form
J)	Scrutinized Company Certification
K)	E-Verify System Certification Statement
L)	Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters for Expenditure of Federal Funds <small>(Required if the company plans to participate in projects funded by Federal Funds, include Standard Form LLL "Disclosure of Lobbying Activities, if applicable)</small>

Other Requested Documentation	
M)	Local Business Tax Receipts
N)	Minority-Owned Business Enterprise Certificates, if applicable.
O)	Women-Owned Business Enterprise Certificates, if applicable.
P)	HUBZone-Certified Small Businesses / Labor Surplus Area Firms Certificates, if applicable.
Q)	Professional Licenses, as applicable.
R)	Organization Registration Documents, as applicable.

THE CITY OF PEMBROKE PINES
 PROCUREMENT DEPARTMENT
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