VENDOR PROFILE SHEET

All information should be typed or legibly printed and submitted to WCCCD , 801 W Fort Street, 4th Floor Purchasing Department, Detroit, Michigan 48226 with your company brochure or flyer. Forms may also be faxed to (313) 961-7693.

☐ **Initial Submission** ☐ **Addition to Information Submitted** ☐ **Change to Information (explain changes in comment section)**

SECTION A – PRIMARY CONTACT AND BUSINESS INFORMATION (THIS SECTION MUST BE COMPLETED)

Business Name					
Street Address			Address for: ☐ Remittance ☐ RFQ *(If different from street address)*		
City	State	Zip	City	State	Zip
Phone Number			Phone Number		
Fax Number			Fax Number		
Contact's Name and Title			Contact's Name and Title		
Contact's Phone			Contact's Phone		
Contact's E-Mail Address			Contact's E-mail Address		
Website Address					
Name and address of Parent Company (if applicable)					

SECTION B – COMPANY DATA AND CLASSIFICATION

Type of Entity: ☐ Corporation ☐ Partnership ☐ Sole Proprietor ☐ Other _____

Federal ID Number	SSN *(if sole proprietorship*	Number of Years in Business

Classification *(choose all that apply):* ☐Minority-Owned ☐ Women-Owned ☐ Small Business ☐ Disabled ☐ Not Applicable

Certifications: ☐ MMBDC/NMSDC ☐ NAWBO ☐ Certificate of Awardability

SECTION C – PRODUCT/SERVICE DATA

SUPPLIER COMMODITY CLASS: Identify equipment, supplies and/or services your company provides. Please be as specific as possible. *(Use Comments section or additional sheet of paper if more space is needed.)*

1.	5.	9.	13.
2.	6.	10.	14.
3.	7.	11.	15.
4.	8.	12.	16.

SECTION D – COMMENTS

SECTION E – ACKNOWLEDGEMENT AND AUTHORIZATION

1. I certify that the information provided on this Vendor Profile Sheet (and all pages attached) is true and accurate.
2. I understand that it is the responsibility of the business listed on this Vendor Profile Sheet to update this data when changes occur and failure to do so may result in non-receipt or delay in receiving bid opportunity or request for quote information.
3. I understand that the information collected is for bid notification or request for quote information only and does not guarantee that a contract or order for purchase will be executed by WCCCD.

Signature _____ Title _____ Date _____