Delaware Vendor Registration Application

Date: _____

Please provide the information listed and identify by number the category (s) for which your firm requests to be registered. You must check a box to register. Once we receive your complete application, we will place your firm's name on our email list. Your firm will receive notification of Invitations to Bid (ITB) and Requests for Proposal (RFP) via email.

You can mail, fax, or email your application to:

State of Delaware
Office of Management and Budget
Government Support Services
100 Enterprise Place, Suite 4
Dover, DE 19904

Fax: (302) 739-3779
Email: contracting@state.de.us
(only applications can be sent to this email account)

If you have any questions regarding the completion of this application, please contact us at (302) 857-4550.

Note – This section must be filled out in its entirety for the application to be processed. Incomplete applications will not be processed.

Firm Name: _____

Doing Business As (If applicable): _____

☐ Corporation ☐ Partnership ☐ Sole Proprietor

Contact Name: _____ Federal E.I. Number/SSN: _____

Address line 1: _____

Address line 2: _____

City _____ State: _____

Zip Code: _____ Country: _____

Local Representative (if applicable): _____

E-Mail Address (for bid notification purposes): _____

Telephone Number: _____ Extension: _____ Fax Number: _____

Company Web Site Address: _____

The information to be completed below references your Company C.E.O.

C.E.O. Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code:_____ Country:_____

Telephone Number: _____ Extension: _____ Fax Number:_____

E-Mail Address: _____

Note: Please check if the following categories apply to your business: ☐ Minority Owned ☐ Women Owned

To register as Minority or Women Business Enterprise, you must complete the application located at http://www2.state.de.us/omwdbe/certify.shtml

Disclaimer

It is the vendor's responsibility to notify the Office of Management and Budget, Government Support Services, of any changes to the above information. Government Support Services is not responsible for Advertisement/Notices not delivered due to a change of mailing and email address.

CHECK ALL THAT APPLY	CONTRACT NUMBER	DESCRIPTION OF CONTRACT
☐	0199	Advertising
☐	0043	Ammunition & Targets
☐	0034	Armored Car, Cash Processing, Banking Service, and Courier Service
☐	0030	Auctioneer's Services
☐	0450	Audio, Video, Web Conferencing Services and Equipment
☐	0015	Audio, Visual Equipment and Services
☐	0007	Auto Parts & Batteries
☐	0411	Automatic External Defibrillators
☐	0503	Biodiesel – B20 Fuel
☐	0365	Bottled Water
☐	0005	Bread Products
☐	0469	Bulk Rock/Solar Salt
☐	0534	Bulk Salt Management
☐	0090	Business Cards
☐	0527	Cargo Trailers
☐	0108	Carpet, Tiles & Reclamation
☐	0384	Cellular Phones and Equipment
☐	0070	Clothing, Linen & Footwear and Scrubs
☐	0044	Coffee and Tea
☐	0498	Collision Repair Services
☐	0420	Commodity Processing Chicken
☐	0133	Computer Hardware, Peripherals & Accessories
☐	0022	Computer Paper (six months)
☐	0091	Copiers
☐	0227	Credit Card Services
☐	0557	Cyber Security and Disaster Recovery Staffing Services
☐	0413	Document & Package Services
☐	0559	Document and mail Preparation Services
☐	0047	Dry Cleaning
☐	0491	Electrical Supplies & Lamps
☐	0236	Elevator and Escalator Inspections
☐	0046	Elevator Preventive Maintenance
☐	0025	Envelopes
☐	0393	Equine Drug Testing Services
☐	0080	Exterminating
☐	0127	Fasteners
☐	0066	Fax Machines
☐	0553	Field Service Maintenance
☐	0526	Fleet Maintenance and Repair
☐	0157	Fuel Management
☐	0479	Furniture
☐	0539	Gamma Pagers

CHECK ALL THAT APPLY	CONTRACT NUMBER	DESCRIPTION OF CONTRACT
☐	0002	Gasoline
☐	0230	Glass Repair & Replacement
☐	0011	Hand Tools – Powered and Non-Powered
☐	0223	Hazardous Substance Release Sites
☐	0042	Highway Safety Flares
☐	0017	HVAC Air Filters
☐	0035	Ice Cream
☐	0259	Inspection, Testing and Calibration of the Fire Alarms & Sprinkler Systems and the Cleaning of Hoods and Vents
☐	0442	Internet Service Provider
☐	0492	Janitorial and Cafeteria Supplies
☐	0069	Janitorial Services
☐	0176	Janitorial Services – State Service Centers
☐	0549	Kitchen Chemicals
☐	0170	Lab Gases
☐	0026	Laboratory Supplies
☐	0161	Laundry Supplies
☐	0062	Lawn Cutting
☐	0150	Magazine Subscriptions
☐	0059	Master Municipal Lease Purchase Agreement
☐	0462	Microfilm Services
☐	0036	Milk and Milk Products
☐	0009	Motor Oil, Re-Refined Motor Oil, Lubricants, and Anti-Freeze
☐	0394	Network Services
☐	394B	Network Hardware
☐	0536	Night Vision Monoculars
☐	001B	No. 2 Fuel Oil & Low Sulfur Diesel Fuel
☐	0392	Office Paper Recycling
☐	0489	Office Supplies
☐	0406	Offsite Data Storage
☐	0484	Outsourced Printing and Design Layout Services
☐	0490	Packaged Foods
☐	0106	Paging Service
☐	0020	Paint, Supplies and Ladders
☐	489A	Paper – Multipurpose Copy
☐	0016	Paper - Specialty/Printing
☐	0029	Photograph Film & Projection Lamps
☐	0129	Plumbing Supplies
☐	0013	Police Pursuit Vehicles
☐	0165	Portable Toilets
☐	0356	Pre Sort Mail Services
☐	0079	Preventive Maintenance - Cooling Equipment
☐	0481	Printing and Publishing Supplies
☐	0337	Professional Moving

CHECK ALL THAT APPLY	CONTRACT NUMBER	DESCRIPTION OF CONTRACT
☐	0271	Process Serving
☐	0363	Security Officer Services - Armed
☐	0208	Security Officer Services - Unarmed
☐	0561	Sedans and Mini-Vans
☐	0045	Service Awards
☐	0270	Snow Removal
☐	0228	Software – Packaged Software & Microsoft Select Software
☐	0488	Statewide Emergency Notification System
☐	0144	Stenographic Reporter Services
☐	0458	Storage Boxes – Acid Free, Double-Walled & Destruction
☐	0441	Telecommunication Cabling
☐	0455	Telecommunications Voice Systems
☐	0112	Temporary Employment Services
☐	0004	Tires and Tubes
☐	0053	Towing
☐	492A	Trash Can Liners
☐	0061	Trash Collection
☐	0206	Trash Removal
☐	0560	Trucks and Vans
☐	0550	Ultra Low Sulfur Diesel
☐	0555	Vehicle Tracking System
☐	0456	Vehicle Transmission Repairs
☐	0235	Water Treatment

State agencies need goods and services - and once you learn the ropes, it is not difficult to sell to the State of Delaware. Vendors simply need to know what services and materials State agencies need, the procurement contact for each agency, and the process used for selling to the State. The Selling to the State Guide provides the answers listing the needs of each State agency in construction, service and product classifications.

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