

**BOARD OF
COUNTY
COMMISSIONERS**



Purchasing Division
2300 Virginia Avenue
Ft. Pierce, Florida 34982
Phone: (772) 462-1700
Facsimile: (772) 462-1704

NEW/CURRENT VENDOR REGISTRATION FORM

PLEASE TYPE OR PRINT CLEARLY:

Date Submitted: _____

Full Legal or Parent Company Name

Additional Company Name or "Doing Business As "

Physical Street Address of business

Mailing Address or P.O. Box Number

City, State & Zip

City, State & Zip

County: _____

Tax I.D. Number: _____

Contact Information:

Contact Name

Title

(_____) _____
Company Phone Number

(_____) _____
Company Fax Number

(_____) _____
Contact Cell Phone Number

Email Address

Are you or any other officer, owner, member, etc. currently employed by St. Lucie County? _____

If yes, please provide the following information:

Full Name

County Department/Position

Signature of Business Owner: _____

Print Name of Business Owner: _____

Company Name: _____

Products/Services Provided:

Please indicate all products, materials, and/or services that your company can legally provide.
(i.e. electrician services, plumbing supplies, mowing services, small engine parts, engine repairs, etc.)

PRODUCTS/PARTS/MATERIALS

SERVICES

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

All vendors are required to be properly licensed with a current active license in St. Lucie County and/or with the State of Florida, as required by law.

If your company provides services/repairs outside of your physical business location (i.e. mobile services, any construction related service, etc.) St. Lucie County requires that proof of insurance is provided before any work can be performed. Insurance is not required for the purchase and delivery of parts, goods, or materials. It is the responsibility of the vendor to provide updated insurance certificates upon expiration.

St. Lucie County’s Minimum Required Insurance Limits:

General Liability: \$1,000,000 per Occurrence and \$2,000,000 General Aggregate

Automobile Liability: \$1,000,000 Combined Single Limit

Worker’s Compensation: Per Florida Statute with \$500,000 Employers Liability [or] properly issued current Exemption Certificate issued by the State of Florida

If required, all insurance certificates including the above limits must show the certificate holder as follows:

**St. Lucie County Board of County Commissioners
2300 Virginia Avenue
Ft. Pierce, Florida 34982**

_____ Current Licenses Attached

_____ Current Insurance Certificates Attached (If required)

Licenses and insurance certificates may be faxed to 772-462-1704 or emailed to Melissa Simberlund at simberlundm@stlucieco.org or Sandi Morando at morandos@stlucieco.org.

No guarantee is expressed or implied that any commodities/services will be purchased as a result of the submittal of this registration.