



www.aikencountysc.gov

Aiken County
Procurement Department
1930 University Parkway, Suite 3201
Aiken, SC 29801 (803) 642-1540

VENDOR APPLICATION
GENERAL COMPANY INFORMATION

Name: _____ DBA: _____

Require a 1099? Yes No

Web Site: _____ Please briefly describe the supplies or services you would provide:

Payment Terms: Discount %: _____ Number of Days: _____ Day/Month Due: _____

Credit Limit: _____ Net Due: _____ Minimum Purchase: _____ Vendor # Assigned: _____

(County Use Only)

If your company would like to receive payment by EFT, please complete the following:

EFT Bank Code: _____ Bank Account #: _____ Prenote: Yes No

Send Receipt To: _____
(E-mail or mailing address)

ADDRESS INFORMATION

Order Address:

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____ E-mail: _____ Contact Name: _____

Bid Address:

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____ E-mail: _____ Contact Name: _____

Remittance Address:

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____ E-mail: _____ Contact Name: _____

(Continue to Page 2 of this form)

Vendor Information:

Registered SC Small Minority Owned Business: Yes No Certificate # _____

If you check yes you MUST be a SC Certified Small Minority Business - visit <http://osmba.sc.gov/> to register with the State of SC

Registered Local Vendor: Yes No Business License # _____

*If you are **not** registered as local, visit http://www.aikencountysc.gov/Apps/BusReg/public/mail_form_v2.php*

Is the ownership of your business (answer yes or no below)

- 1 – African-American Male Yes No
- 2 – African-American Female Yes No
- 3 – Caucasian Female Yes No
- 4 – Hispanic-American Male or Female Yes No
- 5 – African-American Male or Female currently certified by SCDOT Yes No
- 6 – Caucasian Female currently certified by SCDOT Yes No
- 7 – Native American Male or Female Yes No
- 8 – Minority Owner currently certified by the U.S. SBA Yes No
- 9 – Other (including Asian Pacific Americans) Yes No
- County Employee Yes
- NONE of the Above

Information being gathered is for demographic purposes only

FOR OFFICE USE ONLY

Vendor Category

- ___ 1 – African-American Male
- ___ 2 – African-American Female
- ___ 3 – Caucasian Female
- ___ 4 – Hispanic-American Male or Female
- ___ 5 – African-American Male or Female currently certified by SCDOT
- ___ 6 – Caucasian Female currently certified by SCDOT
- ___ 7 – Native American Male or Female
- ___ 8 – Minority Owner currently certified by the U.S. SBA
- ___ 9 – Other (including Asian Pacific Americans)
- ___ O – LOCAL African-American Male
- ___ P – LOCAL African-American Female
- ___ Q – LOCAL Caucasian Female
- ___ R – LOCAL Hispanic-American Male or Female
- ___ S – LOCAL African-American Male or Female currently certified by SCDOT
- ___ T – LOCAL Caucasian Female currently certified by SCDOT
- ___ U – LOCAL Native American Male or Female
- ___ V – LOCAL Minority Owner currently certified by the U.S. SBA
- ___ W – LOCAL Other (including Asian Pacific Americans)
- ___ E – County Employee
- ___ N – None of the above

Note: Placement on vendor list is a service provided for your convenience as a courtesy. Inclusion is not a binding assurance of future solicitations. Please check our official website at www.aikencountysc.gov and look for “Bid Opportunities” to review posted projects that may be of interest to you.

Insurance: General Liability & Worker’s Compensation coverage is required for vendors that perform work onsite for Aiken County South Carolina. If not required by SC Law to have Worker’s Compensation a waiver must be submitted.

Please save and e-mail this completed form to:

procurement@aikencountysc.gov

Or mail to:

Aiken County Procurement Department
1930 University Parkway, Suite 3201
Aiken, South Carolina 29801