



**CITY OF MANSFIELD PURCHASING DEPARTMENT**  
1200 E. BROAD ST.  
MANSFIELD, TEXAS 76063

**APPLICATION FOR LISTING AS PROSPECTIVE SUPPLIER**

We request that our firm be placed on the City of Mansfield Purchasing database as a potential supplier of goods and services to the City of Mansfield. We understand the inclusion in this supplier database does not obligate the City of Mansfield to notify us of upcoming bids for the goods and/or services indicated. This service may be obtained through RFP Depot on a fee or subscriber basis. Register online at [www.bidsync.com](http://www.bidsync.com).

We agree that it shall be our responsibility to notify the City of Mansfield Purchasing Department of any changes such as: CHANGE OF ADDRESS, TELEPHONE AND FAX NUMBERS, EMAIL AND WEBSITE CHANGES AND /OR DELETIONS OF GOODS OR SERVICES PROVIDED.

Indicate on the attached form those goods and services for which you wish to be listed.

Accurate and complete information will speed up the processing of your application, however NO ACCEPTANCE NOTICE WILL BE FURNISHED BY THE City of Mansfield.

The City of Mansfield does not discriminate on the basis of sex, race, color, age, religion, disability or national origin in the activities and/or services that it provides. If you have any questions, please call the City of Mansfield Purchasing Department at (817) 276-4262. Fax Number at (817) 477-3407. E-Mail [gary.cardinale@mansfield-tx.gov](mailto:gary.cardinale@mansfield-tx.gov)

FIRM NAME

DATE

---

SIGNED

TITLE

---

(Revised 1/10/20)

**CITY OF MANSFIELD SUPPLIER INFORMATION**

**LEGAL COMPANY NAME (As it would appear on your invoice and /or W-9 form)**

---

**TYPE OR PRINT CLEARLY**

**ATTENTION LINE:**

(PERSON OR DEPARTMENT TO WHOM INQUIRIES SHOULD BE DIRECTED)

MAILING ADDRESS:

CITY:

STATE:

ZIP CODE:

TELEPHONE:

E-MAIL:

WEBSITE ADDRESS:

SOLE PROPRIETORSHIP:

PARTNERSHIP

CORPORATION:

**FEDERAL TAX I.D. NO. OR SOCIAL SECURITY NUMBER (MUST BE COMPLETED)**

**A minority business enterprise is one that is 51% owned or controlled by a socially or economically disadvantage persons, such as Black, Hispanic, Asian Americans, Native American (including Eskimos and Aleuts) and Women. Please indicate below if your business meets the above criteria.**

The above information is for information only. The City of Mansfield encourages minority business participation, however no preferences shall be given. By signature below, I attest that the information is true and correct to the best of my knowledge and understanding.

Date:

Signature

Printed Name:

Title: