



Purchasing Department
 309 N. Washington Square
 Suite 202, Lansing MI 48933
 PHONE: 517-483-1785
 FAX: 517-483-5289
 EMAIL: FS-PURCHASING@LCC.EDU

CONTRACTOR APPLICATION

INSTRUCTIONS: Please provide all information (typed or printed) as requested in the spaces provided and return to the address listed above via secured email, mail or fax. The IRS requires that you provide information that will allow us to complete 1099 reporting. To ensure payment from the College, please submit a current W-9 along with your completed application.

General Information

Name of Company: _____

Website: _____ General Email: _____

Federal ID: _____

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

Order to Address: _____ City: _____ State: _____ Zip: _____

RFQ Address: _____ City: _____ State: _____ Zip: _____

Remit to Address: _____ City: _____ State: _____ Zip: _____

Order Contact: _____

Phone: _____ Toll Free Phone: _____ Fax: _____

Business Detail

Type of Business (check all the apply)	Type of Organization (check all that apply)
<input type="checkbox"/> Wholesaler <input type="checkbox"/> Manufacturer <input type="checkbox"/> Dealer <input type="checkbox"/> Broker	<input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Retailer <input type="checkbox"/> General Contractor <input type="checkbox"/> Sub-Contractor	<input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> PSC
<input type="checkbox"/> Other; specify: _____	<input type="checkbox"/> Other; specify: _____
Business located within LCC District? Yes___ No___	Date Incorporated: _____ State: _____

Business History and References

Date Established:
Number of Employees:
References (3) (use additional attachment if necessary)
1.
2.
3.

Diversity Type

Diverse businesses must be at least 51% owned and controlled by one or more individuals who are represented in the categories selected. Include a copy of your certificate(s) with this application.	
Please check all that apply:	
<input type="checkbox"/> Majority (non-diverse)	<input type="checkbox"/> Disabled
<input type="checkbox"/> Minority; Ethnicity (please list one or more)	<input type="checkbox"/> Small Business
<input type="checkbox"/> Women Owned; Ethnicity (please list one or more)	

Conflict of Interest Policy

Does any officer, Director, Owner or Partner in this company have a relationship with Lansing Community College? Yes No

The types of relationships include:

1. A spouse/ partner or minor child is employed with Lansing Community College
2. A financial relationship with a Lansing Community College employee.
3. A personal relationship with a Lansing Community College employee.

If yes, please identify this person and define that relationship: _____

Contractor Application (Signature Required)

The undersigned certifies that the information contained herein is current and correct.

Authorized Signature: _____ Printed Name: _____

Title: _____ Phone: _____ Fax: _____

Product/ Service Categories

Please place a checkmark (v) by the appropriate code and provide a detailed description of the commodities and/or services offered.

If the complete NAICS Code is known please include this number in the description area. Website URL address for NAICS is:

<http://www.census.gov/epcd/www/naics.html>

NAICS CODE	DESCRIPTION
<input type="checkbox"/> 11 – Agriculture, Forestry, Fishing and Hunting	
<input type="checkbox"/> 21 – Mining	
<input type="checkbox"/> 22 – Utilities	
<input type="checkbox"/> 23 – Construction	
<input type="checkbox"/> 31-33 – Manufacturing	
<input type="checkbox"/> 42 – Wholesale Trade	
<input type="checkbox"/> 44-45 – Retail Trade	
<input type="checkbox"/> 48-49 Transportation and Warehousing	
<input type="checkbox"/> 51 – Information	
<input type="checkbox"/> 52 – Finance and Insurance	
<input type="checkbox"/> 53 – Real Estate and Rental and Leasing	
<input type="checkbox"/> 54 – Professional, Scientific and Technical Services	
<input type="checkbox"/> 55 – Management of Companies and Enterprises	
<input type="checkbox"/> 56 – Administrative & Support, Waste Management & Remediation Services	
<input type="checkbox"/> 61 – Educational Services	
<input type="checkbox"/> 62 – Health Care and Social Assistance	
<input type="checkbox"/> 71 – Arts, Entertainment and Recreation	
<input type="checkbox"/> 72 – Accommodation and Foodservices	
<input type="checkbox"/> 81 – Other Services (except Public Administration)	
<input type="checkbox"/> 92 – Public Administration	
<input type="checkbox"/> 99 – Unclassified Establishments	

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Lori Willett, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1870; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.