ROOSEVELT UNIVERSITY PURCHASING DEPARTMENT

430 South Michigan Ave

Chicago IL 60605-1394

Attn: Violet J. Brady-Moore, Purchasing Specialist

Phone (312) 341-6753 Fax (312) 341-3594

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VENDOR PROFILE QUESTIONAIRE

Please fill in all fields (insert NA for fields not applicable)

New Application_____ Change of Information ____

1. Company Name and Address

_____

_____

_____

_____

2. Order Mailing Address (If Different)

_____

_____

_____

_____

Company Owner/President _____

3. Contact Information

Contact Person _____

Toll Free Number _____

Phone Number _____

Fax Number _____

Email _____

Web site address_____

4.Remit/AP Address

_____

_____

_____

_____

_____

_____

5. Please provide your FEIN # _____ or SS# _____.

6. Date Business established_____

7. Please check applicable products or services your company offers for sale:

o Advertising & Marketing	o Computer Software	o Furniture	o Medical
o Arts & Crafts	o Construction Contractors Class:	o Gasses/Fuel	o Musical
o Athletic	o Construction Specialty Materials Specify:	o Glass	o Office Supplies / Equipment
o Audio & Visual Equipment	o Consulting Services Specify:	o Hardware, Locks & Tools	o Photography
o Automobiles & Equipment	o Custodial/Janitorial	o Hazardous Materials & Chemicals	o Printing
o Books & Publications	o Dental	o HVAC	o Security
o Catering	o Electrical	o Laboratory-Science	o Staffing - Temporary
o Collections, Financial	o Entertainment	o Landscaping	o Travel
o Communications	o Fire Prevention	o Library	o Uniforms – Clothing
o Computer Hardware	o Food Service & Equipment	o Mail – Delivery Service	o Other Specify:

8. Legal Structure (please check one)

___ Sole Proprietor___Partnership____Corporation____Non-Profit/Association ___Other _____

9. Type of Organization (please check all that apply)

___Minority – (check one) __African American___ Hispanic___ Asian___ Native American___

(at least 51% owned and controlled by one or more minority persons)

___Women Business Enterprise (at least 51% owned and controlled by one or more women)

___Disadvantaged Business Enterprise (DBE)

If you have checked any of the above, have you been certified: ___Yes or ___ No

If yes, by what Agency? _____ (such as, but not limited: State of Illinois Central Management Services, City of Chicago, Cook County and Minority Business Development Council)

10. Roosevelt University's Conflict of Interest provision, the Vendor certifies the following:

a. ___There are no identified conflicts of interest (such as being an employee of the University or family member of a University employee)

b. ___The following potential conflict of interest has been identified

Name of University Employee _____Relationship to Business_____

%Business Owned By: _____

The University reserves the right to reject a vendor's information application when a clear conflict of interest is evident. University policy dictates fair competition and Roosevelt University embraces applicable guidelines as detailed in the bylaws of the National Association of Educational Procurement. Thank you for your interest in becoming a vendor.