



# HACFM VENDOR REQUEST FORM

4224 Renaissance Preserve Way  
Fort Myers, FL. 33916

**Note: Please email completed form to [procurement@hacfm.org](mailto:procurement@hacfm.org)**

Name of Business \_\_\_\_\_

Address (provide for Finance) \_\_\_\_\_

Address of office that is providing  
goods and services to HACFM - Procurement  
\_\_\_\_\_

City State Zip

City State Zip

Contact Person (provide for Finance) \_\_\_\_\_

Phone Number (provide for Procurement) \_\_\_\_\_

Cell Phone (provide for Finance) \_\_\_\_\_

E-mail Address (provide for Procurement) \_\_\_\_\_

Taxpayer Identification Number (TIN):  
MUST MATCH W-9 FORM

OR

Social Security Number \_\_\_\_\_

Name as it appears on Social Security Card \_\_\_\_\_

Send 1099:  Payment Terms Net: \_\_\_\_\_

Minority Business Type: Yes  No

Section 3: Yes  No

Race/Ethnic Codes: Select from list

Trade Types: Select from list

Program Codes: Select from list

If other,  
list here

Notes / Comments:  
\_\_\_\_\_  
\_\_\_\_\_

**Identify from the attached list of Commodity Codes what type of work your company performs. Please only select those codes that apply to your business and not subcontracted out to others.**

**By registering as a vendor with the Housing Authority of the City of Fort Myers (HACFM), your company name and information will become available to the Procurement Official as a sourcing mechanism only. There is no guarantee implied that your company will be notified on procurements which fall under the company's line of business as identified under the commodity codes list. No work/contract is guaranteed.**

**It is the responsibility of the applicant(s) to notify our office when any information submitted on this form changes.**

Submitted by: (print or type)

First & Last Name

Title

Date

Phone/Email (print of type)

Phone Number

Email Address

Signature:

Signature



## Commodity Codes for Supplies & Equipment

Air Condition/Heating Equipment, etc.	<input type="checkbox"/>
Appliance Parts	<input type="checkbox"/>
Appliances - Ranges, Refrigerators, etc.	<input type="checkbox"/>
Audio Visual	<input type="checkbox"/>
Automobiles/Trucks/Vans	<input type="checkbox"/>
Awards/plaques	<input type="checkbox"/>
Bar Codes	<input type="checkbox"/>
Batteries	<input type="checkbox"/>
Blueprints	<input type="checkbox"/>
Cameras	<input type="checkbox"/>
Carpet, Tile, etc.	<input type="checkbox"/>
Cell Phones/Air Time	<input type="checkbox"/>
Clothing	<input type="checkbox"/>
Clothing Safety	<input type="checkbox"/>
Computer ERP System	<input type="checkbox"/>
Computer Hardware - Main Frame	<input type="checkbox"/>
Computer Hardware - Micro, parts, etc.	<input type="checkbox"/>
Computer Software	<input type="checkbox"/>
Concrete Materials and Tools	<input type="checkbox"/>
Copiers / Multi-Function Printers	<input type="checkbox"/>
Doors & Parts	<input type="checkbox"/>
Electrical	<input type="checkbox"/>
Elevators/parts	<input type="checkbox"/>
Fasteners/Bolts/Screws	<input type="checkbox"/>
Fencing/parts	<input type="checkbox"/>
Fuel Bulk	<input type="checkbox"/>
Fuel/Lubricants	<input type="checkbox"/>
Garage Doors & Parts	<input type="checkbox"/>
Glass/Windows/Screens	<input type="checkbox"/>
Janitorial	<input type="checkbox"/>
Kitchen Cabinets/Parts	<input type="checkbox"/>
Lighting	<input type="checkbox"/>
Medical	<input type="checkbox"/>
Microsoft software	<input type="checkbox"/>
Modems	<input type="checkbox"/>
Mowers/edgers/weed eaters	<input type="checkbox"/>
Office/Supplies/Furniture	<input type="checkbox"/>
Paint/Accessories	<input type="checkbox"/>
Plants/Trees/Nursery	<input type="checkbox"/>
Playground/Park	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>
Roofing Materials	<input type="checkbox"/>
Sand/Gravel/Soil	<input type="checkbox"/>
Shades/Blinds	<input type="checkbox"/>
Signage	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## Commodity Codes for Service

Accounting/Auditing	<input type="checkbox"/>
Advertising	<input type="checkbox"/>
Air Conditioning/Heating Installation	<input type="checkbox"/>
Air Conditioning/Heating Repair	<input type="checkbox"/>
Alarm Systems	<input type="checkbox"/>
Appraisals	<input type="checkbox"/>
Architect - Commercial	<input type="checkbox"/>
Architect - Landscape	<input type="checkbox"/>
Architect - Residential	<input type="checkbox"/>
Architect - Urban Design	<input type="checkbox"/>
Asbestos/Mold Removal/Disposal	<input type="checkbox"/>
Asbestos/Mold Testing	<input type="checkbox"/>
Auction Services	<input type="checkbox"/>
Automotive/Truck Repair	<input type="checkbox"/>
Awnings/Installation/Repair	<input type="checkbox"/>
Bar Coding	<input type="checkbox"/>
Blind Installation	<input type="checkbox"/>
Carpet/Tile Installation	<input type="checkbox"/>
Carpet/Tile/Blind Cleaning	<input type="checkbox"/>
Concrete/Repair/Replacement	<input type="checkbox"/>
Copier Maintenance& Repair	<input type="checkbox"/>
Decorative Fencing/Installation/Repair	<input type="checkbox"/>
Demolition	<input type="checkbox"/>
Developers/Property/Real Estate	<input type="checkbox"/>
Duct Cleaning	<input type="checkbox"/>
Education/Training	<input type="checkbox"/>
Electricians	<input type="checkbox"/>
Elevator Repairs/Service	<input type="checkbox"/>
Engineering - Civil	<input type="checkbox"/>
Engineering - Electrical	<input type="checkbox"/>
Engineering - Hydraulic	<input type="checkbox"/>
Engineering - Mechanical	<input type="checkbox"/>
Engineering - Structural	<input type="checkbox"/>
Equipment Repair/mowers/blowers/weed eaters	<input type="checkbox"/>
Fence/Installation/Repair	<input type="checkbox"/>
Fire Alarm	<input type="checkbox"/>
Fire Extinguisher/inspection/repair	<input type="checkbox"/>
General Contractor	<input type="checkbox"/>
Glass/Window Glazing/Repair/etc.	<input type="checkbox"/>
Hazardous Materials Disposal	<input type="checkbox"/>
Insurance/Medical/Dental/Vision	<input type="checkbox"/>
Interior Design	<input type="checkbox"/>
Interpreter	<input type="checkbox"/>
Inventory	<input type="checkbox"/>
Irrigation System Service/Repair	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>



**Commodity Codes for Supplies  
& Equipment**

Tools	<input type="checkbox"/>
Traffic/Safety	<input type="checkbox"/>
Washer/Dryers	<input type="checkbox"/>
Water Heaters & Parts	<input type="checkbox"/>

**Commodity Codes for Service**

IT Solutions/Support	<input type="checkbox"/>
Janitorial/Custodial	<input type="checkbox"/>
Lawn & Landscape	<input type="checkbox"/>
Lawn Equipment Repair	<input type="checkbox"/>
Lease Equipment	<input type="checkbox"/>
Legal/Attorney	<input type="checkbox"/>
Masonry	<input type="checkbox"/>
Metal Fabrication	<input type="checkbox"/>
Moving/Packing	<input type="checkbox"/>
Painting	<input type="checkbox"/>
Parking Lot Installation/Repair/Striping	<input type="checkbox"/>
Pest Control	<input type="checkbox"/>
Photography	<input type="checkbox"/>
Planning Designing	<input type="checkbox"/>
Planning Services/Master	<input type="checkbox"/>
Plumber	<input type="checkbox"/>
Rental Equipment	<input type="checkbox"/>
Roof Replacement/Repair	<input type="checkbox"/>
Security Systems & Service	<input type="checkbox"/>
Surveying/Property	<input type="checkbox"/>
Telecommunication	<input type="checkbox"/>
Telephone Installation/Repair	<input type="checkbox"/>
Temporary Employment Agency	<input type="checkbox"/>
Tool Repair	<input type="checkbox"/>
Towing	<input type="checkbox"/>
Tree/Trimming/Removal	<input type="checkbox"/>
Welding	<input type="checkbox"/>
Window Cleaning	<input type="checkbox"/>



# Vendor Authorization Agreement for Automatic Payment (ACH)

(All information to be typed or clearly printed)

First time request for ACH Payments       Request to Change ACH Payment Information

The following Bank Information applies to:

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Bank Account Information: I hereby authorize the Housing Authority of the City of Fort Myers to initiate deposits to the Checking Account described below: (No Savings Accounts)

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Routing/ABA# \_\_\_\_\_

Bank Account # \_\_\_\_\_

Deposit Notification Information: I hereby authorize the following individual to receive notifications via email of payments details of all funds deposited to the above account)

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Title: \_\_\_\_\_

Phone # \_\_\_\_\_

Term: This authority shall remain in full force and effect until the Housing Authority of the City of Fort Myers has received written notification of discontinuation and in such manner as to afford the Housing Authority of the City of Fort Myers and Depository a reasonable opportunity to act on it.

Authorized Signer: \_\_\_\_\_  
Printed or typed

Authorized Signer: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature

***Note: Please email submitted form to [procurement@hacfm.org](mailto:procurement@hacfm.org)***