



5110 W. Goldleaf Circle
Suite 150
Los Angeles, CA 90056-1282
323-299-8998

VENDOR QUESTIONNAIRE

I. YOUR COMPANY PROFILE

Please tell us about your company:

1. **Company Name:** _____
Address: _____

Remittance Address: _____

Main Phone: _____ **Fax:** _____
Website: _____
DUNS: _____
Key Contacts:

Name: _____	Name: _____
Title: _____	Title: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Email: _____	Email: _____
Name: _____	Name: _____
Title: _____	Title: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Email: _____	Email: _____

2. **How many years has your company been in business?** _____
3. **Please state your primary business focus:** _____

4. **Please list additional services or products your company offers:**

5. **Is your company SBA classified?** ___ Yes ___ No
If yes, specify classification: _____
6. **Is your company bonded/insured?** ___ Yes ___ No
a. **If yes, specify type and amount (proof of insurance coverage may be required):**

7. **Total number of employees in your company:** _____
8. **Does your company use sub-contractors?** ___ Yes ___ No

9. Does your company provide liability coverage for sub-contractors? ___ Yes ___ No

a. If yes, specify type and amount:

10. Please list the federal, state, and other regulatory agencies with which your company is licensed or registered, and the type of license held?

11. Please include a copy of your contractor's license if applicable for the project being bid

II. BUSINESS REFERENCES

Please list three (3) business* references:

1) Company name _____
Address _____
City _____ Zip Code _____
Contact person _____ Telephone # _____
Email: _____
Services provided: _____

2) Company name _____
Address _____
City _____ Zip Code _____
Contact person _____ Telephone # _____
Email: _____
Services provided: _____

3) Company name _____
Address _____
City _____ Zip Code _____
Contact person _____ Telephone # _____
Email: _____
Services provided: _____

*A business reference is a current or past customer, client or company you have provided with products or services and not a creditor or business partner

Please include a copy of your company's W-9 Form with this Vendor Questionnaire.