

# Construction Vendor Information Form

## Northwestern | PROCUREMENT & PAYMENT SERVICES

**Please provide the following information for your business:**

List your license(s): \_\_\_\_\_

Which Village are you licensed in: \_\_\_\_\_ Which State: \_\_\_\_\_

Do you subcontract labor:  No  Yes If YES, identify: \_\_\_\_\_

What other certificates for NICET licensing do you have? \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**DBA (if applicable):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
STREET CITY STATE ZIP

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Dun & Bradstreet Number:** \_\_\_\_\_ **Federal ID Number:** \_\_\_\_\_

**Company Website:** \_\_\_\_\_

**Are you currently a Northwestern University vendor?**  Yes  No  
**If yes, for which Departments/Schools?** \_\_\_\_\_

**Service(s) Offered:** \_\_\_\_\_

**Are you a CERTIFIED diverse vendor?**  Yes  No

**If yes, list your Certification:**

- |   |   |
|---|---|
| <input type="checkbox"/> Certified Small Business (SB)                    | <input type="checkbox"/> Certified Hubzone Small Business (HUBZONE)         |
| <input type="checkbox"/> Certified Woman-Owned Small Business (WOSB)      | <input type="checkbox"/> Certified Small Business Program 8(a)              |
| <input type="checkbox"/> Certified Veteran-Owned Business (VOB)           | <input type="checkbox"/> Certified Minority Business Enterprise (MBE)       |
| <input type="checkbox"/> Certified Small Disadvantaged Business (SDB)     | <input type="checkbox"/> Certified Woman Business Enterprise (WBE)          |
| <input type="checkbox"/> Certified Service-Disabled Veteran-Owned (SDVOB) | <input type="checkbox"/> Certified Local Business Enterprise-Evanston (LBE) |

**Certified By:**

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> City of Chicago               | <input type="checkbox"/> CMBDC        |
| <input type="checkbox"/> IDOT                          | <input type="checkbox"/> WBDC         |
| <input type="checkbox"/> Cook County                   | <input type="checkbox"/> Metra        |
| <input type="checkbox"/> CMS State of IL               | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Small Business Administration |                                       |

# Construction Vendor Information Form

Please check which **MAIN SERVICE CATEGORY** & appropriate labor service(s) your company provides:

**Architectural & Engineering Consulting Firms:**

- |  |  |                                     |   |
|--|--|-------------------------------------|---|
| <input type="checkbox"/> Architecture          | <input type="checkbox"/> Chemist       | <input type="checkbox"/> Civil      | <input type="checkbox"/> Commissioning Agent/Energy |
| <input type="checkbox"/> Electrical            | <input type="checkbox"/> Environmental | <input type="checkbox"/> Fire Alarm | <input type="checkbox"/> Fire Protection            |
| <input type="checkbox"/> Forensics/Envelope    | <input type="checkbox"/> Landscape     | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Sustainability/LEED        |
| <input type="checkbox"/> SCATA/GIS             | <input type="checkbox"/> Structural    | <input type="checkbox"/> Surveyor   | <input type="checkbox"/> Plumbing                   |
| <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> BIM           |                                     |   |

**Electrical Contractor (not products):**

Are you a Union contractor?  Yes  No

**Exterior Contractor (not products):**

Are you a Union contractor?  Yes  No

- |   |  |                                      |                                       |
|---|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Brick Pavers       | <input type="checkbox"/> Roofing         | <input type="checkbox"/> Windows     | <input type="checkbox"/> Snow Removal |
| <input type="checkbox"/> Exterior-Excavator | <input type="checkbox"/> Glass & Glazing | <input type="checkbox"/> Irrigation  | <input type="checkbox"/> Paving       |
| <input type="checkbox"/> Exterior-General   | <input type="checkbox"/> Power Washing   | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Utility      |

**Finishes Services Contractor (not products):**

Are you a Union contractor?  Yes  No

- |   |                                   |                                   |  |
|---|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Carpentry/Finishes | <input type="checkbox"/> Flooring | <input type="checkbox"/> Painting | <input type="checkbox"/> Specialty-Finishes/Metal Cleaning |
| <input type="checkbox"/> Window Treatments  |                                   |                                   | <input type="checkbox"/> Exterior Work                     |

**Mechanical, Plumbing, Fire Protection, HVAC Contractor (not products):**

Are you a Union contractor?  Yes  No

- |   |  |                                      |  |
|---|--|--------------------------------------|--|
| <input type="checkbox"/> HVAC             | <input type="checkbox"/> HVAC Digital Controls | <input type="checkbox"/> Sheet Metal | <input type="checkbox"/> Insulation/Thermal & Moisture Protection/Insulation |
| <input type="checkbox"/> Fire Suppression | <input type="checkbox"/> Testing & Balancing   | <input type="checkbox"/> Plumbing    | <input type="checkbox"/> City of Evanston plumbing C3 License                |
| <input type="checkbox"/> Duct Cleaning    | <input type="checkbox"/> Hydronics             |                                      |  |

**General Contractor (not products):**

Are you a Union contractor?  Yes  No

- |                                  |                                   |                                      |  |
|----------------------------------|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> GC      | <input type="checkbox"/> Concrete | <input type="checkbox"/> Carpentry   | <input type="checkbox"/> General Labor   |
| <input type="checkbox"/> Drywall | <input type="checkbox"/> Paint    | <input type="checkbox"/> Owner's Rep | <input type="checkbox"/> Applied Science |

**Other:**

- |  |   |
|--|---|
| <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> Environmental Abatement Contractor |
|--|---|

Submit this Form via Email to [procurement@northwestern.edu](mailto:procurement@northwestern.edu) or Fax to 847.467.5400

Submit via Email