



Gassen Company

Preferred Vendor Application

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www.gassen.com

Thank you for your interest in working with Gassen Company. Our preferred vendors are an extension of our company; therefore, we are very careful when it comes to selecting companies to add to our preferred Vendor list. We invest the time to research your product or service, your company's background and reputation, and how your offerings can improve the Gassen Company experience for our employees and clients. In return, we ask that you spend the time to follow our procedures for the *Preferred Vendor Application Process*, which is outlined below.

Step 1: Complete the attached application.

Step 2: In the space provided on page 3 create a proposal that is simple and concise. If your company has already served Gassen-managed clients, please list them in your proposal.

Define your competitive advantage and outline how your offerings will benefit our employees and clients.

For example, please detail how your product or service will:

- Enhance our brand and make it more attractive to clients.
- Improve the quality of living for our clients.
- Increase the efficiency of our employees and clients.

Step 3: Email your application to smcgowan@gassen.com.

Step 4: Attached a copy of your **W/9** and **Certificates of Insurance**.

Step 5: A Gassen Company vendor review panel meets to discuss any applications and proposals that have been received. At that time, we consider all initial information. If we believe the proposal warrants further discussion, you will be contacted to provide us with more information. If the panel consensus is that the proposal does not complement or improve our business model, you will be informed of our denial.

We ask that you please follow this protocol through the entire consideration process. Due to our high volume of calls and email messages, we strongly discourage additional follow up on your part, and we request that you wait for our review panel to contact you. Following this protocol will allow us to give your proposal the time and attention it deserves.

Again, thank you for your interest in working with Gassen Company.

Company Information

Vendor Company Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
E-mail _____ Website _____
Federal Tax Id# _____
DBA (if applicable) _____

Contact Information

1. Primary Contact Name _____
Title _____ Phone _____
Cell Phone _____ E-mail _____
2. Contact Name _____
Title _____ Phone _____
Cell Phone _____ E-mail _____
3. 24Hour Emergency Contact _____
Title _____ Phone _____
Cell Phone _____ E-mail _____

Primary State License

Name (as it appears on license) _____
Licensing Authority _____
State _____ License Number _____
Type of License _____

Liability Insurance | Workers Compensation | W/9

Attach copies to your application. See terms & conditions #5 for additional information.

References – Please provide three professional references.

1. Name _____ Title _____
Phone _____ Nature of Business _____
2. Name _____ Title _____
Phone _____ Nature of Business _____
3. Name _____ Title _____
Phone _____ Nature of Business _____

Other

1. How many years have you been in business?
2. What counties do you serve?
3. Do all company employees possess all required licenses, permits and approvals to conduct business? Yes No
4. Is your company a member of the Better Business Bureau? Yes No
If yes, what is the current rating? _____
5. Is your company a member of Angie's List? Yes No
If yes, what is the current rating? _____

Proposal

Vendor Services Categories – Please select all that apply for your company.

Animal Services:

- Pest Control Extermination

Appliances:

- Sales Installation Repair
- Removal Recycling Other:

Asphalt:

- Seal Coating Paving
- Striping Other:

Attorneys

Auditor / CPA

Banking Services

Cable TV / Internet / Satellite

Chimney:

- Repairs Cleaning

Concrete Services:

- Paving Repairs Cleaning
- Exposed Aggregate Mudjacking
- Sandjacking Sealcoating Other:

Consulting Services

Doors:

- Interior Doors Garage Doors

Dryer Vent Cleaning

Electrical:

- Electrician Supplies LED Retrofit
- Solar Other:

Elevator Services & Maintenance

Environmental Cleanup

Engineering Services

Exercise Equipment:

- Sales Repairs

Fencing:

- New Repairs Cleaning

Fire Safety:

- Suppression Systems
- Alarm Systems

Flooring Services:

- Carpet / Tile / Rugs
- Sales Carpet Cleaning
- Tile Cleaning Grout Cleaning
- Rug Cleaning Rug Rent/Buy
- Other:

Fuel Oil

Garage Services:

- Sealing/Waterproofing Striping
- Sweeping Cleaning Coating
- Epoxy Loading Dock Equipment
- Other:

General Contractor:

- General Decks Drywall
- Other:

Generator Testing/Repairs

Glass

Gutters:

- Sales Repairs Cleaning

Hazardous Materials:

- Asbestos Lead Mold
- Inspections
- Underground Tank Removal
- Other:

HVAC:

- Service Duct/Vent Cleaning
- A/C Rental Other:

Ice Dam/Roof Snow Removal

Insulation

Insurance

Janitorial:

- Services Cleaning Supplies

Lake / Pond Maintenance

Landscaping & Grounds:

- Design Excavation Drainage Issues
- Mowing Snow Removal
- Irrigation Surveying Other:

Laundry Room Services

Lighting:

- Sales Repairs Holiday Lighting

Maintenance Handyman

Masonry:

- Tuckpointing Other:

Painting:

- Caulking

Plumbing:

- General Boilers
- Leak Detection
- Other:

 Pool Management **Pressure Washing** **Realtor** **Refuse Removal****Restoration:**

- Fire Water Mold Smoke
- Biohazard
- Emergency Cleaning
- Disaster
- Other:

 Reserve Studies **Retaining Walls** **Roadways:**

- Cleaning Striping Repairs
- Other:

Roofing:

- New Repairs
- Ice Dam Removal
- Other:

Security:

- Alarm Systems Repairs
- Locks
- Keys Other:

Sewer Storm Drains:

- Cleaning Repairs

 Siding **Signs** **Stucco:**

- Repairs Removal

 Tennis Court Resurfacing**Trash Chutes & Compactors:**

- Cleaning Repair Door Repair
- Other:

Trees:

- Trimming Removal Treatment
- Certified Arborist Other:

 Towing **Uniforms****Water:**

- Waterproofing Leak Detection
- Other:

 Water Softener:

- Sales Salt Repair Other:

Windows:

- Sales Washing Tinting

Wrought Iron:

- Sales Repair Replacement

Other:

Terms & Conditions

1. The Vendor is seeking to become a preferred vendor of Gassen Company for the purposes of providing goods and services to Gassen Company and its Association clients.
2. The Vendor certifies that all information submitted to Gassen Company is valid and correct and the Vendor understands and agrees that Gassen Company may rely on all such information when considering the selection of the Vendor as a "Preferred Vendor".
3. The Vendor understands that Gassen Company may contact references, confirm information, and investigate any information relating to the Vendor at the sole discretion of Gassen Company and that the results of such references, confirmations and investigations may be shared freely and without restriction to Gassen Company and its Association clients.
4. The Vendor understands that should Gassen Company accept the Vendor as a Preferred Vendor such approval will remain in force at the discretion of Gassen Company and is required re-submit this application upon the request of Gassen Company.
5. In the event that the Vendor becomes a Preferred Vendor, it hereby represents and warrants to Gassen Company as follows:
 - All services shall be performed to the highest quality and workmanlike standards and all goods supplied shall be of the highest quality;
 - If notified of any deficiency, whether orally or in writing, it will immediately take whatever steps are necessary to rectify such deficiency to the standard required at its own cost;
 - Throughout the term that the Vendor is a Preferred Vendor, it will maintain in full force and effect such policies of insurance as are necessary to hold Gassen Company harmless and fully indemnified from any liability arising from services performed or goods supplied including:
 - Workman's Compensation Insurance of \$100,000 to \$500,000, depending on Tier level;
 - Comprehensive General Liability and Property Damage Insurance of \$500,000 to \$1,000,000, depending on Tier level;
 - Automobile Insurance of \$100,000 to \$500,000, depending on Tier level; and
 - Such other insurance coverage in such amount as is customary for the industry in which the Preferred Vendor operates;
 - Upon request by Gassen Company it will cause a Certificate of Insurance to be issued in the name of Gassen Company. Such certificate shall specifically state the risks covered and amounts thereof as well as the fact that such insurance may not be cancelled or amended without the prior written consent of the certificate holder;
 - It shall at all times comply with all applicable laws, ordinances, regulations and all lawful orders and guidelines of any duly constituted authority;
 - Gassen Company shall be entitled to rely on the representations and warranties given by any person or persons named in the application for Preferred Vendor status;
 - All services performed or goods supplied shall be provided or supplied in accordance with the terms of a valid purchase or work order issued by Gassen Company or its Association clients or otherwise in accordance with a written agreement covering the scope of work to be provided;
6. Acceptance by Gassen Company of the Vendor as a Preferred Vendor does not in any way constitute an offer to provide services or supply goods. Gassen Company makes no representation or warranty that it will endorse the services or products of the Preferred Vendor, nor is it obligated to purchase any such goods or services from the Preferred Vendor.
7. The Preferred Vendor shall indemnify and forever hold Gassen Company harmless from or against any claims asserted by, or any liability to, any person or entity resulting from or arising out of the Preferred Vendor's negligent acts or omissions in connection with the performance of its services or the provision of goods.

Applicant Signature _____

Printed Name _____

Title _____

Date _____