

Instructional Guide for Completing the Contractor Vendor Form

<p>Methods of Completing and Submitting the Contractor Vendor Form</p>	<p>Bidding as a Prime Contractor: If bidding as a prime contractor, scan and email the completed/signed form to: bidsubmittal.dot@state.mn.us</p> <p>All other vendors (e.g., subcontractors, suppliers, etc.):</p> <p>Electronic: complete all applicable fields, scan and email the form to: lcusupport.dot@state.mn.us</p> <p>Facsimile: complete all applicable fields and fax to (651) 366-4249.</p> <p>US Mail: complete all applicable fields and mail to: MnDOT LCU Support, Mail Stop 650, 395 John Ireland Boulevard, Saint Paul, MN 55155-1899.</p>
<p>Company Type</p>	<p>Check the appropriate box based on the company’s filing with the Minnesota Secretary of State.</p>
<p>Company Certifications</p>	<p>If you have been verified as a DBE (Disadvantage Business Enterprise), TGB (Targeted Group Business), VET (Veteran-owned small business)</p>
<p>Vendor Type</p>	<p>Vendor Type: Check the appropriate box based on the company type on projects. Prime – Bids on projects; Subcontractor – hired by prime or other subs to work on project; Supplier – Only supplying product to the project site (or staging).</p>
<p>Company Identification Numbers</p>	<p>Federal Tax ID Number or Social Security Number (SSN): A unique number assigned by the Internal Revenue Service (IRS) to an individual, firm or corporation for federal tax withholding purposes. To determine whether a federal tax ID number is needed, refer to: Employer ID Numbers Internal Revenue Service (irs.gov). An ITO may use his/her social security number.</p> <p>Federal USDOT Number: A unique number assigned by the US DOT Federal Motor Carrier Safety Administration to a person or business entity that is hauling cargo or passengers in interstate or intrastate commerce. A vendor/company can access FMCSA account information by visiting: SAFER Web - Company Snapshot (dot.gov)</p> <p>MN SWIFT/Vendor Number: A unique number assigned by Minnesota Management and Budget (MMB) to an individual, firm or corporation that provides direct or indirect services to the State. This number is obtained by registering with MMB. Please contact MMB at (651) 201-8106 or by visiting: SWIFT Vendor Resources / Minnesota Management and Budget (MMB) (mn.gov)</p> <p>MN Tax ID Number: A unique number assigned by the Minnesota Department of Revenue to an individual, firm or corporation for state tax withholding purposes. If exempt, check the “Exempt (refer to Minnesota Department of Revenue (state.mn.us) website)” box.</p> <p>MN Secretary of State File Number: A unique number assigned by the Minnesota Secretary of State to a business entity that is conducting business in the state of Minnesota. If exempt, check the “Exempt (refer to MN Secretary of State website)” box. Out of state contractors, please review the link about Foreign Corporations, Minnesota Statutes, Sec. 303.03.</p> <p>MN Unemployment Account Number: A unique number assigned by the Minnesota Department of Employment and Economic Development (MnDEED) to a business entity that employs workers. Unemployment insurance provides temporary, partial wage replacement to workers who lose their job through no fault of their own. To determine if the company is exempt or excluded, please review Minnesota Statutes, Sec. 268.035, Subd. 20 or contact the MnDEED at (651) 556-8425. If exempt, check the “Exempt (pursuant to M.S. § 268.035, Subd. 20)” box.</p> <p>MN Worker’s Compensation Policy Number: A unique number assigned by an insurance provider, which is then provided by the vendor/company to the Minnesota Department of Labor and Industry (MnDLI). Workers’ Compensation insurance provides benefits, health care costs, lost wages when workers are hurt on the job. To determine if the company is exempt or excluded, please review Minnesota Statutes, Sec. 176.041, Subd. 1 or contact the MnDLI at (651) 284-5032. If exempt, check the “Exempt (pursuant to M.S. § 176.041, Subd. 1)” box.</p>
<p>Company Contact Information</p>	<p>Provide all applicable contact information. Company Email Address will be used for confirmation of request to sublet.</p>
<p>Company Officers & Email Addresses</p>	<p>At a minimum, provide the Owner, Payroll Manager, DBE Compliance Officer and EEO Officer’s names and email addresses. Other officer contact information is important, but not required.</p>
<p>Signature</p>	<p>Print name, sign, and date.</p>