

**Irvine Ranch Water District**  
**Supplier Assessment Information Sheet**

Type or **Print legibly** information or **highlight** the lined area and type in your information

**Section I. Business Information**

Company Name: _____	
DBA: _____	
Street Address: _____	
City, State, Zip Code: _____	
Telephone Number: (    ) _____	Fax Number: (    ) _____
Contact Name and Title: _____	
Contact Telephone No. /Ext.: (    ) _____	E-mail Address: _____
Federal Tax ID Number: _____	
Business Type: <input type="checkbox"/> Broker <input type="checkbox"/> Manufacturer <input type="checkbox"/> Service <input type="checkbox"/> Distributor <input type="checkbox"/> Consultant <input type="checkbox"/> Contractor <input type="checkbox"/> Dealer	
Year Company Established: _____	Business/Contractors License Number: _____
State License Issued In: _____	Total Number of Employees: _____
SB 854 (Public Works) Contractor Registration Number: _____	

**Section II. Product/Service Information**

What is principal product(s)? _____ _____	
Is your company ISO 9000 certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do test certifications accompany your products?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are your company's warranty and repair procedures? _____ _____	
Do you have engineering, testing or repair service facilities available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Location: _____	
Does your company have an after hours/holiday standby program for customer emergencies? <input type="checkbox"/> Yes <input type="checkbox"/> No	
After Hours/Emergency Phone No.: (    ) _____	Cell Phone: (    ) _____
Do you pay your employees and/or sub-contractors prevailing wage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your process in notifying customers of back orders? _____	
What form of payment method do you accept?	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Procurement Card

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**Section III. e-Business Readiness**

Do you currently have a web site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Website: _____
Do you have an online catalog?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Can/Do you sell your products/services online?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Section IV. Customer References (Three are required) Note: This is NOT credit references**

Company Name:	_____
Address:	_____
Telephone No.: ( ) _____	Fax Number: ( ) _____
Contact Name:	_____ e-mail address: _____
Company Name:	_____
Address:	_____
Telephone No.: ( ) _____	Fax Number: ( ) _____
Contact Name:	_____ e-mail address: _____
Company Name:	_____
Address:	_____
Telephone No.: ( ) _____	Fax Number: ( ) _____
Contact Name:	_____ e-mail address: _____

**Fax: (888) 698-3844    Attention: Choe Nguyen    By email: PurchasingDept@irwd.com**

**Section V.**

<p><b>NOTE:</b> Please make sure to submit all required and requested documents in a timely manner to avoid your application from being rejected for non-responsive. Once your company gets rejected for the following reasons, you will not be eligible to resubmit your application for a 6-month period.</p> <p>Examples are as follows:</p> <ul style="list-style-type: none"><li>* Not providing completed Supplier Assessment Information Sheet ie: customer references (it is imperative that you verify your customer reference information before you submit it to us)</li><li>* Not registering on our E-Purchasing Website</li><li>* Not providing a copy of your current Business License and W-9 Form</li></ul>
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