



YMCA Shared Services, Inc. Vendor Application

Business Information

All information being provided will be kept confidential.

Company Name: BAY STATE ENVELOPE

Legal Name: _____
If different from company

Address: 440 CHAUNCY STREET
Street Address Apartment/Unit #

MANSFIELD MA 02048
City State ZIP Code

Website: WWW.BAYSTATEENVELOPE.COM Phone: 508-337-8900

Federal ID #: 04-3056048 Dun & Bradstreet #: 178164901 Date Established: 5-1-1987

Legal Structure:

- | | | |
|-----------------------------------------------------------|-------------------------------------|----------------------------------------|
| <input checked="" type="checkbox"/> Corporation | <input type="checkbox"/> Franchise | <input type="checkbox"/> Joint Venture |
| <input type="checkbox"/> Limited Liability Company (Llc.) | <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Other | |

If other, specify structure: _____

Federal Tax Certification:

- W-9 (attach current copy)

Type of Business:

- | | | |
|--------------------------------------------------|---------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Construction | <input type="checkbox"/> Consultant | <input type="checkbox"/> Courier/Transportation |
| <input type="checkbox"/> Distributer | <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Professional Service |
| <input type="checkbox"/> Publication/Broadcaster | <input type="checkbox"/> Retailer | <input type="checkbox"/> Service Provider |
| <input type="checkbox"/> Wholesale | <input type="checkbox"/> Other | |

If other, specify type: Printing and Mailing

Are you set up for electronic billing?

Yes

No

Gross Revenue for Previous Fiscal Year:

Under \$100,000

\$100,001-\$500,000

\$500,001-\$750,000

\$750,001-\$1,000,000

\$1,000,001-\$5,000,000

\$5,000,001-\$10,000,000

\$10,000,001-\$50,000,000

\$50,000,001-\$100,000,000

Over \$100,000,000

Number of Employees:

Under 25 employees

26-75 employees

76-150 employees

151-200 employees

201-500 employees

501-1,000 employees

1,001-1,800 employees

1,801-2,500 employees

2,501-5,000 employees

5,001-10,000 employees

10,000-20,000 employees

Over 20,000 employees

Geographic Service Area:

Local

Regional

National

International

If local or regional, specify area(s): _____

Please list primary products/competencies:

ENVELOPES, BUSINESS CARDS, LETTERHEAD, POSTCARDS,
BANNERS, TRAINING MANUALS, MAILING SERVICES,
BROCHURES, BOOKLETS, SIGNAGE

Business Representative

Name: PATTY BRUCE Job Title: SALES REPRESENTATIVE
Email: PBRUCE@DAYSTATEENVELOPE.COM Phone: 508-337-8900

Experience & Performance

Please list three references for whom you have worked/provided services..

Contact Name: GARY DRAGON Phone: 617-556-2300
Company: FINANCIAL ENGINES CORP. Email: gdragon@FINANCIALENGINES.COM
Address: _____

Contact Name: ANN HANDY Phone: 781-972-5400
Company: CAMBRIDGE HEALTHTECH INST Email: AHANDY@CAMBRIDGEINNOVATIONINSTITUTE.COM
Address: _____

Contact Name: EILEEN SWETT Phone: 413-277-2238
Company: COUNTRY BANK FOR SAVINGS Email: ESWETT@COUNTRYBANK.COM
Address: _____

Does your business conduct the following screening procedures when hiring new employees?

- A. Criminal Background Checks Yes No
- B. Sex Offender Registry Checks Yes No
- C. Drug Testing (DRIVERS) Yes No

Note: YMCA Shared Services, Inc. and our member YMCAs reserve the right to request a background check on any and all sub-contractors used by the party to whom they are contracted to by virtue of this document. This request will be made at the discretion of YMCA Shared Services, Inc. and/or our member YMCAs.

YMCA Shared Services, Inc. reserves the right to request a personal background check on any of the principles of the organization with whom it is contracting.

Diversity Information

Please check all that apply. Copies of all current certifications must be submitted with this Application.

Classified/Owned/Certified as:

- Historically Underwritten Business (HUB) Zone
- Small Business
- Other
- None

If other, specify structure: _____

Company is at least 51% owned, controlled, and actively managed by:

- Minority Person(s)*
- Service Disabled Veteran Owned Small Business
- Small Disadvantaged Business
- Woman/Women
- Other
- None

If other, specify structure: _____

*If Minority Person(s) owned, select all that apply:

- African American
- Asian Indian American
- Asian Pacific American
- Hispanic American
- Native American/Alaskan Native
- Other

If other, specify structure: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in this application may result in becoming an unapproved vendor for YMCA Shared Services, Inc.

Signature: Diana W. Skogseth Date: 12/10/2015

Name (Print): Diana W. Skogseth

Title/Position: CEO