

BIDDER'S MAILING LIST APPLICATION

Revised December 7, 2009

Return to: **Anderson County Purchasing Department**
100 N. Main Street Room 214 or 218
Clinton, TN 37716-3687
Phone: (865) 457-6251
Fax: (865) 457-6252
Email: purchasing@andersontn.org
Website: <http://andersontn.org/purchasing.html> (Copies of Bids can be printed directly from website)

(Please type or print *clearly* in ink)

Company Information

Name of Company: _____

Owner's Name: _____

Taxpayer Identification Number, Social Security, Employer Identification Number, or
(Provide copy of Company's W-9 Tax Identification Certification)

Type Business: (Select One)

Individual/ Sole Proprietor Corporation Partnership Other – Specify _____

Bid Representative Information

Bid Representative Name: _____

Bid Representative E-Mail Address: _____

Bid Packet Mailing Address: _____
(Address where bids are to be mailed)

City: _____ State: _____ Zip Code: _____ - _____

Telephone: (_____) _____ Fax: (_____) _____

Company Website Address: _____

Emergency Contact Information

In order for Anderson County to be able to reach it's vendors in the case of an emergency, we are requesting the following information. A total of two (2) Emergency After-Hours Contact Names and Cellular Phone Numbers:

(1) _____
Name(s)

(_____) _____
Cellular Phone Number

(2) _____
Name(s)

(_____) _____
Cellular Phone Number

Remittance Information	
Remittance Address for Purchase Orders	Remittance Address for Checks
Street _____ Suite or Apt No. _____	Street _____ Suite or Apt No.. _____
City _____ State _____ ZIP Code _____ - _____	City _____ State _____ ZIP Code _____ - _____
(_____) _____ Phone Number	(_____) _____ Phone Number
(_____) _____ Fax Number	(_____) _____ Fax Number

Are you a current employee of Anderson County Government, including all departments and branches? _____ Yes _____ No
 If so, what department? _____
 Job Title: _____

If you are an Anderson County Employee, provide names and telephone numbers of two other companies that you have provided this service or product within the last 12 months.

1). Vendor Name:

 City _____ State _____ Zip Code _____ Telephone No. _____

2). Vendor Name:

 City _____ State _____ Zip Code _____ Telephone No. _____

Is either the applicant or any person with this firm in any way connected with or related to an employee or an official of the Anderson County Government. _____ Yes _____ No. If yes, explain relationship:

License Information
Do you have a current Business License in the State of Tennessee? _____ Yes _____ No Business License Number: _____ Expiration Date _____ What Tennessee County _____ (** Copy of Business License <u>must</u> be provided**) Contractor's License Number: _____ License Type _____ Expiration Date _____ (**Copy of Contractors License <u>must</u> be provided**) Are you Bonded and Insured? _____ Yes _____ No Name of Insurer _____ (** Copy of Certificate of Liability Insurance <u>must</u> be provided**)

General Information

Vendors interested in being added to the Anderson County bidder's database must complete this application indicating the specific items or services to be supplied. Application can be completed online at <http://andersontn.org/purchasing> or application can be downloaded and returned by fax, email or U. S. mail to the Anderson County Purchasing Department. Bidder's Mailing List Applications **MUST** be received by Anderson County Purchasing, ten (10) Calendar days prior to the date bids are issued to bidders, otherwise it is the vendors responsibility to obtain bid information from the Purchasing Department or county website. Failure to respond to Invitations for Bids, Requests for Proposals, or Requests for Quotations will be understood by Anderson County to indicate lack of interest and may result in removal of the vendor's name from the bidder's database. Please notify the Anderson County Purchasing Department at purchasing@andersontn.org immediately of any changes. This includes change of name, address or telephone number, and addition or deletion of items you are interested in supplying. Anderson County Government requires all vendors to submit and maintain Certificates of Liability Insurance prior to the award of bids, proposals and contracts.

I certify that the information supplied herein is correct.

Signature: _____ Title: _____ Date: _____

Thank you for taking the time to complete our Bidder's Mailing List Application. Once your information has been entered into our system **we cannot guarantee that you will receive all bid proposals** that are pertinent to your business, due to the high volume of businesses that are in our database. However, all of our current bids are listed on our website <http://andersontn.org/purchasing.html>. In addition a bulletin board is located outside of the Purchasing Department, room 214 at the Courthouse where we post all of the current bids and you can always call our office to inquire about bids. We look forward to doing business with you.

Books and Library Equipment

- ___ Library Books – Major Supplier – 030.1
- ___ Library/ Archival Equipment -- 190
- ___ Publications (Prepared Material Only) – 030.2
- ___ Textbooks – 030.3

Communication/Radio, Telecom, Public Address

- ___ Equipment – 065.1
- ___ Maintenance – 065.2
- ___ Supplies – 065.3
- ___ Wireless Telephone Service - 297

Computer Equipment and Supplies

- ___ Maintenance – 070.2
- ___ Software – 070.3
- ___ Supplies – 070.4
- ___ Computers – 070.5
- ___ Computer Parts – 070.6

Construction and Building Services

- ___ Boiler Repair/Service – 025
- ___ Building/Structures (Fabricated/Prefabricated) – 040
- ___ Building Hardware/ Supplies – 080
- ___ Carpet/Flooring/Installation/Removal/Etc. – 050
- ___ Concrete - 076
- ___ Contractors/General – 085
- ___ Custodial Services - 062
- ___ Demolition/Excavating – 095
- ___ Electrical Repair, Wiring/Cabling – 105
- ___ Elevator Maintenance/Repair– 110
- ___ Engineering/Architectural Services – 115
- ___ Fence, Installation/Repair – 120
- ___ Fire Extinguisher/Protection Equipment/Supplies/Service – 135
- ___ Janitorial Supplies – 175
- ___ Lawn Equipment Mowers/Accessories/Supplies – 185
- ___ Lighting Supplies (Electrical)- 191
- ___ Mowing/Lawn Service – 205
- ___ Painting Contractors –221
- ___ Paint/Brushes/Supplies/Equipment – 220
- ___ Pest Control and Termite Service– 235
- ___ Plumbing Maintenance – 245
- ___ Plumbing/Pipe Supplies – 246
- ___ Portable Buildings – 250
- ___ Roofing Contractors – 271

Emergency Management Equipment and Supplies

- ___ Emergency/Rescue Equipment – 180.9
- ___ Environmental Protective Equipment – 100.1
- ___ Mapping Services – 100.2
- ___ Environmental Clean-up– 100.3
- ___ Portable Toilets - 251
- ___ Tree and Debris Removal – 100.4

Financial Services

- ___ Auditing/Professional Consulting Services - 021
- ___ Bonds – Statutory and Fidelity - 026
- ___ Insurance/Risk Management Services– 170
- ___ Tax Anticipation Notes (Banks)-283

Food Service Equipment and Supplies

- ___ Bakery – 140.1
- ___ Coffee – 140.2
- ___ Cutlery/Dishes/Flatware/Trays/Utensils/Supplies – 140.3
- ___ Dairy – 140.4
- ___ Drinks – 140.5
- ___ Food Service Equipment/Supplies – 140.6
- ___ Food Serving Line (Commercial) – 140.7
- ___ Frozen/Prepared & Ready-to-Eat – 140.8
- ___ Perishable (Meat, Fruit, Vegetables, Etc.) – 140.9
- ___ Cafeteria Equipment –140.10

Furniture

- ___ Industrial (Lockers/Shelving/Storage) – 145.1
- ___ Office Furniture – 145.2
- ___ Preschool Furniture – 145.3

HVAC Equipment and Supplies

- ___ Heating/Air Conditioning – 165.1
- ___ HVAC Maintenance – 165.2
- ___ Refrigeration Maintenance/Repair– 165.3
- ___ HVAC Filters – 165.4
- ___ Water Treatment/Cooling Towers – 295

Highway/Roads Equipment and Supplies

- ___ Asphalt/Paving/Emulsified – 160.1
- ___ Gasoline/#2 Diesel Fuel – 160.2
- ___ Metal Culvert – 160.3
- ___ Motor Oil & Lubricants – 160.11
- ___ Guardrail – 160.4
- ___ Road Salt – 160.5
- ___ State-Aid Paving/Marking – 160.7
- ___ Stone/Cold Mix/Chips – 160.8
- ___ Striping of County Roads – 160.9
- ___ Traffic Control Devices – 160.10
- ___ Heavy Equipment (including Maintenance/Repair)– 155

Law Enforcement Equipment and Supplies

- ___ Ammunition/Explosives – 180.1
- ___ Commissary Services– 180.2
- ___ Inmate Clothing – 180.3
- ___ Laundry/Dishwasher Products – 182
- ___ Law Enforcement Miscellaneous Supplies - 180.5
- ___ Metal Detectors/Body Scanners – 180.4
- ___ Protective Vest/Body Armor – 180.6
- ___ Uniforms - Utility/Military – 180.7
- ___ Uniforms – Supply & Laundry Service – 180.8
- ___ Inmate Healthcare - -180.10
- ___ Inmate Hygiene Items – 168

Medical Equipment and Supplies

- ___ Drug/Alcohol Testing – 200.1
- ___ Equipment – 200.2
- ___ Gases - Containers, Etc. – 200.3
- ___ Pharmaceuticals – 200.4
- ___ Safety Products – 200.5
- ___ Supplies/Medical – 200.6
- ___ Airway Products – 200.7
- ___ Bandaging Products – 200.8
- ___ IV Supplies – 200.9
- ___ Ambulance --010
- ___ Linens/Laundry Service – 195

Office Equipment and Supplies

- ___ Office Supplies – 210
- ___ Office Equipment (Except Copiers) – 215
- ___ Copiers – 090
- ___ Paper (Computer, Xerographic) – 225
- ___ Printing/Forms/Stationery Services – 255
- ___ Promotional Items -- 256

School Equipment and Supplies

- ___ Athletic/Sporting/Outdoor Equipment – 270.1
- ___ Barber/Beauty Supply/Cosmetic – 270.3
- ___ Bleachers – 270.4
- ___ Bus Route Contractors (Schools)– 045
- ___ Gym Floor Refinishing – 270.5
- ___ Musical Instruments/Supplies – 270.6
- ___ Park/Playground Equipment/Supplies – 270.7
- ___ Propane Gas/Tanks – 260
- ___ Scientific Equipment – 270.8
- ___ Shop Equipment – 270.9
- ___ Welding Equipment/Supplies – 300
- ___ Welding Gases-301

Security Services

- ___ Fire Alarm System, Maintenance/Repair/Installation– 130
- ___ Private Investigation Firms/Companies – 252
- ___ Security System (Installation and Maintenance) – 275

Vehicle/Automotive

- ___ Automobiles/Trucks/Vans – 285.1
- ___ Automotive/Vehicle Maintenance/Alignment/Parts – 285.4
- ___ Vehicle Towing – 285.5

Waste Management Equipment and Supplies

- ___ Asbestos Removal -020
- ___ Hazardous Material Collection (Antifreeze/Batteries/Chemicals/ Oil Filters-Used) – 290.2
- ___ Sewage Treatment Equipment/Waste Containers – 290.3
- ___ Solid Waste Disposal – 290.4
- ___ Waste/Wastewater Analysis – 290.6
- ___ Waste Hauling Services – 290.7

Internal Office Use Only (Do Not Write Below This Line)

Date Entered in Vendor Database: _____ Date Vendor Deleted from Database: _____

Reason: _____ Supervisor Approval _____

Business License/Contractor Information. Verified _____

(Initial)

(Date)