



TO: Orange County Business Partners
SUBJECT: Bidders Mailing List Application

We appreciate your interest in doing business with Orange County and have created the attached packet of information to make it easy for your firm to be placed on our bidders list. This packet includes the following documents:

Bidders Mailing List Application with Commodities List

Please fully complete all of the information on the application. **Note:** The Purchasing and Contracts Division is in the process of implementing an internal fax system that will make it possible for your firm to receive solicitation documents (without drawings or other oversized documents) by fax. Inclusion of your fax number on your application is, therefore most important. The County will not charge a fee for this fax service.

You may select up to twelve commodity numbers from the attached list to reflect the goods and/or services your firm wishes to register with the County. If you select more than twelve, only the first twelve will be used.

Request for Taxpayer Identification Number, Certification and Tax Status Questionnaire

This information is required by the Internal Revenue Service and is self explanatory.

Minority and Women Business Enterprise Classification

This letter provides basic information if you desire certification as a minority or woman owned business.

Announcements of the County's solicitations (Invitations for Bids (IFB's) and Requests for Proposals (RFP's) are currently available on the Bid Hotline at 836-0011, Orange TV, the internet (onetgov.net) and at the Purchasing and Contracts Division.

Your completed application and W-9 must be returned to the Purchasing and Contracts Division at the above address. Questions concerning this letter should be directed to (407) 836-5635.

Sincerely,

A handwritten signature in black ink that reads "Johnny M. Richardson".

Johnny M. Richardson, CPPO, CACM
Manager, Purchasing and Contracts Division

Attachments