



**BID REQUEST AND INFORMATION FORM**

Return Application To:  
Purchasing  
Bartlett City Schools  
5705 Stage Road  
Bartlett, TN 38134

Direct Questions To: Karen Grisham  
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901.202.0855 ext. #2255  
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FIRM'S NAME AS LISTED ON W-9                      DATE OF APPLICATION                      BUSINESS LOCATION: COUNTY & STATE

\_\_\_\_\_

MAILING ADDRESS FOR BIDS AND PURCHASE ORDERS:

TELEPHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_

FACSIMILE NUMBER: \_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

FEDERAL TAXPAYER IDENTIFICATION NUMBER

(as shown on W-9): \_\_\_\_\_

REMITTANCE ADDRESS IF DIFFERENT THAN ABOVE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TYPE OF BUSINESS (Check One)**

- MANUFACTURER \_\_\_\_\_
- CONSTRUCTION \_\_\_\_\_
- DISTRIBUTOR \_\_\_\_\_
- AGENT/REP \_\_\_\_\_

**ORGANIZATION (Check One)**

- INDIVIDUAL \_\_\_\_\_
- PARTNERSHIP \_\_\_\_\_
- CORPORATION \_\_\_\_\_
- NON-PROFIT ORG \_\_\_\_\_

**BUSINESS CERTIFICATION** Yes \_\_\_\_\_ No \_\_\_\_\_

UNIFORM CERTIFICATION AGENCY CERTIFICATION NUMBER: \_\_\_\_\_

(Please Select Only Those Categories That Apply)

SMALL BUSINESS ENTERPRISE \_\_\_\_\_

WOMAN OWNED BUSINESS \_\_\_\_\_

**MINORITY BUESINESS ENTERPRISE:**

- Asian/Pacific Female \_\_\_\_\_
- Asian/Pacific Male \_\_\_\_\_
- Asian/Indian Female \_\_\_\_\_
- Asian/Indian Male \_\_\_\_\_

**MINORITY BUSINESS ENTERPRISE (cont'd)**

- Black-Non Hispanic Female \_\_\_\_\_
- Black-Non Hispanic Male \_\_\_\_\_
- Black \_\_\_\_\_
- Hispanic Female \_\_\_\_\_
- Hispanic Male \_\_\_\_\_
- Native American Indian/  
Alaskan Female \_\_\_\_\_
- Native American Indian/  
Alaskan Male \_\_\_\_\_
- White American Female \_\_\_\_\_
- White American Male \_\_\_\_\_

HOW LONG IN PRESENT BUSINESS \_\_\_\_\_ AVERAGE # OF EMPLOYEES \_\_\_\_\_ AVERAGE ANNUAL SALES \$ \_\_\_\_\_

LIST OTHER TN BUSINESSES YOU HAVE SOLD TO:

\_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

APPROXIMATE INVENTORY NORMALLY STOCKED \$ \_\_\_\_\_

LOCATION OF SERVICE FACILITY:

\_\_\_\_\_

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.:

PRESIDENT: \_\_\_\_\_

VICE-PRESIDENT: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

TREASURER: \_\_\_\_\_

PERSONS AUTHORIZED TO SIGN BIDS AND CONTRACTS:

NAME: \_\_\_\_\_

OFFICIAL CAPACITY: \_\_\_\_\_

NAME AND TITLE OF PERSON SIGNING APPLICATION:

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

NOTE: Each manufacturer, supplier and vendor is responsible for notifying Purchasing of any change to any/all information listed above.

By requesting to be placed on the Bartlett City Schools Bidder's List, each manufacturer, supplier and vendor is agreeing to do business with Bartlett City Schools. Each manufacturer, supplier and vendor also agrees to extend credit to Bartlett City Schools without requiring a credit application and to fulfill any Purchase Orders and/or contractual obligations that may occur. If a credit application is required, a submitted bid may be rejected.