

## **Bidder Registration Form Instructions**

Registration as a bidder with Clay County does not guarantee that a bidder will receive a bid for their services. Bids will only be solicited when there is a requirement for a certain commodity or service.

All information is to be **TYPED** in the spaces provided.

**Type** Company Name and Mailing Address where bids may be sent. List contact person and telephone number(s) and who can give out information including price quotes. List e-mail address for queries, and internet URL if available. List the company's Federal Identification Number (the number the company reports its taxes under) or the Owner's Social Security Number if the company is a Sole Proprietorship or Partnership. This is required for Internal Revenue Service reports.

## **Commodity Codes**

Refer to the Commodity Code List to determine which commodity code most closely identifies the product or service your company provides, and type the corresponding number in the primary Commodity Code block. If there are other products or services that your company provides, you may list up to five additional codes in the blocks provided. The Commodity Code List contains the majority of all commodities or services that the County may solicit bids or proposals for. If the product or service your company provides is not listed here, then the County probably does not solicit bids for it on a regular basis. However, you may submit a separate list clearly identifying the commodity or service your company provides, and the County may include it in the future.

Do not list commodities or services that you cannot provide a responsive bid for if solicited. Failure to respond to invitations (submission of a bid or proposal or a NO BID statement) indicates a lack of interest in doing business with the County, and may lead to removal from the bidders list. It is important that you notify us promptly of any change in address or telephone number(s). Many commodities and services are only solicited occasionally or at lengthy intervals, in most cases 3 years or more.

**Fax** the completed application page to us at (904) 278-3728, or **Mail** the completed application to Clay County Budget & Administrative Services Department, **ATTN: Purchasing Division**, P.O. Box 1366, 477 Houston Street, Green Cove Springs, FL 32043. Submit the form only ONCE. All other information must be mailed under separate cover to the above address. Do not fax literature or catalog cuts.

Thank you for considering doing business with Clay County, Florida.