



City of Virginia Beach

DEPARTMENT OF FINANCE
PURCHASING DIVISION
PHONE 385-4438 FAX 385-5601/5664

2388 LIBERTY WAY
VIRGINIA BEACH, VIRGINIA 23456

November 1, 2018

To: Prospective Bidders or Offerors

From: City of Virginia Beach Finance/Purchasing Division

Re: Bidders Application/Doing Business with the City of Virginia Beach

The City of Virginia Beach is dedicated to encouraging more minority, woman-owned and small business participation in our procurement processes. If you are not already on the city's bidders list, please take a moment to complete the attached Bidders Application form and return it to the following address:

City of Virginia Beach
Finance/Purchasing Division
Liberty Tax Executive Park
2388 Liberty Way
Virginia Beach, VA 23456

Please visit our website (www.vbgov.com) to obtain a listing of outstanding Invitation to Bids and Requests for Proposals being solicited by the City. The website also contains additional information about "Doing Business with the City of Virginia Beach". If you have any questions regarding the City's procurement practices, please visit our office or call us at (757) 385-4438.

Sincerely,

Rebecca L. Kee

Rebecca L. Kee, CPPO
Purchasing Agent



City of Virginia Beach

BIDDER'S MAILING LIST APPLICATION

IF YOU WISH TO BE PLACED ON THE MAILING LIST TO RECEIVE INVITATIONS TO BID, FILL OUT AND RETURN THIS FORM. PLEASE SUPPLY A LISTING OF THE COMMODITIES, LINE CARD, AND/OR LITERATURE FOR WHICH YOU WOULD LIKE TO RECEIVE INVITATIONS TO BID.

ALL INFORMATION SHOULD BE TYPED OR PRINTED. PLEASE READ CAREFULLY

RETURN TO: CITY OF VIRGINIA BEACH FINANCE/PURCHASING DIVISION 2388 LIBERTY WAY VIRGINIA BEACH, VA 23456	PHONE NO. (757) 385-4438 FAX NO. (757) 385-5601 (757) 385-5664 OR E-MAIL: FinancePurchasing@vbgov.com	DATE: _____ CHECK ONE: <input type="checkbox"/> INITIAL APPLICATION <input type="checkbox"/> REVISION
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1. NAME & ADDRESS OF APPLICANT (SITE): _____ _____ _____ E-MAIL /INTERNET ADDRESS, IF AVAILABLE: _____	TELEPHONE NO. _____ FAX NO. _____ CONTACT PERSON: _____ OFFICIAL CAPACITY: _____
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2. NAME & ADDRESS OF PARENT COMPANY: _____ _____ _____ E-MAIL /INTERNET ADDRESS, IF AVAILABLE: _____	TELEPHONE NO. _____ FAX NO. _____ CONTACT PERSON: _____ OFFICIAL CAPACITY: _____
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3. COMPLETE ADDRESS TO WHICH BID SOLICITATIONS ARE TO BE MAILED (IF DIFFERENT FROM ITEM #1) _____ _____ _____ E-MAIL /INTERNET ADDRESS, IF AVAILABLE: _____	TELEPHONE NO. _____ FAX NO. _____ CONTACT PERSON: _____ OFFICIAL CAPACITY: _____
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4. IS YOUR FIRM A MINORITY BUSINESS? YES NO IF YES, PLEASE INDICATE THE "MINORITY" CLASSIFICATION BELOW:

AFRICAN AMERICAN HISPANIC AMERICAN AMERICAN INDIAN ESKIMO ASIAN AMERICAN

ALEUT OTHER; PLEASE EXPLAIN: _____

IS YOUR FIRM WOMAN OWNED? YES NO IS YOUR FIRM A SMALL BUSINESS? YES NO

IS YOUR FIRM SERVICE DISABLED VETERAN? YES NO

5. PLEASE REFER TO SECTION 2-224.9 OF THE CITY CODE REGARDING THE CITY'S INTEREST TO INCREASE MINORITY AWARENESS AND TO ENCOURAGE MINORITY PARTICIPATION IN CITY CONTRACTS.

6. EMPLOYER IDENTIFICATION NUMBER ISSUED BY THE INTERNAL REVENUE SERVICE:

7. CERTIFICATION

I certify that information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any agency of the Federal Government from bidding for furnishing materials, supplies, or services to the Government or any agency thereof.

SIGNATURE _____

 NAME & TITLE OF PERSON AUTHORIZED TO SIGN (TYPE OR PRINT)

PLEASE LIST YOUR COMPANY'S COMMODITIES/SERVICES BELOW; PLEASE INCLUDE LINE CARD AND/OR DESCRIPTIVE LITERATURE:

THE CITY OF VIRGINIA BEACH IS AN EQUAL OPPORTUNITY EMPLOYER