

# BID DISTRIBUTION FORM

**Vendor:** Please fill out the form below and forward it via fax to 901-457-2258 or email to [tocpurchasing@ci.collierville.tn.us](mailto:tocpurchasing@ci.collierville.tn.us). The Procurement Division will forward you a copy of the requested bid. If a bid deposit is required, please bring or mail this form with your deposit.

Bid #: TC2017-14 Poplar View Parkway Sidewalk Improvements

Date: \_\_\_\_\_

No. of Packets Requested: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

\*To obtain a vendor number, please register your company at <http://tocpurchasing.collierville.com>. Follow this link to look up your vendor number, if you have previously registered.

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Deposit Amount: \$0 for Disk, \$50.00 if print copy requested from Town Deposit Refund: N/A

Method of Bid Packet Delivery (Check one):

E-mail

Vendor Pick-Up

U.S. Mail

Fed-Ex (Provide Fed-Ex account #) \_\_\_\_\_

**Note: Bid documents will be provided only in PDF format. Bidder will be responsible for any printing required.**

How did you hear about this bid?

Collierville Website

Dodge Room

Newspaper Public Notice

Town Notification

Builder's Exchange

Other (Please Specify) \_\_\_\_\_

Vendor Representative Signature: \_\_\_\_\_

## Collierville Purchasing Division Use:

### Bid Package Parts Distributed:

Bid Directory Yes \_\_\_ No \_\_\_

Bid Envelope Yes \_\_\_ No \_\_\_

Other \_\_\_\_\_ Yes \_\_\_ No \_\_\_

### ADDENDUMS SENT/DATE (Attach Fax Confirmation)

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

#5 \_\_\_\_\_

Purchasing Division Representative Signature: \_\_\_\_\_