

# RFI 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 Purchasing Division will forward you a copy of the requested RFP. If a bid deposit is required, please bring or mail this form with your deposit.

RFI #: RFI2017-005 Website Design, Hosting & Maintenance

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: \_\_\_\_\_ N/A \_\_\_\_\_ Deposit Refund Date: \_\_\_\_\_ N/A \_\_\_\_\_

Method of Bid Packet Delivery (Check one):

E-Mail Address

Vendor Pick-Up

U.S. Mail

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

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 \_\_\_

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

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

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

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

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

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

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

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