

City of Alexandria, Virginia
BIDDER'S MAILING LIST APPLICATION

Division of Purchasing
 Suite 301 - Bankers Square
 100 North Pitt Street
 Alexandria, VA 22314
 Fax: (703) 838-6493

* a required field

[Read information and instructions carefully](#)

1. Company name *		2. Application date *	
		Previous application date	
3. Address for bids *		4. Remittance address	
5. Telephone number*() ext		6. Facsimile ()	
7. Type of organization		8. State of incorporation	
Minority	Small business	Federal Identification #	
Individual	Partnership	(SSAN if Individual) #	
Corporation			
Gross annual sales \$			
9. Officers			
	Name	Title	Authorized to sign bids
*		*	
10. For information about products/services/bids, contact			
Name		Address	
Title			
Phone #		ext.	
11. Products/Services company supplies (Furnish catalogs or descriptive literature) *			
12. Name of Person Completing Form		I understand that failure to respond to Invitations to Bid shall be cause for removal from the City's Vendors List. Further, I understand that my company must comply with provisions of City Code relating to Equal Employment Opportunity, Collusion and Disclosure of Interest.	
Name*			
Title			
Email Address*			
CITY USE ONLY			
1. Vendor number			
2. Commodity code(s):			
3. Date entered			
4. Entered by			