CITY OF KNOXVILLE - OFFICE OF THE PURCHASING AGENT

VENDOR'S LIST APPLICATION

P.O. Box 1631
Knoxville, Tennessee 37901

Telephone: (865) 215-2070
Fax: (865) 215-2277
E-mail: purchasing@cityofknoxville.org

The City of Knoxville is pleased to have your firm submit the following information in anticipation of doing business with the City. The name of your firm will be included on a commodity list reflecting your primary lines of products or services. Pending bids are posted in the City Purchasing Department, Room 667, 400 Main St. Knoxville, Tn., 37902, on the city's web site (www.cityofknoxville.org/purchasing).

Once placed on the mailing list for specific commodities or services, three (3) failures to respond will result in removal of your firm from the list for that particular commodity or service.

☐ New Application Federal Tax I.D. or Social Security # _____

☐ Information Change Knoxville Business Tax Number (if applicable) # _____

1. Applicant's name and mailing address for bidding forms and purchase orders:

_____

_____

_____

2. Mailing address for payments (if different from Item 1):

_____

_____

_____

3. Representative to contact on bids or quotes:

Name_____ Title_____

Telephone_____ Fax_____

E-mail_____

4. Standard payment terms:_____

5. List items or services your firm would be interested in providing to the City of Knoxville:

_____ _____

_____ _____

_____ _____

Government ☐ Non-Profit ☐

Is your company a small business as defined by the U.S. Small Business Administration? ___Yes ___No

Are you incorporated? ___Yes ___No If yes are you publicly traded? ___Yes ___No

Gender: ___Female ___Male

Identify company classification:

American Indian or Alaska Native _____ Hispanic or Latino _____

Asian _____ Native Hawaiian or Other Pacific Islander _____

Black or African American _____ White _____

Is your business classified as a Disadvantaged Business? ___Yes ___No Other_____

I hereby certify that information supplied herein is correct to the best of my knowledge.

_____

Signature and Title of person signing

Please notify the Office of the Purchasing Agent immediately of any and all changes to the information on this application.