

### **Construction Vendor Application Instructions:**

The construction vendor application is for companies who specialize in contract work related to construction. If your company would like to be included on both the general and constructions bid lists, both applications must be completed and mailed to Procurement Services. The bid list application is used for bids \$25,000 and over. If a vendor would like to bid on items under \$25,000, they must contact the individual departments and request they be considered for any future purchases or quotes. When a bid over \$25,000 becomes available that is specific to your category, Procurement Services will email you and let you know a bid has been posted.

1. Complete the application.
2. Mail (do not fax!) the application to Procurement Services.

When Procurement Services receives and processes the application, we will email the vendor a confirmation of their addition to our bidders list.