

**VENDOR APPLICATION**  
**CITY OF SANDY SPRINGS**  
 PURCHASING DIVISION

7840 Roswell Rd.  
 Bldg. 500  
 Sandy Springs, GA 30350  
 e-mail: tyra.little@sandyspringsga.org

TELE: (770) 730-5600  
 FAX: (770) 206-1480

New Applicant       Name and/or Address Change       Add Commodities       Delete Commodities

ADDRESS: (COMPLETE NAME OF BUSINESS)		FEDERAL I.D.# OR SOCIAL SECURITY #:
MAILING ADDRESS:	REMITTANCE ADDRESS:	
CITY/STATE/ZIP:	ZIP CODE:	
TELEPHONE NUMBER:	FAX NUMBER:	
NAME OF REPRESENTATIVE(S) SERVING THE CITY OF SANDY SPRINGS: _____		
CAN WE REQUEST QUOTES/COMMUNICATE VIA E-MAIL? <input type="checkbox"/> YES <input type="checkbox"/> NO    IF SO, PLEASE INDICATE E-MAIL ADDRESS: _____		
TYPE OF BUSINESS OR ORGANIZATION (CHECK):		LENGTH OF TIME IN PRESENT BUSINESS (NUMBER OF YEARS): _____
<input type="checkbox"/> DEALER	<input type="checkbox"/> MANUFACTURER	<input type="checkbox"/> FACTORY REP.
<input type="checkbox"/> JOBBER	<input type="checkbox"/> RETAILER	<input type="checkbox"/> COMMODITY
<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> INCORPORATED
<input type="checkbox"/> MINORITY	<input type="checkbox"/> SMALL BUSINESS	<input type="checkbox"/> OTHER
NAME OF OFFICERS, OWNERS OR PARTNERS OF BUSINESS:		
PRESIDENT: _____		VICE-PRESIDENT: _____
SECRETARY: _____		TREASURER: _____
OWNERS/PARTNERS: _____		
DISTRIBUTION (LOCATION OF NEAREST PLANT/WAREHOUSES)	INVOICING TERMS (i.e. NET 30 DAYS, ETC.)	
_____	_____	
<b>ATTN: ALL ITEMS FOR THE CITY OF SANDY SPRINGS MUST BE QUOTED F.O.B. DESTINATION</b>		
NAME AND TITLE OF PERSONS AUTHORIZED TO SIGN BIDS. THE LIST MUST BE KEPT CURRENT		
_____	TITLE: _____	
_____	TITLE: _____	
_____	TITLE: _____	
<b>PLEASE INDICATE ON THE ATTACHED LIST OF COMMODITIES/SERVICES FOR WHICH YOUR COMPANY IS INTERESTED IN SUBMITTING QUOTES, BIDS AND PROPOSALS</b>		
IT WILL BE THE RESPONSIBILITY OF EACH BIDDER TO NOTIFY THE CITY OF SANDY SPRINGS OF ADDRESS OR TELEPHONE NUMBER CHANGES. PLEASE SEND CHANGES AND THIS COMPLETED FORM TO:		
<b>CITY OF SANDY SPRINGS – PURCHASING DIVISION</b> <b>7840 Roswell Rd. Bldg. 500</b> <b>Sandy Springs, GA 30350</b>		
I certify that the foregoing information is a full, true and correct statement of facts. I understand that my failure to respond to three (3) Bid Invitations of any one class will result in the City of Sandy Springs Purchasing Division discontinuance in sending future bid invitations on that particular commodity.		
SIGNATURE	TITLE	DATE
_____	_____	_____