



**BOTETOURT**

COUNTY OF VIRGINIA

**PURCHASING DEPARTMENT**

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2 E. Main Street, #5

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(540) 928-2106

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**VENDOR REGISTRATION**

The Purchasing Department utilizes the Vendor List to request estimates, quotes, bids and/or proposals as needed for County procurements. We make every effort to encourage competition by notifying vendors directly, by posting to our County website, posting to the VBO page of eVA, and by newspaper advertisement in either the Roanoke Times or the Fincastle Herald. The level of notification is dependent upon the requirements of the solicitation as guided by the Virginia Public Procurement Act and the County's Procurement Policy Manual.

*Please complete and submit the application below to add your firm to Botetourt County's list of vendors.*

Name of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Additional Location(s): \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Names of Owner(s): \_\_\_\_\_

Type of Business (circle):     Manufacturer / Producer / Wholesaler / Retailer / Distributor  
                                          Manufacturer's Agent / Service Establishment / Jobber

Type of Organization: Individual/Partnership/Corporation     Year Established: \_\_\_\_\_

Federal ID #\_\_ - \_\_\_\_\_     State of Incorporation \_\_\_\_\_

SUBMIT COMPLETED FORM TO: [stincher@botetourtva.gov](mailto:stincher@botetourtva.gov)

List Any Occupational Licenses: \_\_\_\_\_

**What goods and/or services does your business provide?**

**NIGP CODE:** (limit to five (5) primary codes) \_\_\_\_\_

NIGP Commodity Code listing is available at: [www.eva.virginia.gov](http://www.eva.virginia.gov)  
Look at "TOOLS" bottom area of webpage; see "NIGP Code Lookup"

**DESCRIPTION of Goods/Services Offered;** PLEASE list the best of up to ten searchable "keywords"  
(separated by commas) to describe what your business provides or a category of services.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Primary contact concerning quotes/bids:

_____	_____	_____
Contact Name & Title	Phone	Email

*By submitting this Application, I understand it does not guarantee any contract award. This Application is only providing my business information to the County to have more readily available when there is a need for the goods or services my business could potentially provide. A contract award would only be possible upon my participation in and submission to an active solicitation, and only then if all requirements and qualifications were met; and, if my offer was found the best received.*

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

SUBMIT COMPLETED FORM TO: [stincher@botetourtva.gov](mailto:stincher@botetourtva.gov)

(Signature)

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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