



MEMORANDUM  
Purchasing Department

Date: May 14, 2020  
To: Potential Vendors  
From: Pattie Farris, Purchasing Agent  
cc: file  
Re: How do I get on the bid list or register as a vendor with Maury County?

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The Maury County Government Purchasing Department notifies potential vendors by first class letter whenever bid invitations are open. This letter refers vendors to the official Maury County Government website in order to view and/or download all information that is pertinent to that particular invitation.

All descriptive information regarding what is being bid as well as the instructions on how to submit a bid can be found at: [www.maurycounty-tn.gov](http://www.maurycounty-tn.gov) in the "*Financial Management link*", then **Purchasing**. Under the heading "*Current Bids*".

If there is nothing listed under the *Current Bids* heading, there are no bids open at that time.

To get on the bid list for the Maury County Government, you must submit in writing, your company's name, address, telephone number, fax number, contact person and e-mail address, if applicable. Also, list in your submittal the product(s) or service(s) your company provides. **NOTE:** Fax or email versions will NOT be accepted.

Print a copy of the attached *Vendor Application*, complete the application form and return it by mail to:

Maury County Purchasing Department  
Attn: Pattie Farris  
#5 Public Square, 2<sup>nd</sup> Floor  
Columbia, TN 38401

**NOTE:**

**Bidders who conduct business with Maury County Government must comply with TCA 50-1-103 (regarding employment of illegal aliens). Violation of this statute could result in a suspension of appropriate licensure and loss of business with Maury County.**

**Bidders must also be able to provide a copy of a valid business license.  
(At the request of Maury County)**



**MAURY COUNTY, TENNESSEE  
PURCHASING DEPARTMENT  
VENDOR APPLICATION**

PLEASE COMPLETE ALL INFORMATION REQUESTED ON THIS FORM AND RETURN IT BY MAIL TO:

**Maury County Purchasing Department  
#5 Public Square, 2<sup>nd</sup> Floor  
Columbia, TN 38401**

CHECK ONE: *INITIAL APPLICATION* \_\_\_\_\_ *REVISION:* \_\_\_\_\_

Company Name: \_\_\_\_\_

*(Include Corporate, Division names or other affiliations)*

Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address (if applicable): \_\_\_\_\_

Products Produced/Carried/Represented or Services Provided: \_\_\_\_\_

References *(Customers include name, address & phone numbers)*:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Comments/Recommendations: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submission of this form will provide Maury County with a database of vendors to be used for our bid list.**