



PURCHASING DIVISION

241 W. South Street
Kalamazoo, Michigan 49007-4796
Telephone: (269) 337-8020
FAX: (269) 337-8500

FIND CURRENT BID OPPORTUNITIES AT:
<https://www.kalamazoo.org/bidopportunities>

TO: ALL PROSPECTIVE BIDDERS

RE: City's Bidders List Program

Thank you for your interest in being added to the City of Kalamazoo's Bidders List. This packet will help us place you on the appropriate list(s) for the goods and services you might sell to the City. Bidders lists are used by the Purchasing Division to solicit competitive prices and terms for the procurement of the City's goods and services.

The City's bidders lists are organized by commodity classes. Your attention to the commodity list will ensure that you are added to the correct list(s). **Announcements will be sent to potential bidders by email.** Please be sure to provide your company's email address on the registration.

To be added to the City's bidders list you must:

1. Complete the attached Bidders List Registration.
2. Indicate the commodity code number(s) of supplies and/or services **you provide**. For example, if the City is looking to purchase heavy equipment, and you sell heavy equipment, you would note that code. The City uses 5-digit NIGP codes that can be searched by going to the City website at: <https://www.kalamazoo.org/docman/purchasing/4930-commodity-code-list/file> (PLEASE NOTE: Once in the commodity code list, it can be searched by pressing the "Control" and then "F" keys together on your keyboard.)
3. To further assist us in correctly classifying your company, very briefly describe on the registration the products or services you provide.
4. Return the **SIGNED** registration to the Purchasing Division.

Maintaining the bidders list is a continuous process. It is our goal to add you to the appropriate list(s) within two weeks of receipt of the registration.

Again, thank you for your interest in providing goods and/or services to the City of Kalamazoo. If you have any questions regarding the procurement process, please feel free to call me at (269) 337-8020 or via email at cokpurchasing@kalamazoo.org.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Emig".

Michelle Emig
Purchasing Division Manager



**CITY OF KALAMAZOO
BIDDERS LIST REGISTRATION**



RETURN TO:
Purchasing Division
City of Kalamazoo
241 West South Street
Kalamazoo, MI 49007

email: cokpurchasing@kalamazoocity.org
Phone No: (269) 337-8020
Fax No: (269) 337-8500
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<https://www.kalamazoocity.org/bidopportunities>

INSTRUCTIONS: Please type or print clearly. Complete all sections. Sign and return to the Purchasing Division at the email, fax number, or address listed above.

New Registration <input type="checkbox"/>	Updated Registration <input type="checkbox"/>	DATE
COMPANY NAME		Years in Business
ADDRESS		TELEPHONE #
CITY	STATE	ZIP CODE
FAX #		FEDERAL ID#
EMAIL ADDRESS (print legibly) To be used to inform this business of bidding opportunities		
TYPE OF ORGANIZATION <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other		
MAIN CONTACT PERSON	TITLE	TELEPHONE NO.
- OPTIONAL -		
CIRCLE ALL APPLICABLE CATAGORIES IF MINORITY AND/OR WOMAN OWNED:		
Black Asian-American Female American Indian/Alaskan Native Hispanic Other _____		
Briefly describe the product(s) sold by this firm:		
REQUIRED: Indicate classes of Equipment, Supplies, Materials and/or Services you desire to bid. (List appropriate commodity codes below. Please use additional sheets if more space is needed. The City uses 5-digit NIGP codes that can be found on the City website at: https://www.kalamazoocity.org/docman/purchasing/4930-commodity-code-list/file)		
I certify that the information supplied herein, including all pages attached, is correct and that neither the applicant nor any known person (or concern) connected with the applicant as a principal or officer is a City employee or declared ineligible by the City of Kalamazoo to bid on materials, supplies or services to be furnished.		
NOTE: Failure to respond to bid requests may be cause for suspension from bidders mailing lists. All applicants are subject to review and investigation prior to validation for placement on approved bidders mailing lists.		
IT IS THE VENDOR'S RESPONSIBILITY TO UPDATE THIS DATA WHEN CHANGES OCCUR AND FAILURE TO DO SO MAY RESULT IN NON-RECEIPT OF INFORMATION FOR CITY BIDS AND INFORMATION FOR CITY'S REQUIREMENTS.		
This registration must be signed by an authorized official of the firm.		
SIGNATURE	TITLE	DATE
PURCHASING DIVISION INTERNAL USE ONLY		
Data entered: _____ By: _____		