



City of Danville, Virginia

Carol G. Henley, Director of Purchasing

PO Box 3300
Danville VA, 24543

427 Patton Street, Rm 304
Danville VA, 24541

Phone: (434) 799-6528

Fax: (434) 799-5102

e-mail: purchasing@danvilleva.gov

Dear Applicant,

Thank you for your interest in doing business with the City of Danville. If you would like to be added to our vendors' list, please print, and complete the application below. To fill in the material/services/commodities portion of the application, you may want to review our Commodity Codes list. When we receive your application, we will add your company's name to our database, and we will contact you when any relevant projects are posted.

Placement on the vendors' list does not guarantee your company will receive a solicitation to bid. The city keeps a vendors' list as a convenience for the vendors. To assure you are kept informed of all upcoming bid requests, please check the board outside the Purchasing Department, (on the third floor in the Municipal Building, 427 Patton St.) and the Current Bids section of this website. The City reserves the right to remove vendors from our listing after a period of inactivity.

The completed form may be mailed to:

City of Danville
Purchasing Department
PO Box 3300
Danville, VA 24543

Or faxed to: (434) 799-5102

Sincerely,

Carol G. Henley
Director of Purchasing

City of Danville
Purchasing Department
PO Box 3300
Danville, VA 24543

(P) (434) 799-6528
(F) (434) 799-5102

Vendor's Application

I. Legal Name: _____ Trade Name: _____

SSN or EIN: _____

Address: _____ Email address: _____

Individual

Corporation

Partnership

Trust/Estate/Charitable Organization

Sole Proprietor

Governmental Entity

II. Is your organization (association, club, religious, charitable, educational, or other group) tax exempt under IRS Code Section 501(a)?

Yes

No

Business License Number _____ City/State _____

State Contractor's Number _____ Class _____ State _____

Address to which bids/proposals should be sent:

Remittance address (if different):

Telephone: _____ Fax: _____

Specific materials/services/commodities you seek to furnish:

Please provide a W-9 Form with Vendor Application

Certification: Under penalties of perjury, I certify that:

(1) The number shown on this form is my correct taxpayer identification number (or I am awaiting for a number to be issued to me), and (2) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding. You must cross out item (2) above if you have been notified by IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return. (See Specific Instructions on IRS Form W-9.)

Contact Person _____ Signature _____ Date _____