

Arkansas State Highway and Transportation Department
EQUIPMENT AND PROCUREMENT DIVISION

BIDDER APPLICATION

In accordance with Arkansas State Purchasing Law, the following information must be furnished for prospective bidders to become eligible to be placed and remain on the Bidder's List.

1. Name of Business _____

2. Mail Bid Invitations To:

Street or P.O. Box _____

City _____

County _____

State _____

Zip _____

Contact Person _____

Phone # _____ Fax # _____ E-Mail _____

NOTICE: Line 3(a) must be completed to process application.

3. (a) Federal Employer I.D. Number or Social Security Number, if individual: _____

(b) Arkansas State Sales Tax Number: _____

(c) Arkansas Contractor's License Number, if any: _____

4. Remittance Address, if different than #2 above:

Street/P.O. Box _____

City/State/Zip _____

County _____

Contact Person _____

Phone Number _____

5. Home Office Address, if different than #2 or #4:

Street/P.O. Box _____

City/State/Zip _____

County _____

Contact Person _____

Phone Number _____

6. If this business is a subsidiary of another company, list the name of the parent company, and address if different than #2, #4, or #5 above.

7. Organization Type:

Individual

Partnership

Corporation

Incorporated in what State:

8. Ownership:

Male Female

Black

White

Hispanic

American Indian/Alaskan Native

Asian/Pacific Islander

9. If this business is a partnership or corporation, is it registered as such with the Office of the Arkansas Secretary of State?

Yes No

10. List owners, partners or officers of the business.

Name _____	Title _____
Name _____	Title _____
Name _____	Title _____
Name _____	Title _____

11. How long has this company been in business? _____

- 12. (a) Have you or any individual serving as an officer, principal, partner or key employee in this or any previous business entity, been suspended or debarred from bidding by any city, county, state, federal agency or other governmental entity? { } Yes { } No
- (b) Has any governmental entity ever filed a formal complaint against you or others listed in (a) above, or your merchandise or service? { } Yes { } No
- (c) Has a performance penalty ever been assessed against you or others listed in (a) above by the State of Arkansas or any other governmental entity? { } Yes { } No
- (d) Have you or others listed in (a) above ever failed to complete any contract with any governmental entity? { } Yes { } No

If your response is yes to #12 (a), (b), (c), or (d), attach separate sheet with complete explanation.

PLEASE READ

I, the undersigned, hereby certify that the above foregoing information is a full, true and correct statement of the facts, and I agree to the following conditions.

I agree to faithfully abide by the purchasing laws of the State of Arkansas, and regulations of the Arkansas Department of Finance and Administration, the Arkansas State Highway and Transportation Department and other applicable governmental entities, now in effect and any subsequent revisions thereof.

I agree to furnish, upon request by the AHTD Equipment and Procurement Division, additional pertinent information as may be required to adequately determine the ability of this business to satisfactorily provide the product or service being bid, including, but not limited to, current financial statements.

I understand and agree that my failure to submit a response to three consecutive bid invitations on any one bid classification may cause the AHTD to discontinue sending bid invitations on that classification.

I understand and agree that it is my responsibility to inform the AHTD Equipment and Procurement Division, in writing, of any significant changes to this application.

Signature: _____

Name (Type or Print) _____

Title (Type or Print) _____

Date _____

Applications must be mailed to: Arkansas State Highway and Transportation Department
Equipment and Procurement Division
P.O. Box 2261
Little Rock, AR 72203
(501) 569-2670

**ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT
EQUIPMENT AND PROCUREMENT DIVISION**

List the products and/or services for which you wish to receive Bid Invitations:

A complete Commodity Code listing may be obtained on the AHTD Web Site – www.arkansashighways.com. You will need to click on “Commodities And Services Bids/Contract Information” and then “Bidder Application”. The 4-digit code(s) pertaining to the products and/or services you have to offer can be listed below and will help this office to place your company in the correct category. If internet access is not available, you may list your products and/or services by name.

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

LITTLE ROCK, ARKANSAS

MEMORANDUM

TO: All Bidders

SUBJECT: Form W-9 Now Required on All New Vendors

Effective February 20, 2007 all new vendors, changes in existing vendor's Federal ID or Social Security numbers or changes in 1099 exempt status will require a completed and signed Internal Revenue Service Form W-9, Request for Taxpayer Identification and Certification. It should be faxed or e-mailed and accompanied by the initial invoice from that vendor to the Fiscal Service Division, Receipts and Disbursements Section before a new vendor can be set-up or an existing vendor's FID, Social Security or exempt status can be altered. This is necessary due to the IRS requirements that a certification be on file for all entities that the department remits funds. The potential vendor should be informed prior to any purchases that a Form W-9 would be required before we can complete a transaction. If the vendor refuses to submit the W-9, then we cannot do business with that particular entity. This includes all transactions whether pertaining to goods, services related, contractual or real estates purchases.

If you have any questions, please call Fiscal Services @ 501-569-2411.