



# Bidder Registration

Department of General Services  
William R. Snodgrass, TN Tower, 3rd Floor  
312 Rosa L. Parks Avenue  
Nashville, Tennessee 37243-1102  
Office No. 615-741-1035 Fax No. 615-741-0684  
www.tennessee.gov/generalserv/purchasing



*It is important that you answer all questions as completely as possible. If you do not respond to all questions and the State has to contact you, the processing of the registration form may be delayed. When answers require additional space, use plain white paper.*

## I. Bidder Information

1. Please select the type of bidder which best describes you.

- Business  Individual

## II. Organization Contact

Please enter all information for the individual who will serve as the primary contact for your business with the State.

Legal Organization Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

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

Email / User ID: \_\_\_\_\_  
(30 character maximum)

Business Phone No: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

Fax No: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## III. Organization Addresses

Please provide a primary address for your business. If there are multiple locations, the primary address would be the main headquarters. Please do not list a P.O. Box for your primary address.

### Primary Address

Country: \_\_\_\_\_

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

Suite or Office #: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Payment Address (If different from above)

Country: \_\_\_\_\_

Address or P.O. Box: \_\_\_\_\_

Suite or Office #: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## IV. Additional Organization Information

1. Federal Identification Number: Please enter either your Federal Employer Identification Number or Social Security Number.

### Check Only One

FEIN  SSN Number: \_\_\_\_\_

2. Type of Business: (Choose one only)

- Agriculture, Forestry or Fishing
- Architectural/Design/Engineering
- Construction Services
- Finance, Insurance & Real Estate
- Information Systems/Technology
- Manufacturing
- Marketing/Communications/Public Relations
- Medical/Healthcare
- Mining
- Retail Trade
- Service Industry
- Transportation, Commerce & Utilities
- Wholesale Trade
- Other

3. Date Established: \_\_\_\_\_  
(Month/Day/Year)

4. Date of Incorporation, if applicable: \_\_\_\_\_

5. The organization's gross annual receipts from last tax year. \_\_\_\_\_

6. Number of full time employees: \_\_\_\_\_

7. Has there been an ownership change within the past two years?

- Yes  No

8. If answered "Yes" to Question 7, please state previous firm name. \_\_\_\_\_

9. If answered "Yes" to Question 7, please state previous firm owner. \_\_\_\_\_

10. If answered "Yes" to Question 7, list date business was acquired. \_\_\_\_\_

11. If you are claiming a minority status, what percentage of the business is owned or controlled by a minority? \_\_\_\_\_

12. Are you interested in becoming a certified diversity business?  
 Yes  No

13. Has a performance penalty ever been assessed against the organization or any of the principle owners?  Yes  No

14. If answered "Yes" to Question 13, explain when, why and whom. \_\_\_\_\_  
 \_\_\_\_\_

15. Are any employees of this firm currently or previously employed by the state of Tennessee (within the past 6 months)?  Yes  No

16. If answered "Yes" to Question 15, please list these employees including name, social security number, and position within your firm, including ownership interest. NOTE: All vendors must comply with Tenn. Code Ann. §12-4-103 Bidding by State Employees Prohibited. It is hereby declared unlawful for any state official or employee to bid on, sell, or offer for sale, any merchandise, equipment or material, or similar commodity, to the State of Tennessee during tenure of such officials or employee's office or employment, or for six (6) months thereafter, or to have any interest in the selling of the same to the State. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

17. In the event of a natural disaster, please provide an after-hours emergency contact person and telephone number if you would like to be contacted to sell goods/services to the State.

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

Phone No: \_\_\_\_\_

**V. National Institute of Governmental Purchasing (NIGP)**

In order to be placed on the proper bid list, a Bidder needs to provide its NIGP code(s) information. You have the option to provide one or more categories that best describe your organization's bidding interests. Selecting specific categories may qualify you to receive notifications for future events that match your interests.

Indicate the NIGP Class and Item below for those commodities which you wish to receive Invitations to Bid and submit bid responses. Refer to Class Numbers and Class Titles for the

appropriate five digit NIGPID and matching NIGP description at <http://www.state.tn.us/generalserv/purchasing/alphanigp.html>.

CLASS	ITEM	CLASS	ITEM	CLASS	ITEM	CLASS	ITEM

**VI. Affirmation**

Make sure you read the terms and conditions fully before signing. I agree to be bound by the following Terms and Conditions:

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that he/she is a legal citizen of the United States or Permanent Resident Alien and that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, I will ensure that correct information will immediately be sent in writing to the Tennessee Department of General Services.
3. Tenn. Code Ann. §4-21-904 Discrimination by funded programs prohibited. It is a discriminatory practice for any state agency receiving federal funds making it subject to Title VI to the Civil Rights Act of 1964, or for any person receiving such federal funds from a state agency, to exclude a person from participation in, deny benefits to a person, or to subject a person to discrimination under any program or activity receiving such funds, on the basis of race, color, or national origin. The Department of General Services, State of Tennessee, does not discriminate on the basis of disability in the admission or access to, or treatment (Americans with Disabilities Act of 1990) 42 U.S.C. 12010.
4. I am acknowledging by signature that I am granting the State permission to enter my business information on the State's new electronic management system called "EDISON." I understand that all bidding notices will be emailed unless I contact the State in writing and request solicitation information via the United States Postal Services.

\_\_\_\_\_  
 Type or print name of principal owner

\_\_\_\_\_  
 Signature of principal owner

\_\_\_\_\_  
 Date