**DEPARTMENT OF PUBLIC WORKS**
OFFICE OF THE DIRECTOR
AREA CODE 509 659-3276
210 WEST ALDER • RITZVILLE, WASHINGTON 99169

TO: Vendor Roster Applicants

SUBJECT: **Procedures for Vendor Roster**

Adams County's Vendor Roster has year-round open enrollment and Public Works will advertise the Vendor Roster once a year in a local paper.

Once you apply for the Roster, your application will be good for two years. To stay active after two years, you will need to contact us to update or verify your information.

Please note that contact will be primarily through online postings and by email.

**Submitting your application:**

- Make sure you have selected the appropriate categories on the application (do not add other categories).
- Include a copy of your current Washington Master Business License.
- Return the completed application via mail, fax (659-3295), or scan and email to *rosters@co.adams.wa.us*. Or drop it by our office in Ritzville.

**Application Checklist (required)**

- ✓ Signature on bottom of application
- ✓ Check at least one category on application

If you have any questions, please call our office at 509-659-3276. Thank you for your interest in Adams County.

# ADAMS COUNTY DEPARTMENT OF PUBLIC WORKS

210 WEST ALDER • RITZVILLE, WASHINGTON 99169 P: 509-659-3276 F: 509-659-3295

## Vendor Roster Application (Limits: $5,000-$25,000)

| Applicant Information: | | |
|---|---|---|
| Company Name: | Contact Person: | |
| Current address: | | |
| City: | State: | ZIP Code: |
| Email: | Website: | |
| Phone: | Cell: | Fax: |

| Business Information: | | |
|---|---|---|
| Is your firm a qualified Disadvantaged Business Enterprise? ☐ Yes ☐ No | | |
| Is your firm Bonded? ☐ Yes ☐ No | | |
| Type of Ownership: ☐ Corporation ☐ Single Proprietorship ☐ Partnership ☐ LLC | | |
| State Tax ID #: | Federal Tax ID#: | Contractor's License #: |

| Business References: |
|---|
| #1: |
| #2: |
| #3: |

Current Categories: (To request a new category, contact Public Works)

**Materials**
- ☐ Building Materials
- ☐ Anti-Icing Materials
- ☐ Pavement Marking Materials
- ☐ Geotextile Materials
- ☐ Rock/Crushed Surfacing Products
- ☐ Culvert Materials
- ☐ Guardrail Materials
- ☐ Traffic Control Materials (Barricades, signage, cones, etc.)

**Supplies**
- ☐ Office Furniture
- ☐ Landscaping Supplies
- ☐ Building Supplies
- ☐ Computer Supplies (software, etc.)
- ☐ Safety Supplies

**Equipment**
- ☐ Rental Equipment
- ☐ Computer Equipment (plotters, printers, etc.)
- ☐ Shop Equipment (welder, drill press, hoist, etc.)
- ☐ Road Maintenance Equipment (paint sprayers, ATV, bobcat etc.)
- ☐ Building Maintenance (lawnmower, snow blower, etc.)
- ☐ Construction Equipment
- ☐ Survey Equipment
- ☐ Vehicle Maintenance Equipment
- ☐ Construction Inspection Equipment
- ☐ Vehicles
- ☐ Trailers

The above listed company wishes to be placed on Adams County's **Vendor Roster** and contacted for work under the checked categories for which we are Bonded, Licensed and Insured (where required by law).

By signature below, I acknowledge that I have read and understand the requirements described in this application and to the best of my knowledge the information provided is a true representation of the named firm's ability to perform any contracts which may result by submittal of this application.

| _____ | _____ | _____ |
|---|---|---|
| Printed Name and Title | Signature | Date |