

Marshall County Engineer's Office  
424 Blount Avenue, Suite 305  
Guntersville, AL 35976  
Telephone (256) 571-7712 Fax (256) 571-7713

**Request To Be Placed On Vendor's Bid List For Marshall County, AL**

**If you wish for your Company to be added to the vendor's bid list, please complete the information below, and return this form to our office, either by mail or fax.**

Bid invitations will be sent to your Company by our office as directed below. If you are a sales representative and wish for bids to be sent to your home, then please list **your home mailing address** below, and note that bids are to be mailed to that address. Thank you.

Contact Person: \_\_\_\_\_

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

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

Mailing Address: \_\_\_\_\_  
(if different from above) \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Send bids to my  
home address:  
Home Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

List **specifically** the item(s) that you are requesting to receive bid invitation(s) –  
(i.e., backhoe, tractor, motor grader, etc.) **If additional space is required, please send attachment.**

\_\_\_\_\_  
\_\_\_\_\_

**It is the sole responsibility of the Vendor to keep the County informed of changes in address or change in the contact person. If a person or firm desires to make any changes, a letter requesting the changes must be signed by an individual authorized to sign official documents. Incidental correspondence and bids received with different addresses or signatures will not be considered as a request for change, unless accompanied by the letter referenced above.**

**I also understand that failure to respond to three (3) bid invitations may result in the removal of my Company from the vendor's bid list.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date