



**VENDOR LIST APPLICATION  
TO PROVIDE MATERIALS, EQUIPMENT, SUPPLIES OR RELATED SERVICES**

State law permits the District to award purchases with an estimated cost in excess of \$10,000 and less than \$50,000 under an abbreviated Purchase Contract process. (R.C.W. 39.04.190 and 57.08.050.)

Interested vendors may apply to be on our Vendor List. If so, please provide the District with the following to assist with processing your application:

1. A photocopy of your business license.
2. Information on your company, including the length of time you have been in business, your specialty and five references we may contact concerning the quality of your product.
3. A catalog or brief description of the type of products that can be obtained from your company.
4. A copy of your return policy for damaged/unused goods that do not meet the District's standards for products/services.

Enclosed is a copy of the District's Administrative Code (DAC 2.12) concerning the Vendor List Contract purchasing process. Those selected to be on the District's Vendor List, will be notified by mail.

Board of Water Commissioners

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Please consider the following company for your Vendor List. The requirements listed above are enclosed.

Complete Company Name	Date
By: _____ Signature	_____ Printed Name
Title	Phone Number (s)
Address	Fax Number (s)
City, State, Zip	Company is a: <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership