



**FAIRFAX COUNTY
PUBLIC SCHOOLS**

Department of Facilities and Transportation Services

Office of Administrative Services
5025 Sideburn Road, Room 16
Fairfax, Virginia 22032

BIDDERS MAILING LIST APPLICATION

All answers should be typed or printed. Read information and instructions carefully.

CONTRACTOR NAME

ADDRESS

BILLING ADDRESS (IF DIFFERENT FROM ABOVE)

TELEPHONE

FAX

EMAIL*

TAX ID NUMBER

EMAIL*

TYPE OF ORGANIZATION
(Check One)

☐ Individual

☐ Partnership

☐ Corporation

If incorporated, indicate in which state: _____

VIRGINIA CONTRACTORS LICENSE CERTIFICATE NUMBER

☐ Class A

☐ Class B

BUSINESS DATA

☐ Small Business

☐ Minority Business

☐ Women-owned Business

Sales Employees _____

Person Employed _____

Service Employees _____

How Long in Present Business _____

FAIRFAX COUNTY BPOL (BUSINESS PROFESSIONAL OCCUPATIONAL LICENSE):

TYPE OF WORK (BIDDERS LIST(S))

☐ Abatement (Asbestos & Lead)

☐ Electrical/Telecommunications

☐ Landscaping

☐ Athletic Field Improvements

☐ Elevator (Repair, Service, Shaft Sealing)

☐ Mechanical/Plumbing

☐ Auditorium Seating

☐ Engineering Firm (Civil, MEP, Structural)

☐ Painting (Interior/Exterior)

☐ Architectural Firm

☐ Excavation/Fencing

☐ Paving/Asphalt/Concrete

☐ Bleacher (Indoor/Outdoor)

☐ Flooring (Carpet & Floor Tile)

☐ Playground Equipment

☐ Electrical (Exterior/Interior)

☐ General Contractor

☐ Roofing

☐ Electrical/Exterior Pole Lighting

☐ Gymnasium Dividers/Folding Walls

☐ Stage Curtains/Rigging & Lighting

☐ Electrical/Fire Alarm Systems

☐ Gymnasium Flooring (Vinyl or Wood)

☐ UST's/Geotechnical

☐ Electrical/Security Systems

☐ HVAC/Boiler

☐ Other (specify)

☐ Electrical/Sound Systems

☐ Irrigation Systems

NAMES OF OFFICERS, MEMBERS OR OWNERS OR CONCERNED PARTNERSHIPS, ETC.

President's Name (Typed/Printed)

Vice President's Name (Typed/Printed)

Owner's or Partner's Name (Typed/Printed))

Owner's or Partner's Name (Typed/Printed))

Secretary's Name (Typed/Printed)

Treasurer's Name (Typed/Printed)

PERSONS AUTHORIZED TO SIGN BIDS AND CONTRACTS IN YOUR NAME (IF AGENT, SO SPECIFY)

NAME

OFFICIAL CAPACITY

I certify that the above information is correct and applicant has not be debarred or declared ineligible from bidding for services by the Fairfax County Government or its agencies.

X

Signature

*Email address required to receive notification of invitations to bid. Applications should be mailed to address above. Revised 07/12



BIDDERS MAILING LIST APPLICATION

Information & Instructions

Contractors desiring to be included on the Fairfax County Public School Bidders Mailing List(s) for facilities modifications and improvements must complete and submit a Bidders Mailing List Application. It is the responsibility of the Contractor to keep the information provided to Fairfax County Public Schools current.

The Fairfax County Human Rights Ordinance and relevant Federal and State laws, orders and regulations require Fairfax County to ensure that its procurement practices are non-discriminatory and promote equality of opportunity for small and minority business enterprises.

Carefully read the following instructions before completing the bidder's mailing list application.

Address	Enter the address where contract documents or general correspondence are to be mailed. An email address is <u>required</u> to receive notification of invitations to bid. Contractors may submit more than one email address.
Billing Address	Enter a billing address if different from the above address.
Tax ID Number	Business – Enter your employer ID number. Individual – Enter your Social Security Number.
Virginia Contractors License Certificate Number	Enter your license certificate number and indicate whether it is a Class A or B license. Virginia Code 54.1-1103(A) provides that “[no] person <u>shall engage in, or offer to engage in contracting work</u> or operate as an owner-developer in the Commonwealth unless he has been licensed or certified under the provisions of this chapter.” Information regarding state licensing is available at http://www.dpor.virginia.gov or questions may be directed to the Department of Professional and Occupational Regulation/State Board of Contractors at 804-367-8500.
Fairfax County BPOL	Enter BPOL information if applicable. Information regarding BPOL is available at www.fairfaxcounty.gov/dta/business_bpole.htm or questions may be directed to the Fairfax County Department of Taxation at 703-222-8234.
Type of Work (Mailing List(s))	Check any type of work/mailing list for which you wish to be included.
Names of Officers, Members or Owners or Concerned Partnerships, Etc.	Include all names and signatures as appropriate.
Business Data	<p>For the purpose of this application, a <u>small business</u> means an independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years.</p> <p>A <u>minority business</u> means a business concern that is at least 51% owned by one or more individuals or in the case of a corporation, partnership or limited liability company, or other entity, at least 51% of the equity ownership interest in the corporation, partnership or limited company or other controlled by one or more minority individuals. Such individuals shall include Asian American, African American, Hispanic American, Native American, Eskimo or Aleut.</p> <p>A <u>women-owned business</u> means a business concern that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.</p>