

ORCHARD FARM SCHOOL DISTRICT

PURCHASING DEPARTMENT

VENDOR REGISTRATION PACKET

Instructions

1. Vendors requesting to be placed on the Purchasing Department's Official Bid List are required to complete this packet. This packet includes a Vendor Registration Form, Category List, and Qualification Statement.

Completing this packet is not a guarantee of future business with the District, but will provide the Vendor an opportunity to participate in the competitive bid process.

2. The vendor will be responsible for updating information as needed. The Vendor Registration Packet must be updated and re-submitted every two (2) years or as needed in order to remain an active bidder. If there is no activity (profile updates and bid responses) on a vendor's registration over a 24-month period, the profile may be purged. It is the responsibility of the Vendor to see that the information provided is current and accurate. Any corrections or updates to any Vendor's file must be made by completing another Vendor Registration Packet.
3. The Vendor Registration Form must be signed by an authorized representative and dated.
4. The Vendor's Qualification Statement must be completed and notarized.
5. We would appreciate receiving a copy of your catalog or other literature that describes your products and services.
6. Complete all documents and mail it to:

Orchard Farm School District
Attn: Purchasing Department
2165 Highway V
St. Charles, MO 63301
7. Contact the Purchasing Department at 636-250-5241 regarding this registration process.