

FORT ZUMWALT 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, Qualification Statement, and W-9 Form.

These forms must be signed and dated by an authorized representative.

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. All forms are available on the District website at www.fz.k12.mo.us. Follow the path of Departments/Purchasing/Vendor Registration Packet.
3. 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.
4. We would appreciate receiving a copy of your catalog or other literature which describes your products and services.
5. Any vendor wishing to sell apparel must meet the District's criteria in exhibit 1.
6. Complete all documents and mail it to:

Fort Zumwalt School District
Attn: Purchasing Department
840 Lonestar Drive
O'Fallon, Missouri 63366
7. Questions regarding this registration process should be directed to the Purchasing Department at 636-272-0016.