



*Founded 1769*

**MEMORANDUM**

To: Vendor Applicants

From: Kyle P. Prufer  
Purchasing Officer

Subject: Vendor Application Process

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Thank you for your interest in doing business with Georgetown County, South Carolina by providing goods and services.

Please review and complete the enclosed Georgetown County Vendor Mailing List Application and return it to the Purchasing Department as indicated herein. To ensure that all vendors are treated fairly, this is the only manner in which a vendor can be added to the vendor mailing list

Upon receipt of your completed application, we will enter your business into our file of potential sources for future bids and proposals. If at any time there is a change in the information you provided, notify us in writing so that your application can be updated. We will not update or follow up on address changes or make any other changes unless you notify us in writing.

Your firm will remain on the vendor mailing list for one year from the date of receipt of your original application or date of any subsequent update. After a one year period, you must submit a new application to remain on the list.

Being on the Vendor Mailing List does not guarantee you will be contacted for every bid or proposal issued by Georgetown County, SC. You must still review the SC Business Opportunities publication and local newspaper for public bid/proposal information.

If you have any questions, please feel free to contact our staff

A handwritten signature in black ink that reads "Kyle P. Prufer".

Kyle P. Prufer  
Purchasing Officer  
Georgetown County, SC

E-Mail:  
[kprufer@gtcounty.org](mailto:kprufer@gtcounty.org)

**GEORGETOWN COUNTY**  
Post Office Drawer 421270 • 129 Screven Street, Suite 239  
Georgetown, SC 29442-1270

Purchasing Department  
(843)545-3082  
FAX (843)545-3500

**COUNTY OF GEORGETOWN, SC**  
**PURCHASING DEPARTMENT**  
**VENDOR MAILING LIST APPLICATION**

**129 Screven Street, Suite 239**  
**Post Office Box 421270**  
**Georgetown, SC 29442-1270**  
**(843)545-3083 • FAX (843)545-3500**  
**E-mail: [purch@gtcounty.org](mailto:purch@gtcounty.org)**

**ALL ANSWERS SHOULD BE TYPED OR PRINTED. INCOMPLETE APPLICATIONS MAY BE REJECTED**

1. Company Name (as registered with IRS) D/B/A (example John C. Smith D/B/A Smith Business Forms)

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2. Mailing address for orders and/or bids City/State Zip Code

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Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

4. Federal I.D. Number (**FEIN REQUIRED**) If FEIN is Social Security Number, enter here

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5. South Carolina Sales Tax Registration #:

□□□-□□□□□□-□

6. Minority Business Type: \_\_\_\_\_

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7. Type of Organization (Check One):

Individual/Sole Proprietor

Partnership

Incorporated

8. Names of Officers, Members or Owners of concern, Partnership, etc.

President \_\_\_\_\_

Vice-President \_\_\_\_\_

Secretary \_\_\_\_\_

Owners/Partners \_\_\_\_\_

9. Names and Capacity of Persons authorized to sign bids and contracts on behalf of applicant:

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10. CERTIFICATION: By submission of vendor application, you are certifying, under penalties or perjury, that you comply with section 12-54.1020(B) of the SC Code of Laws 1976, as amended, relating to payment of any applicable taxes.

11. Under the penalties of perjury, I certify that the information provided in this form is true, correct and complete and that neither the applicant nor any person (or concern) in any connection with the applicant as principal or officer, so far as is known, is not debarred or otherwise declared ineligible from bidding with Georgetown County.

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Authorized Signature

Printed Name

Title

Date

Please check all categories of equipment, supplies and/or services listed on the following pages which your firm is qualified to provide.

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|---|--|--|
| <input type="checkbox"/> Advertising              | <input type="checkbox"/> Data Conversion             | <input type="checkbox"/> Heat & A/C (HVAC)       |
| <input type="checkbox"/> Aerial Lifts             | <input type="checkbox"/> Debris                      | <input type="checkbox"/> Heavy Equipment, Rental |
| <input type="checkbox"/> Appliance Parts          | <input type="checkbox"/> Demolition                  | <input type="checkbox"/> Heavy Equipment, Repair |
| <input type="checkbox"/> Appliances               | <input type="checkbox"/> Developer                   | <input type="checkbox"/> Heavy Equipment, Sales  |
| <input type="checkbox"/> Appraisers               | <input type="checkbox"/> Diesel Fuel                 | <input type="checkbox"/> Helicopters             |
| <input type="checkbox"/> Architect                | <input type="checkbox"/> District Assessment Studies | <input type="checkbox"/> Historical Restoration  |
| <input type="checkbox"/> Asbestos Abatement       | <input type="checkbox"/> Docks                       | <input type="checkbox"/> Institutional Furniture |
| <input type="checkbox"/> Asbestos Consultants     | <input type="checkbox"/> Document Management Systems | <input type="checkbox"/> Institutional Products  |
| <input type="checkbox"/> Auctioneers              | <input type="checkbox"/> Doors                       | <input type="checkbox"/> Insulation              |
| <input type="checkbox"/> Audiovisual Equipment    | <input type="checkbox"/> Dredging                    | <input type="checkbox"/> Insurance               |
| <input type="checkbox"/> Auditors                 | <input type="checkbox"/> Education                   | <input type="checkbox"/> Interior Design         |
| <input type="checkbox"/> Automobiles              | <input type="checkbox"/> Educational Equipment       | <input type="checkbox"/> Irrigation              |
| <input type="checkbox"/> Automotive Services      | <input type="checkbox"/> Electrical Contractor       | <input type="checkbox"/> Jail Management System  |
| <input type="checkbox"/> Automotive Supplies      | <input type="checkbox"/> Electrical Products         | <input type="checkbox"/> Janitorial Equipment    |
| <input type="checkbox"/> Awards                   | <input type="checkbox"/> Electrical Services         | <input type="checkbox"/> Janitorial Services     |
| <input type="checkbox"/> Badges                   | <input type="checkbox"/> Electrical Supplies         | <input type="checkbox"/> Janitorial Supplies     |
| <input type="checkbox"/> Batteries                | <input type="checkbox"/> Elevators                   | <input type="checkbox"/> Landscaping             |
| <input type="checkbox"/> Binding                  | <input type="checkbox"/> Emergency Vehicles          | <input type="checkbox"/> Laundry Equipment       |
| <input type="checkbox"/> Boat Landing Studies     | <input type="checkbox"/> Engineer                    | <input type="checkbox"/> Lead Removal            |
| <input type="checkbox"/> Boilers                  | <input type="checkbox"/> Engineer, Airport           | <input type="checkbox"/> Leasing                 |
| <input type="checkbox"/> Boxes                    | <input type="checkbox"/> Engineer, Civil             | <input type="checkbox"/> Library Equipment       |
| <input type="checkbox"/> Building Supplies        | <input type="checkbox"/> Engineer, Environmental     | <input type="checkbox"/> Library Furnishings     |
| <input type="checkbox"/> Buildings, Modular       | <input type="checkbox"/> Engineer, Roadway           | <input type="checkbox"/> Liners                  |
| <input type="checkbox"/> Buildings, Prefabricated | <input type="checkbox"/> Engineer, Structural        | <input type="checkbox"/> Locking Systems         |
| <input type="checkbox"/> Cabinets                 | <input type="checkbox"/> Environmental Consultants   | <input type="checkbox"/> Machine Repair          |
| <input type="checkbox"/> Cables                   | <input type="checkbox"/> Erosion Control             | <input type="checkbox"/> Machine Shop            |
| <input type="checkbox"/> Calculators              | <input type="checkbox"/> Excavating                  | <input type="checkbox"/> Mapping                 |
| <input type="checkbox"/> Carpentry                | <input type="checkbox"/> Fasteners                   | <input type="checkbox"/> Marine Supplies         |
| <input type="checkbox"/> Carpet                   | <input type="checkbox"/> Fax Machines                | <input type="checkbox"/> Marketing Consultants   |
| <input type="checkbox"/> Carpet Cleaners          | <input type="checkbox"/> Fences                      | <input type="checkbox"/> Masonry                 |
| <input type="checkbox"/> Chemicals                | <input type="checkbox"/> Filing Systems              | <input type="checkbox"/> Meats                   |
| <input type="checkbox"/> Clearing                 | <input type="checkbox"/> Financial Consulting        | <input type="checkbox"/> Medical Equipment       |
| <input type="checkbox"/> Clothing, Detention      | <input type="checkbox"/> Financial Underwriting      | <input type="checkbox"/> Medical Services        |
| <input type="checkbox"/> Clothing, Firefighter    | <input type="checkbox"/> Fire Protection Equipment   | <input type="checkbox"/> Medical Supplies        |
| <input type="checkbox"/> Collection Services      | <input type="checkbox"/> Fire Protection Services    | <input type="checkbox"/> Microfilm               |
| <input type="checkbox"/> Commodities              | <input type="checkbox"/> Flags                       | <input type="checkbox"/> Mobile Unit Supplies    |
| <input type="checkbox"/> Communications Equipment | <input type="checkbox"/> Fleet Management            | <input type="checkbox"/> Movers                  |
| <input type="checkbox"/> Community Development    | <input type="checkbox"/> Floor Coverings             | <input type="checkbox"/> Mowers                  |
| <input type="checkbox"/> Computer Consultants     | <input type="checkbox"/> Food Service                | <input type="checkbox"/> Museum                  |
| <input type="checkbox"/> Computer Hardware        | <input type="checkbox"/> Food Service Equipment      | <input type="checkbox"/> Office Furniture        |
| <input type="checkbox"/> Computer Leasing         | <input type="checkbox"/> Furniture                   | <input type="checkbox"/> Office Machines         |
| <input type="checkbox"/> Computer Maintenance     | <input type="checkbox"/> Furniture, Outdoor          | <input type="checkbox"/> Office Supplies         |
| <input type="checkbox"/> Computer Software        | <input type="checkbox"/> Garage Equipment            | <input type="checkbox"/> Office, Mobile          |
| <input type="checkbox"/> Computer Supplies        | <input type="checkbox"/> Gasoline                    | <input type="checkbox"/> Paging Systems          |
| <input type="checkbox"/> Computer Surplus         | <input type="checkbox"/> Generators                  | <input type="checkbox"/> Paint Supplies          |
| <input type="checkbox"/> Computers, Police        | <input type="checkbox"/> Geological Consultants      | <input type="checkbox"/> Painters                |
| <input type="checkbox"/> Concrete Contractor      | <input type="checkbox"/> Geologists                  | <input type="checkbox"/> Paper Products          |
| <input type="checkbox"/> Construction Management  | <input type="checkbox"/> Geotextiles                 | <input type="checkbox"/> Paving                  |
| <input type="checkbox"/> Contractor, General      | <input type="checkbox"/> Glass                       | <input type="checkbox"/> Personnel Studies       |
| <input type="checkbox"/> Control Systems          | <input type="checkbox"/> Gloves, Medical             | <input type="checkbox"/> Pest Control            |
| <input type="checkbox"/> Copiers                  | <input type="checkbox"/> Gloves, Work                | <input type="checkbox"/> Pesticides              |
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|--|---|--|
| <input type="checkbox"/> Correctional Food Service     | <input type="checkbox"/> Grading                    | <input type="checkbox"/> Photogrammetric Mapping |
| <input type="checkbox"/> Correctional Laundry Supply   | <input type="checkbox"/> Groceries                  | <input type="checkbox"/> Photographic Supplies   |
| <input type="checkbox"/> Correctional Medical Services | <input type="checkbox"/> Grounds Maintenance        | <input type="checkbox"/> Photography, Aerial     |
| <input type="checkbox"/> Cost Allocation Planners      | <input type="checkbox"/> Hardware                   | <input type="checkbox"/> Photography Services    |
| <input type="checkbox"/> Counters                      | <input type="checkbox"/> Hazardous Waste Management | <input type="checkbox"/> Pile Driving            |
| <input type="checkbox"/> Planning Consultants          | <input type="checkbox"/> Sprinklers, Lawn           | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Plaques                       | <input type="checkbox"/> Stationery                 | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Plastic Cards                 | <input type="checkbox"/> Steel Buildings            | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Plastics                      | <input type="checkbox"/> Steel Fabricators          | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Plumbing                      | <input type="checkbox"/> Steel Products             | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Plumbing Supplies             | <input type="checkbox"/> Storage                    | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Police Equipment/Supplies     | <input type="checkbox"/> Surveillance               | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Powder Coating                | <input type="checkbox"/> Surveying                  | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Printer Supplies              | <input type="checkbox"/> Tanks                      | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Printing                      | <input type="checkbox"/> Tapes                      | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Property Maintenance          | <input type="checkbox"/> Telecommunications         | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Public Utilities              | <input type="checkbox"/> Temporary Help             | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Pumps                         | <input type="checkbox"/> Testing Services           | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Radiators                     | <input type="checkbox"/> Textiles                   | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Rags, Shop                    | <input type="checkbox"/> Tires                      | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Razors                        | <input type="checkbox"/> Tools                      | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Real Estate                   | <input type="checkbox"/> Towing                     | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Recreational Equipment        | <input type="checkbox"/> Traffic Paint              | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Recycling Equipment           | <input type="checkbox"/> Trailers                   | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Recycling Supplies            | <input type="checkbox"/> Trash Bags                 | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Recycling Systems             | <input type="checkbox"/> Travel Agents              | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Recycling Trucks              | <input type="checkbox"/> Tree Planting              | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Refuse Equipment              | <input type="checkbox"/> Tree Removal               | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Roadbuilding                  | <input type="checkbox"/> Trophies                   | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Roofers                       | <input type="checkbox"/> Truck Bodies               | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Roofing Supplies              | <input type="checkbox"/> Truck Equipment            | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Safety Equipment              | <input type="checkbox"/> Trucks                     | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Safety Shoes                  | <input type="checkbox"/> Tubes                      | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Sand                          | <input type="checkbox"/> Underwater Construction    | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Sandblasting                  | <input type="checkbox"/> Uniforms                   | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> School Equipment              | <input type="checkbox"/> Vacuum Cleaners            | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Scrap Metal                   | <input type="checkbox"/> Vans, Custom               | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Screen Printing               | <input type="checkbox"/> Vehicles                   | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Seafood                       | <input type="checkbox"/> Waste Containers           | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Security Guards               | <input type="checkbox"/> Waste Management           | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Security Systems              | <input type="checkbox"/> Water Purification         | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Shelves                       | <input type="checkbox"/> Waterproofing              | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Signage                       | <input type="checkbox"/> Welding                    | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Site Work                     | <input type="checkbox"/> Well Contractor            | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Solid Waste Collection        | <input type="checkbox"/> Window Coverings           | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Solid Waste Disposal          | <input type="checkbox"/> Windows                    | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Solid Waste Engineering       | <input type="checkbox"/> Windshields                | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Solid Waste Management        | <input type="checkbox"/> Wires                      | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Sound Systems                 | <input type="checkbox"/> Wood Products              | <input type="checkbox"/> _____                   |