

INTERNAL USE ONLY			
Date	Initials		
Bidder Number			

Privacy Act Notice - In compliance with the Federal Privacy Act of 1974, the disclosure of the applicant's social security number on this form is mandatory according to Section 6109 of the Internal Revenue code if it is provided in lieu of a Federal Employer Identification Number (FEIN). When submitted, the social security number will be used for identification **only** and will not be disclosed to the public.

*Indicates Required Field

*Bidder Information - North Dakota Secreta	ary of State registration mu	st be curre	ent prior to any	changes on	the Bidd	er Profile.
*Bidder Name						
*Bidder Number		*ND Secretary of State System ID Number				
*Tax Identification Number		OR Social Security Number				
Note: You can locate your Bidder Number by search Services'. From the Bidder Services main menu, und				OMB. 'OMB	Apps Logii	n', then click on 'Bidder
*Physical Business Address - Complete is a PO Box only will not be accepted)	f you are changing your ph	ysical add	dress <i>(The stree</i>	t address is	required	. An application with
*Street Address		*City	*City		*State	*ZIP Code
PO Box (if applicable)		City			State	ZIP Code
*Contact Information - Complete if you are receive solicitation notices. If you provide a fax receive notices if a salesperson is absent or lea name, address, telephone number, and email.	number, it must be a dedi	cated fax	machine. Use a	an "info ema	ail accour	nt" to ensure you
*Contact Name		*Telephone Number		Dedicated Fax Number		
*Business Email Address		Company Website Address				
Alternate Contact Name	Telephone Number	Dedicate	red Fax Number Business Email Address			dress
Does this Bid Contact Information replace an e No Yes - Name of contact to be de	<u> </u>	1		1		
*Commodity Codes - Commodity codes det services your company sells. The commodity c						

*Commodity Codes - Commodity codes determine which bid notices you will receive. List commodity codes below for the goods and services your company sells. The commodity code list can be found by clicking on the Bidders List Application and Maintenance link at https://www.nd.gov/omb/vendor, under Step 2, select commodity codes. On the Bidder Services Main Menu, you can search for commodity codes by keyword or commodity, or get a list of all commodity codes. If you chose "list all", click the three digit commodity category to view the additional two digit subcategory and further define your services. Make sure you put the full five digit code on your application. If you have more codes than spaces available on the application attach a separate piece of paper listing the additional codes.

| Add 5-digit Code
Code + Subclass |
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Affidavit

By completing, signing, and filing this form the applicant: (1) appoints the ND Secretary of State as its true and lawful agent or service of process in this state upon whom may be served all lawful process in any action or proceeding against the bidder if the bidder or its registered agent cannot be found for service of process in this state; (2) certifies that the information given above is current and true to the best of their knowledge and is in no way misleading; (3) ensures that correct information will be immediately forwarded to the State Procurement Office should any data change in the future.

- Placement on the bidders list does not guarantee a vendor will receive notice of every solicitation over the amount established for small purchases.
- If notice of a solicitation is returned as undeliverable, that bidder/vendor may be removed from the state bidders list.
- Be sure your email filters are set to receive incoming emails from our office.

From: ND State Procurement Office [infospo@nd.gov]

Subject Line: Notice of North Dakota State Procurement Opportunity

• You may elect to maintain/update your Bidder Profile using our online application, SPO Online.

*Signature

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*Printed Name	*Title	*Telephone Number		
*Signature of Authorizing Agent		*Date		

Return completed form by mail to:

State Procurement Office 14th Floor Capitol Tower 600 East Boulevard - Dept 012 Bismarck, ND 58505-0310 Return completed form electronically to:

Email: <u>infospo@nd.gov</u> Fax: (701) 328-1615 **Questions:**

Website: www.nd.gov/omb/vendor Telephone: (701) 328-2683