

SECTION 6: NEW VENDOR SET-UP

6.0 New Vendor Set-Up

- 6.0.1 In order to establish a new vendor for commodities and services, the department/division needs to supply Procurement with a completed vendor/bidder application and a signed W-9 form to be set up in Address Book. Procurement has 72 hours from receipt of the application to get the new vendor in Address Book, if all of the required information has been received.
- 6.0.2 The application is also available on the internet through Lee County Procurement, at www.lee-county.com/purchasing.
- 6.0.3 No new vendors will be set up without a completed application and W-9 form on file. All vendors applying to do business with Lee County should agree to the Hold Harmless and Immigration Laws statement; exceptions to this procedure will be discussed with the appropriate parties and may be negotiated as deemed necessary. The application can be provided to the vendor either by Procurement or any department/division. If necessary the application may be waived by the Procurement Director.