

Dear Sir or Madam:

Thank you for your interest in doing business with the City of Lake Wales. Our objective in the Procurement Services division is to acquire needed goods and services as efficiently and as inexpensively as possible, while assuring fair, equitable opportunity to all qualified vendors.

So that we can get to know you better, we would appreciate it if you would fill out all of the enclosed registration documents.

You will find the following documents enclosed:

Vendor Registration – this document allows us to collect information about you and your business, including your type of organization, various identification and license numbers, and references.

Form W-9 (Request for TIN and Certification) – we are required to collect your Social Security Number, Taxpayer Identification Number, or Employer Identification Number for tax purposes on IRS Form W-9. Incorporated entities are exempt from this requirement, but if you are an individual, sole proprietorship, partnership, or other type of entity, please complete this form and return it to us.

Also, please feel free to submit any additional information, such as brochures, catalogs, specification sheets, examples, etc., that help describe the nature of the products and services you provide. If you have any questions, please call Purchasing at (863) 678-4182, ext. 264.

Drew Buckner
Purchasing Agent /Support Services Specialist
City of Lake Wales