



Town of Collierville
Finance Department
Procurement Division

P - (901) 457-2250

F - (901) 457-2258

RFP DISTRIBUTION FORM

Please fill out the form below and forward it via fax to 901-457-2258 or email to tocpurchasing@colliervilletn.gov. The Procurement Division will forward you a copy of the requested bid. If a bid deposit is required, please bring or mail this form with your deposit.

RFP2026-005 COLLECTION AGENCY SERVICES

Date: _____ **Vendor Number:** _____

*To obtain a vendor number, please register your company at <http://tocpurchasing.colliervilletn.gov>.
Follow this link to look up your vendor number, if you have previously registered.

Company Name: _____

☐ Contractor ☐ Sub-Contractor ☐ Plan Room

Contact: _____

Address: _____

Phone Number: _____ **Fax Number:** _____

E-Mail Address: _____

The default method of delivery of the Proposal Packet will be an emailed DropBox link. All Proposal Packets will be provided in PDF format. **Proposers will be responsible for any printing required.**

How did you hear about this RFP?

☐ Collierville Website ☐ Midsouth Planroom ☐ Newspaper Public Notice
☐ Town Notification ☐ Builder's Exchange ☐ Other (Please Specify) _____

Vendor Representative Signature: _____

Collierville Procurement Division Use:

Bid Package Parts Distributed:

Bid Directory Yes ____ No ____

Bid Envelope Yes ____ No ____

Other _____ Yes ____ No ____

ADDENDUMS SENT/DATE (Attach Fax Confirmation)

#1 _____

#2 _____

#3 _____

#4 _____

#5 _____

Procurement Division Representative Signature: _____