

HOW TO GET ON THE CITY OF FAIRHOPE'S BIDDER'S LIST

1. Compose an e-mail describing the materials or services on which you wish to bid. Our Bidder's List is in Microsoft Outlook format, and **keyword** specific to your bid interests should **be placed in the e-mail**. **Do not send this information in an attachment**. Example: If you are interested in bidding electrical circuit breakers, then be sure the words "electrical", "circuit", and "breaker" are in your e-mail.
2. DO NOT attach or include any type of marketing material (i.e. brochures, pamphlets, etc.)
3. Include the following:
 - Company Name
 - Company Address
 - Business Phone Number
 - Business Fax Number
 - Business Website Address
 - Company Contact Name
 - Company Contact e-mail address
4. Send e-mail to dan.ames@fairhopeal.gov with the following in the subject line:
 - "Please put us on the Bidder's List"**

City of Fairhope Bids and/or Bid Invitations are routinely posted on our website, www.fairhopeal.gov, and we are currently developing an interactive Bidder's List.

If you need additional information about how to conduct business with us, please contact:

Dan Ames
Purchasing Manager
City of Fairhope

Ph 251-928-8003
dan.ames@fairhopeal.gov