



MEMO:

To All Prospective Vendors:

From: Fran Shewan
Procurement Specialist

Thank you for your interest in doing business with the Capital Region Airport Commission (the "Commission"), owner and operator of Richmond International Airport in Richmond, Virginia.

The Commission is pleased to introduce our new web-based Business Opportunities Procurement System. We encourage companies to register online. Vendor registration is free and the four-step process is easy and takes only a few minutes to complete.

- Register your company as a potential vendor for specific goods or services;
- Receive email notifications when specific commodity opportunities become available;
- Search solicitation opportunities;
- View and download solicitations/documents;
- View document holder lists for subcontracting opportunities;
- Edit your own company data; the system is password protected.
- Upcoming features will allow for companies to respond to some solicitations electronically and view award notices.

To register online, go to www.flyrichmond.com then click the Business Opportunities link.

For companies without internet, email or fax access, you may register your company by completing the i) Vendor Application in its entirety, along with the ii) Terms of Use form, both signed and mailed to: The Capital Region Airport Commission, 1 Richard E. Byrd Terminal Drive, Procurement Department. Attn: Vendor Registration, Richmond International Airport, VA 23250-2400.

Companies must register as a vendor for notification of future solicitation opportunities.

The Commission invites all companies, including certified Disadvantaged Business Enterprises, to register; this invitation includes all previous, current and prospective future suppliers to the Commission. We look forward to your interest in future opportunities.

Please note: New vendor registrations are now being accepted for various commodities; however, the acceptance of registration does not guarantee any specific commodity opportunity being available at this time. **A vendor is only required to register once. If you register via the internet, do not send in this application.**



CAPITAL REGION AIRPORT COMMISSION VENDOR APPLICATION

To establish your firm as a potential supplier to the Capital Region Airport Commission, a vendor must register by either of the following ways:

1) A company may register their firm as a prospective vendor via our Procurement web site located at www.flyrichmond.com under the Business Opportunities section. We encourage companies to utilize this new electronic system.

2) Companies **without internet, email or fax access**, you may register your company by completing this a) Vendor Application in its entirety, and b) Terms of Use form, sign and mail to: The Capital Region Airport Commission, 1 Richard E. Byrd Terminal Drive, Procurement Department. Attn: Vendor Registration, Richmond International Airport, VA 23250-2400. NOTE: both forms (listed above) must be mailed together; incomplete forms will not be processed.

Important Note: A vendor is only required to register once. It shall be the responsibility of the vendor to notify the Commission of any company information changes.

Check one: New Application Address Change Company Name Change
 Commodity List Change Request to be removed from list(s)

Please type or neatly print the information. *Indicates required fields

PART 1 - COMPANY INFORMATION

Complete Company Name*	_____
(Do not use Initials or Acronyms)	_____
Street Address 1*	_____
Street Address 2	_____
Street Address 3	_____
City*	_____
State/Country*	_____
Zip Code*	_____
Remit Contact Name	_____
Remit Address 1	_____
Remit Address 2	_____
Remit Address 3	_____
Remit City	_____
Remit State/Country	_____
Remit Zip Code	_____
Telephone	_____
Fax	_____

Company Web Site Address _____

Federal Tax ID/SSN* _____

DUNS # (for add'l information,
(go to www.dnb.com) _____

Business Status* _____

(Select One Business Status): African American, Asian-Indian American, Asian-Pacific American,
Hispanic American, Native American, Other, SBA (8) or Women-owned

Certification ID _____

Certifying Org. _____

PART 2 - USER INFORMATION

First Name* _____

Middle Initial _____

Last Name* _____

Address 1* _____

Address 2 _____

Address 3 _____

City* _____

State/Country* _____

Zip Code* _____

E-mail Address* _____

Telephone* _____

Fax _____

PART 3 – COMMODITY CODE SELECTION

The Commission has assembled a list of goods and services (“Commodities”) routinely purchased. The commodities are listed alphabetically; each commodity has a corresponding 5 character number/code (“code”). Please refer to the commodity list for the appropriate codes. In the space(s) provided below, enter the complete code(s) for the commodities your company can provide. (Example: Your Company provides Grounds Maintenance; the corresponding code is 98836. Enter 98836 in a space below). If a specific commodity is not listed, the commodity itself may be combined in a similar category, the commodity may not be required, or it is a commodity seldom purchased. (Enter only ONE commodity code per blank.)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you should need additional space to list codes, please type or neatly write the code(s) on the back of this page.