



**MATANUSKA-SUSITNA BOROUGH  
PURCHASING DIVISION OF FINANCE  
350 East Dahlia Avenue, Palmer, Alaska 99645-6488  
PHONE (907) 745-9601 • FAX (907) 745-9617  
EMAIL: [purchasing@matsugov.us](mailto:purchasing@matsugov.us)**

August 20, 2010

To: Interested Bidder/Proposer

RE: Matanuska – Susitna Borough (MSB)  
Solicitation E-mail Notification Listing

The MSB, in an effort to increase/improve our solicitation notification and broaden our contractor participation in our competitive procurement processes, attempting to gather interested parties contact information.

Attached you will find a "Mailing List Application". We are asking our interested contractors wishing to be notified via e-mail of active solicitations to complete this form and return it to the Purchasing Division of the MSB. This is not mandatory and by not completing this application and returning it will not exclude you or your firm/company from participating in any future solicitation. This will assist the MSB in notifying you of solicitations in which your company or firm might be interested in participating.

This solicitation notification process is new to the Borough. We are attempting to streamline this by only using e-mails as the method for notifications. Should you choose to participate, please provide us with a valid e-mail address that we can maintain in our database. If more than one individual within your company or firm has received this request, you can simply return a single application representing the company rather than several. However, if you choose to reply individually we will accept individual applications.

These applications can be returned to us via mail, e-mail, or fax. The return address, fax or e-mail is listed above. If you have any questions concerning this, please do not hesitate to contact me at 745-9601.

Sincerely,

A handwritten signature in blue ink, appearing to read "Todd L. Lindstrom".

Todd L. Lindstrom  
Asst Purchasing Officer



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**BIDDER'S MAILING LIST APPLICATION**

INITIAL  
REVISION

Fill in all spaces. Insert N/A in blocks not applicable

**Interested Bidders must have a current e-mail address for receiving solicitation notifications**

**Bidder (Enter name and address, type or print legibly)**

7. Contact Phone #  
(      )

8. Internal Office Use

1. Company Name

9. Fax #  
(      )

2. Street Address

**Alaska Unified Certification Program (AUCP)**

3. Mailing Address

10. AUCP Disadvantaged Business Certification

Circle:      Yes      No

4. City

5. State

6. Zip Code

AUCP Certification Number: \_\_\_\_\_

11. Current E-mail (E-mail you wish to receive solicitation notifications)

**12. Names of Officers, Owners, or Partners**

President

Vice President

Secretary

Treasurer

Owners or Partners

Please indicate (using the numeric codes on reverse side) the activity code your company would be interested in receiving an e-mail notification on, for active solicitations/quotes. Interested bidders in order to receive these indications **must** provide a valid e-mail address. Notifications will be sent via e-mail only. Review the list closely and select the top six codes that apply to your business. The Borough does not guarantee 100% notification of all applicable solicitations. It is highly recommended that interested bidders frequently monitor our website, [www.matsugov.us](http://www.matsugov.us), for active solicitations.

Placement on list does not extend any preferential benefits or guarantee any special consideration in award of contracts. Bidders wishing to be removed from our e-mail list should send an e-mail to [purchasing@matsugov.us](mailto:purchasing@matsugov.us) and request to be removed. The MSB Purchasing department does not guarantee 100% notification of all solicitations and failure to notify interested bidders does not grant any special rights.

**13. Enter six activity codes (see reverse for listing)**

a.	b.	c.	d.
e.	f.	g.	h.

14a. Print Name of Officer

14b. Signature

Date

14c. Title

# BIDDER'S MAILING LIST APPLICATION

## INSTRUCTIONS

### BLOCKS

1. through 6. – Self Explanatory. If street address is same as mailing enter “SAME” in block 3.
7. Enter Contact Phone Number (Office, Home , Cell)
9. Self Explanatory, if none enter “N/A”
10. Circle appropriate response, if “Yes” enter AUCP Certification number
11. **MANDATORY** – Contractors must enter a valid E-mail address to participate in this notification process
12. Enter Company Officers’ names – Enter “N/A” if position doesn’t exist within company.
- 13a. through h. – Enter top six activity codes from the below list that you wish to receive an E-mail notification for active solicitations. Notifications will be E-mailed only.
- 14a. through c – Self Explanatory.

## MSB ACTIVITY CODES

### SERVICES

- 100 Construction New Building/Remodel  
Up to \$100,000
- 110 Construction New Building/Remodel  
Over \$100,000
- 200 Construction Road /Infrastructure  
Up to \$100,000
- 220 Construction Road /Infrastructure  
Over \$100,000
- 300 Printing
- 330 Plumbing
- 340 Electrical
- 350 Mechanical/HVAC
- 360 Glass/Glazing
- 370 Roofing
- 380 Architectural (All disciplines)
- 390 Engineering (All disciplines)
- 400 Tree Services
- 410 Excavation
- 420 Surveying
- 430 Septic System Installation

- 440 Septic Pumping/Serviceing
- 450 Concrete
- 460 Janitorial
- 470 Landscape/Yard Services
- 480 Painting
- 490 Drywall
- 500 Floor Covering
- 510 Fencing
- 520 Welding
- 530 Asphalt Paving
- 540 Veterinarian Services

### SUPPLIERS

- 600 Office Supplies/Furniture
- 610 Personnel Equipment/Supplies
- 620 Building Materials/Supplies
- 630 Gravel/Concrete/Asphalt Supplier
- 640 Automotive/Truck Supplies/Equipment
- 650 Medical Supplies/Equipment (Human)
- 660 Medical Supplies/Equipment (Animal)