



ROANOKE COUNTY

Purchasing Division

5204 Bernard Drive, Suite 300-F, P.O. Box 29800
Roanoke, Virginia 24018-0798
TEL: (540) 772-2061 FAX: (540) 772-2074

August 4, 2023

NOTICE OF INTENT TO AWARD

BID NUMBER: 2023-099

TITLE: Transcription Services for Roanoke County Police

INTEND TO AWARD: Transcription Plus, LLC

The County appreciates your interest by submitting a bid for this project and we hope you will respond on future projects. Please feel free to call if you have any questions.

Dawn M. Rago

Dawn M. Rago, Senior Buyer
(540) 283-8150

Important Notice: If an award is made to your firm, you need to be set up in our financial software system and a signed W-9 tax information needs to be submitted in order to receive payment and/or purchase orders from the County.

If you have not previously registered or need to update your company information, please go to: <http://www.roanokecountyva.gov/forms.aspx?FID=88> as soon after award to complete and submit an on-line Vendor Payment Registration Form. Should you not have access to a computer, you may go to any local library to use one or come to the Purchasing Office, 5204 Bernard Drive, Suite 300-F, Roanoke, VA 24018 to complete the registration. This registration is not used for the purposes of receiving automatic notification of formal bid/proposals. Information about the new notification process is found on our website.