



# 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.

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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.