



# County of Roanoke

## FINANCE DEPARTMENT

*Purchasing Division*

October 4, 2017

### NOTICE OF INTENT TO AWARD

RFP: 2018-020

TITLE: Maintenance & Inspection of Sprinkler Systems for Fire Protection

TO: Fire & Life Safety America (FLSA)

The County appreciates all interest the Public has in submitting a proposal (s) for any project and we hope to see future responses to other projects.

Please feel free to call if you should have any questions.

Thank you,

Dawn M. Rago, Buyer

**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.