

# Boone County Purchasing

Melinda Bobbitt  
Director of Purchasing



601 E. Walnut, Room 208  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390  
mbobbitt@boonecountymo.org

---

July 10, 2008

Dear Sir/Madam:

Please register to receive bids, proposals and addendums for Boone County. Please complete the *Vendor Registration Form* on our web page. This site may be accessed at the following address:

<http://www.showmeboone.com>

Along the left of the page under *County Offices*, select *Purchasing*. Then select *Vendor Registration*. At the **Welcome to Boone County Vendor Information System page**, read the statement on that page, then select *Apply for a Boone County Vendor ID*. Complete information (including e-mail address) and select *submit*.

Commodities and services can now be selected. There are multiple ways to search for your commodities. For example, if you sell furniture, you can enter "furniture" in the box next to **Enter Keyword for all Products/Services**. Then scroll to the bottom of the page and select the different choices of "furniture" that you can provide. When finished at that screen, select *Add Codes*. Continue to select commodities in this manner until finished. When finished, select *Submit*.

In the future, we will be notifying your firm by e-mail of bid notices and addendums. Vendor selection will be based upon the NIGP code identifying the commodity and/or service. **If you do not register, you will be absent from our database.**

**Please have multiple people from your entity register so you do not miss bid opportunities from someone being on vacation, leaving your employment, etc. It is your responsibility to keep your registration up-to-date and current. You will need to know your vendor number and e-mail address to be able to access your registration for updating. Your vendor number will be provided to you at registration.**

We will continue to keep our web site updated with bids, bid addendums, bid tabulations and bid awards. If you have additional questions, please contact our department.

Sincerely,

Melinda Bobbitt, CPPB  
Director of Purchasing