



Bid Contact List Addition Request Form

Please provide the following information, as applicable, to have your firm or company added to the City of Portales Bid Contact List:

Company or Firm Name:	
DBA Name:	
Owner or Principal Name:	
Contact Person:	
Business Physical Address (including City, State, and Zip Code):	
Business Mailing Address (including City, State, and Zip Code):	
Business Phone Number:	()
Cell Phone Number:	()
Fax Number:	()
E-mail Address	
TIN or EIN	
License Number:	
License Classifications:	
Primary Area of Bidding Interest:	
Subsidiary Area of Bidding Interest:	
Subsidiary Area of Bidding Interest:	

Please return completed forms by one of the three following means:

Mail:

Bid List Contact
CPO, City of Portales
100 West First Street
Portales, NM 88130

Fax:

(575)356-3158
Attn: CPO
Bid List Contact

E-mail:

cweems@portalesnm.gov
Bid List Contact

A confirmation of receipt will be sent only upon request. If you have any questions concerning the completion of this form or the City of Portales bid letting process, please contact the Chief Procurement Officer at 575-359-4852. A list of open request for bids and request for proposals is available on the City of Portales website by visiting www.portalesnm.gov and clicking on the City Contracting (RFP) quick link.