Date

Company Name/Address

Dear Contact Name:

In an effort to ensure optimal value and fair competition, Wake Forest University's Facilities and Campus Services Department has implemented a process within for procurement of goods and services. This process involves the introduction of a pre-qualify form as the initial step in establishing a relationship or document an existing relationship with your company and ensure equal opportunity for all suppliers. This form will assist us in establishing vendors as qualified to do business with our department and bid on future projects, goods and/or services.

Attached with this letter is the Facilities and Campus Services pre-qualification questionnaire for your review. We would appreciate completion of the form and a return to our department within two weeks. Please be as complete and accurate as possible. The information provided will be reviewed by our staff only, as confidentiality of your data is of utmost importance.

Your company will be notified in a timely manner of your status as a pre-qualified vendor or if more information is needed. Once you are established as a pre-qualified vendor, it is your responsibility to notify our department of any changes to the information provided on the pre-qualification questionnaire and provide copies of renewable items such as certificates of insurance or others things, which you feel are important to our working relationship.

In addition to the pre-qualification documentation, a copy of form W-9 has been included for your completion. A copy of our standard "Contractor Services Agreement" has been included for your information only.

Thank you for your interest in doing business with Wake Forest University. Specific questions or comments concerning the criteria for pre-qualification should be addressed to Peter Nachand, Manager of Procurement Services (nachan@wfu.edu or 336-758-5962) or me (culberkw@wfu.edu or 336-758-4124).

Cordially,

Kim Culberson
Procurement Services

Address for Certificate of Insurance:
Wake Forest University **(as additional insured)**
Attn: Facilities & Campus Services
1834 Wake Forest Road
Winston-Salem, NC 27109