


## Proper Contractor Licensure Information on the Envelope Cover Sheet






### Helpful Hints:

- KCDC provides an “envelope coversheet” to assist suppliers in complying with the State of Tennessee’s Contractor Licensing rules. While suppliers do not have to use the coversheet provided, they **must correctly** supply the information it requests.
- This coversheet goes on the **outside** of the sealed envelope.
- If you use a shipping service (such as FedEx or UPS), when our staff opens the outer shipping package, the coversheet needs to be on the outside of the bid envelope contained within the shipping package.
- Below is an example of the Envelope Coversheet with explanatory comments to assist you in properly completing the form.
- Please view the comments added to each of the boxes below for detailed instruction. Simply place your cursor over the highlighted comment boxes (  ) to reveal notes for successfully completing this coversheet.
- You can crosscheck your licensure information at <http://verify.tn.gov>.

### Solicitation Document F      Envelope Coversheet



State Law requires certain supplier license information be on the front of your envelope. You are responsible for providing the correct information on the front of your envelope, but KCDC provides this form as a guide to help you. Failure to supply such required information invalidates your bid. **Attach this completed page to the front of your bid envelope. Do not put it inside the envelope.**

<b>Bid Due Date/Time</b>	11-06-18 at 11:00 a.m.
<b>Supplier’s Name</b> <span style="float: right;">→</span>	
<b>State of Tennessee Supplier’s License Holder Name</b>	
<b>State of Tennessee Supplier’s License Number</b>	
<b>Pertinent State of Tennessee Supplier’s License Classification</b>	
<b>State of Tennessee Supplier’s License Expiration Date</b>	

**Subcontractors to be used on this project** (If subcontract work is not required, write "none required")



<b>Electrical Subcontractor Name on the State of Tennessee's Supplier's License</b>		<b>State of Tennessee Supplier License Number</b>	
<b>State of Tennessee Supplier License Classification(s)</b>		<b>Expiration Date of State Supplier's License</b>	
<b>HVAC Subcontractor Name on the State of Tennessee's Supplier's License</b>		<b>State of Tennessee Supplier License Number</b>	
<b>State of Tennessee Supplier License Classification(s)</b>		<b>Expiration Date of State Supplier's License</b>	
<b>Masonry Subcontractor Name on the State of Tennessee's Supplier's License</b>		<b>State of Tennessee Supplier License Number</b>	
<b>State of Tennessee Supplier License Classification(s)</b>		<b>Expiration Date of State Supplier's License</b>	
<b>Plumbing Subcontractor Name on the State of Tennessee's Supplier's License</b>		<b>State of Tennessee Supplier License Number</b>	
<b>State of Tennessee Supplier License Classification(s)</b>		<b>Expiration Date of State Supplier's License</b>	

**Advisement:** KCDC will not consider notes changing the bid written on the bid envelope. Such notes must be inside the envelope.

