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County Executive

Saint Louis  
**COUNTY**  
**TRANSPORTATION**  
**PUBLIC WORKS**

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Director

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Dear Contractor:

The Department of Transportation is pleased to announce it will begin receiving bids for transportation construction contracts electronically beginning with our next round of solicitations. If you are interested in receiving notification of bidding opportunities for transportation construction projects advertised by the County, we encourage you to take this opportunity to register in Vendor Self Service (VSS) and select commodity codes that correspond to the products or service for which you would like to receive notifications.

You may access the VSS website by going to the St. Louis County homepage and finding the link under "On-Line Services" or you can go directly to the following address to register:

<https://self-service.stlouisco.com/mss/vendors/default.aspx>

Instructions for registering are included on the site. You will be required to create a User ID and password. You will need your Federal Identification number to register.

Please be sure to include your **company's web site address**, as well as upload copies of your company's **state registration and W9**.

We strongly encourage contractors to take this opportunity to select any applicable minority business categories - such as MBE, WBE, or DBE - in step 2 of the vendor registration process.

You can either scroll through the commodity codes listing or do a keyword search to locate the commodity code(s) associated with your products or services.

After entering and/or changing commodity codes, you will receive an email notification that your company profile has been updated.

If you have any questions, please email us [vendors@stlouisco.com](mailto:vendors@stlouisco.com) or contact us by phone at (314) 615-4627.

Thank you for your continued interest in providing transportation construction services to St. Louis County.