To whom it may concern:

Effective January 1, 2021 we are going to be emailing bid packets instead of mailing them. We have had some issues of vendors not receiving their bid packets, and this causes issues if it is not caught in time. I am enclosing a form that will need to be filled out and mailed back, or it can be emailed to [srichardson@gradycountyok.com](mailto:srichardson@gradycountyok.com)

If you have any questions, you can contact the Grady County Purchasing Department at (405)224-6408 or send an email to the above email.

If you are unable to receive emails please note that you would still like to receive your bid packet via the mail system, and include your mailing address.

**All bids being turned in will still need to be brought in or mailed in a sealed envelope. They CAN NOT be turned in via email.**

Thank you,

Sydney Richardson  
Purchasing Agent

Grady County Bid Packet Email Form

Vendor Name:

Contact Person:

Phone Number:

Email:

I would like to continue receiving bid packet via the mail system.

Mailing Address:

Please make sure form is written legibly and return to the Grady County Clerk’s Office or email it to [srichardson@gradycountyok.com](mailto:srichardson@gradycountyok.com)

Grady County Clerk  
PO Box 1009  
Chickasha, OK 73023