

### Jefferson County Purchasing Department

1149 Pearl Street, 1st Floor, Beaumont, Texas 77701 • 409-835-8593 main • 409-835-8456 fax

### **BIDDERS LIST APPLICATION**

Date of Application Submission:

#### PLEASE TYPE OR PRINT NEATLY. ILLEGIBLE FORMS WILL BE DISCARDED.

#### **INSTRUCTIONS:**

1. Please complete this application and return via email to Sophia LeBlanc at: sophia.leblanc@jeffcotx.us

You may also print, complete, and mail or fax application to:

Jefferson County Purchasing Department 1149 Pearl Street, 1st Floor Beaumont, TX 77701 Fax: 409-835-8456

- 2. Double-check to ensure that you have provided all information requested.
- 3. Select **only the commodities** your company/firm **regularly** provides.
- 4. Do **not** check commodities indiscriminately.
- 5. The Purchasing Department utilizes a vendor database as a reference resource when making direct purchases or preparing Bidder's Lists for bid opportunities. This database is compiled utilizing Bidders Applications received. Jefferson County will use reasonable efforts to include your firm on Bidders Lists for bid notifications, but it has no legal duty to do so. *Please note that it is the responsibility of a vendor to remain informed of bids, addenda, and any other updates regarding bid opportunities.* Vendors are encouraged to visit the Purchasing Department's website (Notices for Bid section) periodically to check for potential bid opportunities. <a href="https://www.co.jefferson.tx.us/Purchasing/">https://www.co.jefferson.tx.us/Purchasing/</a>

The Jefferson County Purchasing website <a href="https://www.co.jefferson.tx.us/Purchasing/">https://www.co.jefferson.tx.us/Purchasing/</a> is updated following Commissioners' Court meetings (and otherwise as needed); advertisements for bid also appear in the *Beaumont Enterprise* and *Port Arthur News* (usually on Wednesdays) and possibly *The Examiner* (on Thursdays).

6. **SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION**: **All Vendors** doing business with Jefferson County are <u>required</u> **to be registered** with The System for Award Management (SAM), with an "active" status, with no exclusions.

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

There is NO fee to register for this site. Entities may register at no cost directly from the SAM website at: <a href="https://www.sam.gov">https://www.sam.gov</a> There is no cost to use SAM.gov. Bid Respondents are *strongly encouraged* to review their firm's SAM status prior to bid submission.

- 7. **CHANGES IN VENDOR INFORMATION:** It is the Vendor's responsibility to keep the Purchasing Department informed of subsequent changes that should be made to your Bidder's List Application.
- 8. If your firm serves as a clearinghouse providing bid information to other firms, use of this database is not the best way to effectively do so. By the time you receive bid information in the mail, time remaining to re-direct the information will be minimal. We suggest you monitor the web page to best inform your clients of relevant bids.
- 9. This form enters your information into the Bidders' List Database only; in order to be entered into Jefferson County's payment system, you must provide the **Auditor's Office** with a completed and signed W-9 form.

# **VENDOR INFORMATION**

Company Name and Mailing A for Bidding Forms and Purcha		2. Mailing Address fo	or Payment (	if different from Item #1)
3. Email Address for Primary Poi	nt of Contact:	1		
REASON FOR	☐ New Application	Updated Appl	ication	Update Contact Info.
APPLICATION SUBMISSION:				Update Commodities
Federal ID No.	HUB VENDOR NU	MBER	DBE C	ERTIFICATION NUMBER
4. Type of Organization (Check of Non-Profit Organization	☐ Woman-Owned ☐ Individual	laws of the State of		
5. How long have you been in yo	ur present business?			
6. Subject to 1099 reporting?	Yes No	If No, state reason:		
7. Do you provide health care sei	rvices?			
8. Person(s) Authorized to Sign B	ids, Offers, and Contracts (Indicate	if Agent):		
Name	Official Capacity	Phone No. (with Area	Code)	Fax No. (with Area Code)
9. Person(s) to Contact on Bids o	r Quotes:			
Name	Official Capacity	Phone No. (with Area	Code)	Fax No. (with Area Code)
10. Type of Business (Check one)  Factory Representative	: Manufacturer    Wholesale Dealer	Certified Catalog		rom: To: efine):
I hereby certify that the informat	tion supplied herein is correct:			
Print or Type Name and Title		Signature		Date
Date:	For Purchasing De	vendor No:		

## **COMMODITY LIST**

## **Vendor Instructions**:

Select ✓ only the commodities your company/firm regularly provides. Do not check commodities indiscriminately.

Code	Description
005	Abrasives
010	Acoustical Tile, Insulating Material and Supplies
015	Addressing, Copying, Mimeograph, Spirit Duplicating Machine Supplies, Chemicals, Inks, Paper, etc.
019	Agricultural Crops and Grains Including Fruits, Melons, Nuts and Vegetables
020	Agricultural Equipment, Implements, and Accessories (see Class 022 for parts)
022	Agricultural Implement and Accessory Parts
025	Air Compressors and Accessories
031	Air Conditioning, Heating & Ventilating Equipment, Parts & Access. (see related items in Class 740)
035	Aircraft and Airport Equipment, Parts, and Supplies
040	Animals, Birds, Marine Life, and Poultry, including Accessory Items (Live)
045	Appliances and Equipment, Household Type
050	Art Equipment and Supplies
052	Art Objects
055	Automotive Accessories for Automobiles, Buses, Trucks, etc.
060	Automotive Maintenance Items and Repair/Replacement Parts
065	Automotive Bodies, Accessories, and Parts
070	Automotive Vehicles and Related Transportation Equipment
075	Automotive Shop Equipment and Supplies
080	Badges, Emblems, Name Tags and Plates, Jewelry, etc.
085	Bags, Bagging, Ties, and Erosion Control Equipment
090	Bakery Equipment, Commercial
095	Barber and Beauty Shop Equipment and Supplies
100	Barrels, Drums, Kegs and Containers
105	Bearings (except wheel bearings and seals – see Class 060)
110	Belts and Belting: Conveyor, Elevator, Power Transmission, and V-Belts
115	Biochemical Research
120	Boats, Motors and Marine and Wildlife Supplies
125	Bookbinding Supplies
135	Bricks and Other Clay Products, Refractory Materials and Stone Products
140	Broom, Brush, Mop Manufacturing Machine
145	Brushes (not otherwise classified)
150	Builder's Supplies
155	Buildings and structures: Fabricated and Pre-Fabricated
160	Butcher Shop and Meat Processing Equipment
165	Cafeteria and Kitchen Equipment, Commercial
175	Chemical Laboratory Equipment and Supplies
180	Chemical Raw Materials (in large quantities primarily for manufacturing janitorial and laundry products)
190	Chemical and Solvents, Commercial (in bulk)
192	Cleaning Compositions, Detergents, Solvents, and Strippers – Prepackaged
193	Clinical Laboratory Reagents and Tests (Blood Grouping, Diagnostic, Drug Monitoring, etc.)

Code	Description
195	Clocks, Timers, Watches, and Jeweler's and Watchmaker's Tools and Equipment
200	Clothing Apparel, Uniforms, and Accessories
204	Computer Hardware and Peripherals for Microcomputers
206	Computer Hardware and Peripherals for Mini and Mainframe Computers (Pre-programmed)
207	Computer Accessories and Supplies
208	Computer Software for Microcomputers (Pre-programmed)
209	Computer Software for Mini and Mainframe Computers (Pre-programmed)
210	Concrete and Metal Culverts, Pilings, Septic Tanks, Accessories and Supplies
220	Controlling, Indicating, Measuring, Monitoring, and Recording Instruments
225	Cooler, Drinking Water (Water Fountains)
232	Crafts, General
233	Crafts, Specialized
240	Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, and Supplies
245	Dairy Equipment and Supplies
250	Data Processing Cards and Paper
255	Decals and Stamps
260	Dental Equipment and Supplies
265	Drapes, Curtains, and Upholstery Material (Including Automotive)
269	Drugs and Pharmaceuticals
271	Drugs, Pharmaceuticals & Sets (for large volume parental admin., infusion, irrigation & tube feeding)
280	Electrical Cables and Wires (not electronic)
285	Electrical Equipment and Supplies (except cable and wire)
287	Electronic Components, Replacement Parts, and Accessories and Misc Electronic Equipment (not for testing
290	Energy Collecting Equipment and Accessories; Solar and Wind
295	Elevators and Escalators, Building Type
305	Engineering Equipment, Surveying Equipment, Drawing Instruments and Supplies
310	Envelopes, Plain, Printed
315	Epoxy Based Formulations for Adhesives, Coatings, and Related Agents
318	Fare Collection Equipment and Supplies
320	Fastening, Packaging, Strapping, Typing Equipment and Supplies
325	Feed, Bedding, Vitamins & Supplements for Animals (see 875 for drugs/pharmaceuticals for animals)
330	Fencing
335	Fertilizers and Soil Conditioners
340	Fire Protection Equipment and Supplies
345	First Aid and Safety Equipment and Supplies (except nuclear and welding)
350	Flags, Flag Poles, Banners, and Accessories
360	Floor Covering, Floor Covering Installation and Removal Equipment and Supplies
365	Floor Maintenance Machine, Parts and Accessories
370	Food Processing and Canning Equipment and Supplies
375	Foods: Bakery Products, Fresh
380	Foods: Dairy Products
385	Foods: Frozen, Prepared
390	Foods: Perishable

Coae	Description
393	Foods: Staple Grocery and Grocer's Miscellaneous Items
395	Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms, and Folders for Forms
400	Foundry Castings, Equipment and Supplies
405	Fuel, Oil, Grease and Lubricants
410	Furniture: Health Care and Hospital Facility
415	Furniture: Laboratory
420	Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School
425	Furniture: Office
430	Gases, Containers, Equipment: Laboratory, Medical and Welding
435	Germicides, Cleaners, and Related Sanitation Products for Health Care Personnel
440	Glass and Glazing Supplies
445	Hand Tools (powered and non-powered), Accessories and Supplies
450	Hardware and Related Items
460	Hoses, Accessories and Supplies: Industrial, Commercial, and Garden
465	Hospital and Surgical Equipment, Instruments, and Supplies
470	Hospital and Handicap Equipment and Supplies: Mobility, Speech Impaired, and Restraint Items
475	Hospital, Surgical and Related Medical Accessories and Sundry Items
485	Janitorial Supplies, General Line
490	Laboratory Equipment & Accessories (for general analytical and research use): Nuclear, Optical, Physical
493	Laboratory and Field Equipment and Supplies: Biochemistry, Chemistry, Environmental Science, etc.
495	Laboratory and Field Equipment and Supplies: Biology, Botany, Geology, Microbiology, Zoology, etc.
500	Laundry and Dry-Cleaning Equipment, Accessories, Parts and Supplies – Commercial
505	Laundry and Dry-Cleaning Compounds and Supplies
510	Laundry Textiles and Supplies
515	Lawn Maintenance Equipment, Accessories, and Parts (non-agricultural applications)
520	Leather and Related Equipment, Products, Accessories and Supplies
525	Library and Archival Equipment, Machines and Supplies
530	Luggage, Brief Cases, Purses and Related Items
540	Lumber and Related Products
545	Machinery and Hardware, Industrial
550	Markers, Plaques and Traffic Control Devices
555	Marking and Stenciling Devices
556	Mass Transportation – Transit Bus
557	Mass Transportation – Transit Bus Accessories and Parts
558	Mass Transportation – Rail Vehicles and Systems
559	Mass Transportation – Rail Vehicle Parts and Accessories
560	Materials Handling and Storage Equipment and Allied Items
565	Mattress Manufacturing Machinery and Supplies
570	Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing and Fabricated Items
575	Microfiche and Microfilm Equipment, Accessories and Supplies
580	Musical Instruments, Accessories and Supplies
590	Notions and Related Sewing Accessories and Supplies
595	Nursery Stock Equipment and Supplies

Code	Description
600	Office Machines, Equipment and Accessories
605	Office Mechanical Aids, Small Machines, and Apparatuses
610	Office Supplies: Carbon Paper and Ribbons, All Types
615	Office Supplies: General
620	Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc.
625	Optical Equipment. Accessories and Supplies
630	Paints, Protective Coatings, Varnish, Wallpaper and Related Products
635	Painting Equipment and Accessories
640	Paper and Plastic Products, Disposable
645	Paper (Office, Print Shop)
650	Park, Playground, Recreational Area and Swimming Pool Equipment
655	Photographic Equipment & Supplies (not including graphic arts, microfilm and x-ray)
658	Pipe and Tubing
659	Pipe and Tubing Fittings
660	Pipes, Tobaccos, Smoking Accessories, Alcoholic Beverages
665	Plastics, Resins, Fiberglass: Construction, Forming, Laminating, & Molding Equipment, Access./Supplies
670	Plumbing Equipment, Fixtures, and Supplies
675	Poisons: Agricultural and Industrial
680	Police Equipment and Supplies
685	Poultry Equipment and Supplies
690	Power Generation Equipment, Accessories and Supplies
691	Power Transmission Equipment – Electrical, Mechanical, Air and Hydraulic
700	Printing Plant Equipment and Supplies (except paper)
710	Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, etc.
715	Publications and Audiovisual Materials (prepared materials only, not equipment, supplies or production)
720	Pumping Equipment and Accessories
725	Radio Communication, and Telecommunications Equipment, Accessories and Supplies
730	Radio Communication, Telecommunication Testing/Measuring/Analyzing Equipment, Access. & Supplies
735	Rags, Shop Towels, and Wiping Cloths
740	Refrigeration Equipment and Accessories
745	Road and Highway Building Materials (asphaltic)
750	Road and Highway Building Materials (non-asphaltic)
755	Road and Highway Equipment and Parts: Asphalt and Concrete Handling and Processing
760	Road and Highway Equipment: Earth Handling, Grading, Moving, Packing, etc.
765	Road and Highway Equipment (except asphalt, concrete and earth handling equipment in 765 and 760)
775	Salt (Sodium Chloride) (see 393 for Table Salt)
780	Scales and Weighing Apparatus (see 175 for laboratory balances)
785	School Equipment and Supplies
790	Seed, Sod, Soil and Inoculants
800	Shoes and Boots
801	Signs, Sign Materials, Sign Marking Equipment, and Related Supplies
803	Sound Systems, Components & Accessories: Group Intercom, Music, Public Address, etc.
805	Sporting Goods, Athletic Equipment and Athletic Facility Equipment

	Code	Description
	810	Spraying Equipment (except household, nursery plant, and paint)
	815	Steam and Hot Water Fittings, Accessories and Supplies
	820	Steam and Hot Water Boilers and Steam Heating Equipment
	825	Stockman Equipment and Supplies
	830	Tanks (metal, wood, and synthetic materials): Mobile, Portable, Stationary and Underground Types
	832	Tape (not data processing, measuring, optical, sewing, sound or video)
	840	Television Equipment and Accessories
	845	Testing Apparatus and Instruments (not for electrical or electronic measurements)
	850	Textile, Fibers, Household Linens and Piece Goods
	855	Theatrical Equipment and Supplies
	860	Tickets, Coupon Books, Sales Books, Strip Books, etc.
	863	Tires and Tubes
	864	Train Controls, Electronic
	865	Twine
	870	Venetian Blinds, Awnings, and Shades
	875	Veterinary Equipment and Supplies (see 325 for vitamins and supplements for animals)
	880	Visual Education Equipment and Supplies (except projection lamps – see 285)
	885	Water and Wastewater Treating Chemicals
	890	Water Supply, Groundwater and Sewage Treatment Equipment (not for air conditioning, steam boiler or
	895	Welding Equipment and Supplies
	898	X-ray and Other Radiological Equipment and Supplies (medical)
	905	Aircraft Operations Service
	906	Architectural Services, Professional
	907	Architectural and Engineering Services, Non-Professional
	908	Bookbinding, Rebinding and Repairing
	909	Building Construction Services, new
	910	Building Maintenance and Repair Services (including Pest Control Services)
	912	Construction Services, General
	913	Construction Services, Heavy
	914	Construction Services, Trade (new construction)
	915	Communications and Media Related Services
	918	Consulting Services
	920	Data Processing Services and Software
	924	Educational Services
	925	Engineering Services, Professional
	928	Equipment Maintenance, Reconditioning, Repair Services – Automobiles, Trucks, Trailers, Transit Buses and
	929	Equipment Maintenance, Reconditioning, Repair Services – Agricultural, Heavy Industrial Equipment and
	931	Equipment Maintenance, Reconditioning, Repair Services – Appliance, Athletic, Cafeteria, Furniture,
	934	Equipment Maintenance, Reconditioning, Repair Services – Laundry, Lawn, Painting, Plumbing, and
	936	Equipment Maintenance, Reconditioning and Repair Services – General Equipment
	938	Equipment Maintenance, Reconditioning, Repair Services – Hospital, Laboratory, and Testing Equipment
	939	Equipment Maintenance, Reconditioning, Repair Services – Office, Photographic, and Radio/Television
П	940	Equipment Maintenance, Repair, Construction, and Related Services – Railroad

Code	Description
941	Equipment Maintenance, Repair, Construction, and Related Services – Power Generation
945	Fishing, Hunting, Trapping, Game Propagation, and Related Services
946	Financial Services
947	Forestry Services
948	Health Related Services (for human services see 952)
952	Human Services
953	Insurance, All Types
956	Library Services (see 908 for bookbinding, rebinding, and repairing)
959	Marine Construction Services: Marine Equipment Maintenance and Repair; Related Marine Services
964	Personnel, Temporary (employment agency services)
965	Printing Preparations: Etching, Photoengraving, and Preparation of Mats, Negatives, and Plates
966	Printing and Related Services
968	Public Works and Related Services
971	Real Property Rental or Lease
975	Rental or Lease Services of Equipment – Agricultural, Aircraft, Automotive, Heavy Equipment, and Marine
977	Rental or Lease Services of Equipment – Appliances, Cafeteria, Film, Furniture, Hardware, Musical, Sewing,
979	Rental or Lease Services of Equipment – Engineering, Hospital, Laboratory, Precision Instruments,
981	Rental or Lease Services of Equipment – General Equipment
983	Rental or Lease Services of Equipment – Clothing, Janitorial, Laundry, Lawn, Painting, Spraying, and Textile
985	Rental or Lease Services of Equipment – Office, Photographic, Printing, Radio/Television/Telephone
988	Roadside, Grounds, Recreational and Park Area Services
990	Security, Fire, Safety and Emergency Services
992	Testing and Calibration Services
998	Sale of Surplus and Obsolete Items
	Other – Specify (Briefly and Concisely):