

## General Information

Persons or concerns interested in being added to the City of Bloomington's Vendor List **must** file this application with the Purchasing Section. No purchase orders or field orders can be issued, or payments processed, unless the vendor has completed this form. The vendor should notify the City of Bloomington's Purchasing Section of any changes to this application, including names, addresses, phone numbers, personnel and additions or deletions of items you are interested in providing.

After placement on the vendor list, the vendor must respond to requests for information, pricing or purchase orders to remain on the active vendor list. Any

vendor inactive for two years will be deleted.

The City of Bloomington has a centralized purchasing office with purchasing authority delegated by the City Manager. All purchase requests will be processed through this office, and be authorized by issuance of a signed purchase order. All invoices must be sent to the City of Bloomington Accounts Payable and indicate the purchase order number or field order number (if under \$250.00). Vendors should have this authorizing number prior to releasing any merchandise for shipment or pickup. **The purchase order number or field order number must appear on all shipping**

**documents and invoices to ensure prompt payment. The City will not be responsible for any verbal changes or additions or merchandise shipped without an authorized purchase order.**

In case of an emergency, Department Heads may purchase necessary supplies, materials or equipment directly without a purchase order. This may be carried out only when, due to a dangerous condition or unforeseen circumstance, it is absolutely necessary that such purchases be made in order to safeguard City property or prevent termination of essential services.

*Please print.*

<input type="checkbox"/> New application	<input type="checkbox"/> Add commodities	Date
<input type="checkbox"/> Name/address change	<input type="checkbox"/> Delete commodities	

### Applicant for bidding forms and purchase orders

Name	Phone	FAX
Address	City/state	Zip
E-mail address		

### Payments

The City is subject to 6.5% Minnesota Sales Tax on all applicable purchases.

Does your company charge and remit the 6.5% sales tax to the state of Minnesota?

YES

NO

Address	City/state	Zip
Accounts receivable contact/phone	Terms	

### Taxpayer identification number *Data required.*

Name *If joint names, list first and circle the person or entity whose TIN you enter below.*

<b>Federal Taxpayer Identification Number (TIN)</b>	Employer I.D. number	<input type="checkbox"/> OR	Social Security Number
	_ _ _ _ _ _ _ _ _		_ _ _ _ _ _ _ _ _

Check all that apply:

Individual/sole proprietor  
 partnership

Non-profit  
 Corporation, incorporated under the state of \_\_\_\_\_.

Minority owned

Type of business

### Finance

Purchasing Section  
1800 W. Old Shakopee Road  
Bloomington MN 55431-3027

PH 952-563-8700  
FAX 952-563-8789  
TTY 952-563-8740

[www.ci.bloomington.mn.us](http://www.ci.bloomington.mn.us)

**Persons authorized to sign bids, offers and contracts** *Indicate if agent.*

Name	Official capacity	Phone

**Sales representatives**

Name	Official capacity	Phone

**Partnerships/corporations****Information for owners and affiliates**

**Owners:** Persons or concerns having a financial interest of five percent (5%) or greater.

**Affiliates:** Business concerns are affiliates of each other when either

directly or indirectly, (a) one concern controls or has the power to control the other, or (b) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated or

if an affiliation exists, consideration is given to all appropriate factors, including common ownership, common management and contractual relationship.

President	Secretary
Vice-President	Treasurer
Owners/partners	

Affiliants of applicant *Include names, locations and nature of the affiliation.*

**Commodities list** *Check all items you are interested in supplying.*

___005 Abrasives	___103 Mechanical lift systems
___010 Acoustical tile, insulating materials and supplies	___105 Bearings <i>Except wheel bearing and seals, see Class 060</i>
___015 Addressing, copying, mimeograph and spirit duplicating Machine supplies: Chemicals, inks, paper, etc.	___110 Belts and belting: Conveyor, elevator, power transmission, and v-belts
___020 Agricultural implements and accessories	___120 Boats, motors and marine and wildlife supplies
___025 Air compressors and accessories	___125 Print shop supplies
___031 Air conditioning, heating and ventilating: equipment, parts and accessories, <i>see related items in Class 740</i>	___135 Bricks and other clay products, refractory materials and stone products
___040 Animals	___140 Broom, brush and mop supplies
___045 Appliances and equipment, household type	___145 Brushes <i>Not otherwise classified</i>
___050 Art equipment and supplies	___150 Builder's supplies
___052 Art objects	___155 Building, fabricated
___055 Automobile and truck accessories	___165 Cafeteria and kitchen equipment, commercial
___060 Automobile and truck maintenance items and replacement parts	___175 Chemical laboratory equipment and supplies
___065 Automobile bodies and body accessories for trucks	___180 Chemical raw materials
___070 Automotive major transportation equipment	___190 Chemicals, commercial in bulk amounts <i>Minimum package size 5 gallons or 40 pounds</i>
___075 Automotive shop equipment and supplies	___192 Cleaning compositions and solvents <i>Not otherwise classified</i>
___080 Badges and other identification equipment and supplies	___193 Clinical laboratory reagents and tests <i>Blood grouping, diagnostic, drug monitoring, etc.</i>
___085 Bags, bagging, ties and erosion control equipment	___195 Clocks, timers, watches, and jewelers' and watchmakers' tools and equipment
___090 Bakery equipment	
___095 Barber and beauty equipment	
___100 Barrels, drums, kegs and containers	

**COMMODITIES LIST CONTINUED** *Check all items you are interested in supplying.*

- \_\_\_ 200 Clothing and apparel
- \_\_\_ 205 Computers, data and word processing systems, and accessories
- \_\_\_ 210 Concrete and corrugated metal culverts, pipes, and other products
- \_\_\_ 220 Controlling, indication and recording instruments, and supplies
- \_\_\_ 225 Coolers, drinking water
- \_\_\_ 232 Crafts, general
- \_\_\_ 233 Crafts, specialized
- \_\_\_ 240 Cutlery, dishes, flatware, glassware, trays, utensils and supplies
- \_\_\_ 265 Draperies, curtains and upholstery material *Including automobile*
- \_\_\_ 270 Drugs, pharmaceuticals
- \_\_\_ 280 Electrical cables and wires *Not electronics*
- \_\_\_ 285 Electrical equipment and supplies *Except cable and wire*
- \_\_\_ 287 Electronic components, replacement parts and accessories, and misc electronic equipment *Not for testing or analyzing, see Class 730*
- \_\_\_ 290 Energy collection equipment and accessories
- \_\_\_ 295 Elevators
- \_\_\_ 300 Embossing and engraving
- \_\_\_ 305 Engineering equipment, surveying equipment, drawing instruments and supplies
- \_\_\_ 310 Envelopes, plain or printed
- \_\_\_ 315 Epoxy based formulations (2-Component) *For 1-component oil-modified epoxy coating, see Class 630*
- \_\_\_ 320 Fasteners, fastening devices, package stitching, strapping, and tying equipment and supplies
- \_\_\_ 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, installation and removal equipment and supplies
- \_\_\_ 365 Floor maintenance machines, parts and accessories
- \_\_\_ 370 Food and beverages
- \_\_\_ 375 Foods, fresh bakery
- \_\_\_ 380 Foods, fresh dairy
- \_\_\_ 385 Foods, frozen
- \_\_\_ 390 Foods, perishable
- \_\_\_ 395 Forms, continuous (computer paper) and snap-out, and binders
- \_\_\_ 400 Foundry castings, equipment and supplies, and machine shop work
- \_\_\_ 405 Fuel, oil, grease and lubricants
- \_\_\_ 410 Furniture, hospital/health care - specialized
- \_\_\_ 415 Furniture, laboratory - specialized
- \_\_\_ 420 Furniture, non-office
- \_\_\_ 425 Furniture, office
- \_\_\_ 430 Gases: Hospital, laboratory, and welding equipment
- \_\_\_ 435 Germicides, hospital and personal sanitation products
- \_\_\_ 440 Glass and glazing supplies
- \_\_\_ 445 Tools, hand *Not otherwise classified*
- \_\_\_ 450 Hardware, shelf hardware and allied items
- \_\_\_ 455 Health clinic supplies
- \_\_\_ 460 Hose, all kinds *Except automobile, fire, paint sprayer and welding, see Class 075 for garage exhaust hose*
- \_\_\_ 485 Janitorial supplies, general line
- \_\_\_ 490 Laboratory equipment and accessories
- \_\_\_ 515 Lawn equipment, *see Class 020 for large tractor crop mowers, pasture shredders and fertilizer distributors*
- \_\_\_ 525 Library machines and supplies
- \_\_\_ 530 Luggage, briefcases, purses and wallets
- \_\_\_ 540 Lumber, plywoods, pressboards, sheetrock, shingles, sidings and stakes
- \_\_\_ 545 Machinery and heavy hardware
- \_\_\_ 550 Markers, plaques, signs and traffic control devices
- \_\_\_ 555 Marking devices
- \_\_\_ 560 Material handling equipment and allied items, *see Class 850 for quilted covers and furniture, etc.*
- \_\_\_ 570 Metals: Bars, plates, rods, sheets, strips, structural shapes, tubing and fabricated items
- \_\_\_ 575 Microfiche, microfilm, microfilming equipment and supplies
- \_\_\_ 595 Nursery stock, equipment and supplies
- \_\_\_ 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 *Not otherwise classified*
- \_\_\_ 620 Office supplies: Erasers, inks, leads, pens, pencils, etc.
- \_\_\_ 630 Paint, protective coatings, varnish, wallpaper and related products
- \_\_\_ 635 Painting equipment and accessories
- \_\_\_ 640 Paper and plastic products, disposable
- \_\_\_ 645 Paper *For office and print shop use*
- \_\_\_ 650 Park, playground and swimming pool equipment
- \_\_\_ 655 Photographic equipment and supplies *Not including graphic arts, microfilm and x-ray*
- \_\_\_ 665 Plastics (not dishes) and forming, laminating and molding equipment
- \_\_\_ 670 Plumbing equipment, fixtures and supplies
- \_\_\_ 673 Pipe fittings and valves
- \_\_\_ 675 Poisons: Agricultural and industrial
- \_\_\_ 680 Police equipment and supplies
- \_\_\_ 695 Printing and silk screening
- \_\_\_ 700 Printing plant equipment and supplies *Except paper*
- \_\_\_ 705 Printing preparations: Etching, photoengraving, typesetting, and preparing mats, negatives and plates
- \_\_\_ 715 Publications and audiovisual materials *Prepared materials only, not equipment, supplies or production*
- \_\_\_ 720 Pumps and pump accessories *Except air and gas, automotive fuel and water, hospital, laboratory, marine bailing and bilge, refrigerant, etc.*
- \_\_\_ 725 Radio and telecommunications equipment and accessories
- \_\_\_ 730 Radio, television and electronic testing, measuring, and analyzing equipment and accessories, *also see Class 840*
- \_\_\_ 735 Rags, shop towels and wiping cloths

**Commodities list continued Check all items you are interested in supplying.**

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|---|--|
| ___740 Refrigeration equipment and accessories  | ___860 Training and conferences  |
| ___745 Road and highway building materials - <i>Asphaltic</i>   | ___863 Tires and tubes   |
| ___750 Road and highway building materials - <i>Not asphaltic</i>   | ___865 Travel  |
| ___755 Road and highway equipment and parts: Asphalt and concrete handling and processing                               | ___870 Venetian blinds, awnings and shades   |
| ___760 Road and highway equipment: Earth handling, grading, moving, packing, etc.                                       | ___880 Visual education equipment and supplies <i>Except projection lamps, see Class 285</i>                                   |
| ___765 Road and highway equipment <i>Except asphalt, concrete and earth handling equipment, see Classes 755 and 760</i> | ___885 Water treating chemicals  |
| ___770 Roofing <i>Except wood, see Class 540</i>  | ___890 Water supply and sewage treatment equipment <i>Not for air conditioning, steam boiler or laboratory reagent water</i>   |
| ___775 Salt - <i>Sodium chloride</i>  | ___895 Welding equipment and supplies  |
| ___780 Scales and weighing apparatus, <i>see Class 175 for laboratory balances</i>                                      | ___905 Aircraft operations   |
| ___785 School and higher education equipment and supplies   | ___906 Architect-engineer and other professional design services <i>For construction coverage, see Public Works, Class 955</i> |
| ___790 Seed, sod, soil and inoculants   | ___910 Building maintenance and repair services  |
| ___800 Shoes and boots  | ___915 Communications and media related services   |
| ___803 Sound systems, components and accessories: Group intercom, music, public address, etc.                           | ___920 Data processing services and software - <i>Purchase only</i>  |
| ___805 Sporting and athletic goods  | ___924 Educational services  |
| ___810 Spraying equipment <i>Except household, nursery plant and paint</i>  | ___925 Equipment maintenance, repair and reconditioning  |
| ___815 Steam and hot water specialties, accessories and supplies  | ___930 Equipment rental services   |
| ___820 Steam boilers, steam heating and power plant equipment   | ___932 Financial services  |
| ___830 Tanks, metal, wood and synthetic materials: Mobile, portable and stationary                                      | ___935 Health related services   |
| ___832 Tape <i>Not data processing, measuring, optical, sewing, sound, or video</i>                                     | ___940 Laundry and dry cleaning services   |
| ___840 Television equipment and accessories   | ___945 Library services  |
| ___845 Testing apparatus and instruments <i>Not for electrical or electronic measurements</i>                           | ___947 Miscellaneous services  |
| ___850 Textiles, fibers, household linens and piece goods   | ___952 Human services  |
| ___855 Theatrical equipment   | ___955 Public works and related services   |
| ___857 Toilets  | ___958 Real property rental and lease  |
|   | ___960 Roadside, grounds and park area services  |
|   | ___964 Personnel, temporary - <i>Not services</i>  |
|   | ___965 Security, fire and safety services  |
|   | ___970 Shipping and handling   |

I hereby certify that the information supplied is correct.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name/title Type or print*