# 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 Mykailyn Harbison at:** mykailyn.harbison@jeffersoncountytx.gov

**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

1. Double-check to ensure that you have provided all information requested.
2. Select **only the commodities** your company/firm ***regularly*** provides.
3. Do ***not*** check commodities indiscriminately.
4. 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 forpotential bid opportunities. <https://www.jeffersoncountytx.gov/Purchasing/>

The Jefferson County Purchasing website <https://www.jeffersoncountytx.gov/Purchasing/> 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).

1. **SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION**:  **All Vendors**  doing business with Jefferson County are required **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: <https://www.sam.gov> There is no cost to use SAM.gov. Bid Respondents are *strongly encouraged* to review their firm’s SAM status prior to bid submission.

1. **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.
2. 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.
3. 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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Company Name and Mailing Address for Bidding Forms and Purchase Orders | | | | | 2. Mailing Address for Payment (if different from Item #1) | | | | |
| 3. Email Address for Primary Point of Contact: | | | | | | | | | |
| **REASON FOR**  **APPLICATION SUBMISSION:** | New Application | | | | Updated Application | | | | Update Contact Info.  Update Commodities |
| Federal ID No.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | HUB VENDOR NUMBER  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | DBE CERTIFICATION NUMBER  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 4. Type of Organization (Check one):  Non-Profit Organization | | Minority-Owned  Partnership | | Woman-Owned  Individual | | | | Corporation, Incorporated Under Laws of the State of:      \_\_\_\_ | |
| 5. How long have you been in your present business? | | | | |  | | | | |
| 6. Subject to 1099 reporting?  Yes  No | | | | | If No, state reason: | | | | |
| 7. Do you provide health care services?  Yes  No | | | | | | | | | |
| 8. Person(s) Authorized to Sign Bids, 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 or 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 Vendor – From:       To:  Retail Dealer  Other (define): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| I hereby certify that the information supplied herein is correct: | | | | | | | | | |
|  | | | |  | | |  | | |
| Print or Type Name and Title | | | |  | | | Signature Date | | |
| For Purchasing Department Use Only | | | | | | | | | |
| Date: | | | | | 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.) |
|  | 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 or analyzing – see 730) |
|  | 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 |
|  | 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 |
|  | 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 |
|  | 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 laboratory regent water) |
|  | 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 Other Vehicles |
|  | 929 | Equipment Maintenance, Reconditioning, Repair Services – Agricultural, Heavy Industrial Equipment and Marine Equipment |
|  | 931 | Equipment Maintenance, Reconditioning, Repair Services – Appliance, Athletic, Cafeteria, Furniture, Musical Instruments, and Sewing Equipment |
|  | 934 | Equipment Maintenance, Reconditioning, Repair Services – Laundry, Lawn, Painting, Plumbing, and Spraying Equipment |
|  | 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 Equipment |
|  | 940 | Equipment Maintenance, Repair, Construction, and Related Services – Railroad |
|  | 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 Equipment |
|  | 977 | Rental or Lease Services of Equipment – Appliances, Cafeteria, Film, Furniture, Hardware, Musical, Sewing, and Window and Floor Coverings |
|  | 979 | Rental or Lease Services of Equipment – Engineering, Hospital, Laboratory, Precision Instruments, Refrigeration, Scales, and Testing Equipment |
|  | 981 | Rental or Lease Services of Equipment – General Equipment |
|  | 983 | Rental or Lease Services of Equipment – Clothing, Janitorial, Laundry, Lawn, Painting, Spraying, and Textile Equipment |
|  | 985 | Rental or Lease Services of Equipment – Office, Photographic, Printing, Radio/Television/Telephone Equipment |
|  | 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): |