



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 Mykailyn Harbison at: mykailyn.harbison@jeffersoncountytexas.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

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. <https://www.jeffersoncountytexas.gov/Purchasing/>

The Jefferson County Purchasing website <https://www.jeffersoncountytexas.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).

6. **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.

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

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): ☐ Minority-Owned ☐ Woman-Owned ☐ Corporation, Incorporated Under Laws of the State of: _____ ☐ Non-Profit Organization ☐ Partnership ☐ Individual		
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)
9. Person(s) to Contact on Bids or Quotes:		
Name	Official Capacity	Phone No. (with Area Code)
10. Type of Business (Check one): ☐ Manufacturer ☐ Certified Catalog Vendor – From: _____ To: _____ ☐ Factory Representative ☐ Wholesale Dealer ☐ 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.)

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

Code	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
☐ 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):