



**I AM
PETERSBURG
VIRGINIA**

CITY OF PETERSBURG
PROCUREMENT OFFICE
125 N. UNION STREET
PETERSBURG, VIRGINIA 23803

Dear Vendor:

Thank you for your interest in doing business with the City of Petersburg. The City of Petersburg's Procurement Office supports the supply chain that provides goods and services for the City's agencies. Important information regarding conducting business with the City of Petersburg may be found at www.petersburg-va.org.

To complete the vendor application process, complete and return the enclosed Vendor Application Form. Be sure to indicate on the application all codes from the enclosed City of Petersburg's Commodity List for the services or goods your organization provides. Upon receipt of your application, your organization will be added to our vendor database allowing your organization to submit bids for the goods and services you have indicated on your application. It is important to choose all commodity codes that apply to your organization.

Please note:

- All vendors must be registered with the State Corporation Commission (SCC) prior to contract award.
- Vendors are encouraged to register with eVA, Virginia's procurement solution, to benefit from the electronic order system.
- Your taxpayer identification number is your Employer Identification Number or your Social Security Number. The City of Petersburg is required by law to have documentation of your correct taxpayer identification number.
- Based on Internal Revenue Service (IRS) regulations, failure to provide your correct taxpayer identification number to the City of Petersburg may result in 30% being withheld from all future payments to you or your organization. The amount withheld would then be deposited with the Internal Revenue Service (IRS).

If you have any questions, need more information, or would like to schedule an appointment with one of the members of our Procurement staff, please contact the Procurement Office at procurement@petersburg-va.org or (804) 733-2345.

Sincerely,
Procurement Office

Encl.



I AM
PETERSBURG
VIRGINIA

CITY OF PETERSBURG, VIRGINIA

VENDOR'S MAILING LIST APPLICATION

Check one: Initial Application Revision Minority Business (check classification below)

Please read all information and instructions carefully, and return completed application to:

CITY OF PETERSBURG
PROCUREMENT OFFICE
125 N. UNION STREET
PETERSBURG, VA 23803

Name & Address of Organization: _____

Contact number: _____ Email address: _____

Address to where solicitation should be sent: _____

How long in present business? _____ If incorporated, in which state? _____

Type of organization (check one). Individual Partnership Corporation

Federal Identification Number: _____ - _____ Social Security Number: _____

President _____ Vice President _____

Secretary _____ Treasurer _____

Authorized to sign bids and contracts on your behalf. If agent, please specify.

Name: _____ Official capacity: _____

Name: _____ Official capacity: _____

Contact for matters concerning bids and contracts. If agent, please specify.

List NAME, ADDRESS, TELEPHONE NUMBER & OFFICIAL CAPACITY.

BUSINESS CLASSIFICATION (CHECK ONE): LARGE SMALL DISADVANTAGED

MINORITY OWNED SMALL MINORITY OWNED LARGE WOMEN OWNED SMALL

INFORMATION INSTRUCTIONS: To be added to the City's vendor mailing list for supplies or services shall fill the above application completely. The application shall be submitted by the principal as distinguished from the agent, however constituted. After placement on the vendor's mailing list, a supplier's failure to respond to invitations for bids, quotes, request for proposals will be understood to indicate lack of interest, resulting in the removal of the supplier's name from the City's vendor mailing list. **SCHEDULE OF COMMODITIES:** The commodity groups as used by the City of Petersburg for the issuance of bids and proposals is printed on the following pages. READ THE ENTIRE LIST CAREFULLY and check each commodity group, as applicable.

CODE COMMODITY

- 100 CONTRACTORS**
- __01 AIR CONDITIONING REFRIGERATION & HTG.
- __02 DEMOLITION/SECURE
- __03 ELECTRICAL
- __04 FLOOR COVERING: TILE, CARPET, ETC.
- __05 GEN. CONSTRUCTION & ALTERATIONS
- __06 LANDSCAPING/GRADING
- __07 PAINTING
- __08 PLUMBING
- __09 STREET CONSTRUCTION: UTILITIES, SEWER, ETC.
- __10 TRAFFIC SIGNAL INSTALLATION
- __11 SPRINKLING SYSTEMS
- __12 ROOFING
- __13 WELDING
- __14 TENNIS/BASKETBALL COURTS
- __15 JANITORIAL SERVICES
- __16 FUEL: GASOLINE, DIESEL, OIL BURNER
- __17 CLEAN SWIMMING POOLS
- __18 SHARPENING SERVICES
- __19 WELL DIGGING
- __20 STEEL
- __21 MOVING
- __22 GRASS CUTTING
- __23 WRECKER/TOWING SERV.
- __24 ASBESTOS REMOVAL

- 150 SURPLUS & SALVAGE**
- __01 CITY OWNED VEHICLES
- __02 BICYCLES
- __03 UNCLAIMED PROPERTY
- __04 EQUIPMENT
- __05 SCRAP METAL
- __06 FURNITURE
- __07 RECYCLING

CODE COMMODITY

- 220 LEASE/MAINTENANCE SERVICES**
- __01 CELLULAR SYSTEMS & PHONES
- __02 HVAC EQUIPMENT
- __03 COMPUTER MAINTENANCE
- __04 VEHICLES
- __05 COPIERS
- __06 ELEVATORS
- __07 EQUIPMENT RENTALS
- __08 TYPEWRITERS: MANUAL & ELECTRIC
- __09 MODULAR BUILDINGS
- __10 EXTERMINATING
- __11 DATA PROCESSING: LEASE/MAINTENANCE
- __12 ALARM/SECURITY SYSTEMS
- __13 CONSTRUCTION EQUIPMENT
- __14 PAGERS
- __15 OFFICE EQUIPMENT
- __16 TRASH PICKUP
- __17 DOORS: OVERHEAD ETC.
- __18 TELEPHONE SYSTEMS
- __19 TEMPORARY EMPLOYMENT SERVICES
- __20 MUNICIPAL LEASES
- __21 DATA SYSTEMS
- __22 INTERNET SERVICES

- 222 PAPER, PRINTING & BINDING**
- __01 GENERAL
- __02 ENVELOPES
- __03 FORMS: CONTINUOUS
- __04 DECALS

CODE COMMODITY

- 300 AUTOMOTIVE SUPPLIES**
- __01 GENERAL REPAIR PARTS
- __02 ANTI-FREEZE SUPPLIES
- __03 EQUIPMENT: SHOP, ETC.
- __04 GASOLINE, OIL, DIESEL FUEL, LUBRICANTS & FUEL OIL
- __05 GLASS: AUTO, ETC.
- __06 PUMPS: FUEL, TANKS, ETC.
- __07 WELDING EQUIPMENT & SUPPLIES
- __08 TIRES
- __09 BATTERIES

- 304 BUILDING & CONSTRUCTION MATERIALS**
- __01 CEMENT
- __02 CONCRETE-PREMIKED
- __03 CALCIUM CHLORIDE
- __04 BRICK, STONE & BLOCK (CONCRETE)
- __05 FENCING, ETC.
- __06 HARDWARE: BUILDING
- __07 LUMBER, PLYWOOD ETC.
- __08 PARTITIONS: METAL, ETC.
- __09 PIPE: CONCRETE, METAL
- __10 SAND, GRAVEL, ETC.
- __11 CEMETERY SUPPLIES
- __12 BITUMINOUS MATERIALS
- __13 ROCK SALT
- __14 PAINT & SUPPLIES
- __15 STEEL
- __16 DE-ICER
- __17 PATCHING COMPOUND

CODE COMMODITY

306 CLOTHING
__01 HELMET: SAFETY, ETC.
__02 GLOVES
__03 RUBBER COATS, HATS,
BOOTS & ARCTICS
__04 UNIFORMS: POLICE/
FIRE, ETC.
__05 CLOTHING: GENERAL
__06 SHOES & SLIPPERS
__07 INSIGNIA:
EMBROIDERED
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**308 EDUCATIONAL &
RECREATIONAL**
__01 GENERAL
__02 FLAGS, PENNANTS,
__03 PLAYGROUND EQUIP.
__04 SCHOOL FURNITURE
__05 GAMES & TOYS
__06 SPECIAL ED. EQUIP.
__07 AUDIO-VISUAL EQUIP
__08 SPORTS EQUIPMENT
__09 ARTS & CRAFTS
__10 SWIMMING POOL
__11 METAL & TROPHIES
__12 EXERCISE EQUIPMENT
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310 ELECTRICAL & RADIO
__01 BATTERIES:
FLASHLIGHT, ETC.
__02 FLASHLIGHTS
__03 MINOR ELECTRICAL
APPLIANCES
__04 RADIOS & REPAIRS
__05 WALKIE-TALKIES
__06 TIME CLOCKS
__07 TECHNICAL
DOCUMENTS
__08 RADAR
__09 RECORDER SYSTEMS
__10 FANS
__11 BULBS, LIGHT
__12 MAJOR ELECTRICAL
APPLIANCES
__13 FAREBOXES
__14 CELLULAR
TELEPHONES

CODE COMMODITY

311 TRAFFIC CONTROL
__01 MACHINES: PAINT &
ATTACHMENTS
__02 METERS: PARKING &
PARTS
__03 POSTS: TRAFFIC SIGN
__04 SIGNALS: TRAFFIC
__05 SIGNS: TRAFFIC &
SUPPLIES
__06
__07 CONES: TRAFFIC
__08 PAVEMENT MARKING
MATERIALS
__09 TRAFFIC COUNTERS
__10 SIGNS: OTHER
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312 ENGINEERING & ART
__01 INSTRUMENTS &
EQUIP.
__02 SUPPLIES: GENERAL
__03 PHOTOGRAPHIC
SUPPLIES
__04 FURNITURE
__05 MICROFILMING
__06 MAPS & CHARTS
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**316 FIRE, POLICE &
SAFETY**
__01 AMMUNITION
__02 BADGES/PINS
__03 FIRE FIGHTING:
EQUIPMENT &
SUPPLIES
__04 EXTINGUISHERS/
SUPPLIES
FIRE FIGHTING
__05 GLASSES, GOGGLES,
SHIELDS, ETC.
__06 GUNS & SUPPLIES
__07 IDENTIFICATION
SUPPLIES
__08 POLICE: EQUIPMENT &
SUPPLIES
__09 SAFETY EQUIPMENT:
NOT OTHERWISE
CLASSIFIED)
__10 LIGHTS & SIRENS

CODE COMMODITY

__11 ANIMAL CONTROL
EQUIPMENT
__12 POLYGRAPH &
SUPPLIES
__13 TAGS: BICYCLE & DOG
__14 SAFETY PUBLICATIONS
__15 LEATHER GOODS
(BELTS,
HOLSTERS, ETC.)
__16 FIRE PROTECTION
SYSTEMS
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318 FOOD
__01 PERISHABLE
__02 NON-PERISHABLE
__03 EQUIPMENT &
SUPPLIES
__04 BAKERY GOODS
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**322 HORTICULTURAL/
FARM SUPPLIES**
__01 FOOD: DOGS & CATS
__02 FERTILIZER, MULCH
__03 PLANTS & TREES
__04 SEED (GRASS)
__05 SPRAYS &
INSECTICIDES
__06 WEED KILLERS
__07 VETERINARY SUPPLIES
__08 LAWN MOWERS, ETC.
__09 CHAIN SAWS, ETC.
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**324 HOSPITAL/
LABORATORY &
MEDICAL SUPPLIES**
__01 CHEMICALS
__02 KITS: FIRST
AID/SUPPLIES
__03 GENERAL
__04 CBMETERY SUPPLIES
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CODE COMMODITY

**325 HARDWARE,
INDUSTRIAL & MILL
SUPPLIES**

- __01 HOSE: FIRE
- __02 LADDERS
- __03 TOOLS: POWER &
RELATED SUPPLIES
- __04 HARDWARE
- __05 SIGNS, MOBILE
- __06 TOOLS: GENERAL
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**326 JANITORIAL/LAUNDRY
& CLEANING**

- __01 GENERAL
- __02 EQUIPMENT: FLOOR
MAINTENANCE, ETC.
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**327 HOUSEHOLD:
EQUIPMENT
& SUPPLIES**

- __01 BLINDS
- __02 CURTAINS &
DRAPERIES
- __03 MATS: DOOR
- __04 BED LINENS, TOWELS,
BLANKETS, ETC.
- __05 FURNITURE &
EQUIPMENT
- __06 KITCHEN EQUIPMENT
- __07 CARPET, TILE, ETC.
- __08 OTHER
- __09 WALL COVERING
- __10 MATTRESSES &
PILLOWS
- __11 PAINTINGS
- __12 UPHOLSTERY & FABRIC
- __13 REFINISHING, ETC.
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330 OFFICE SUPPLIES

- __01 GENERAL
- __02 RIBBONS
- __03 COMPUTER
TAPES/DISKS
- __04 PLOTTER PAPER
- __05 SCALES
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CODE COMMODITY

**332 WATER, GAS, SEWAGE
SUPPLIES/MATERIALS**

- __01 CHLORINE: LIQUID
- __02 METERS
- __03 CASTINGS
- __04 HYDRANTS: FIRE
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336 PLUMBING, ETC.

- __01 GENERAL
- __02 PIPE: CAST IRON
(GAS & WATER)
- __03 PIPE: COPPER
- __04 PIPE: MALLEABLE IRON
STEEL, ETC. (BLACK &
GALVANIZED)
- __05 PIPE: PLASTIC &
FITTINGS
(PVC)
- __06 TUBE FITTINGS &
SMALL VALVES
- __07 CORRUGATED PIPE
- __08 CONCRETE PIPE
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**502 AUTOMOTIVE
EQUIPMENT**

- __01 AUTOMOBILES
- __02 VANS
- __03 POLICE VEHICLES
- __04 AMBULANCES
- __05 SPORTS UTILITY
VEHICLES
- __06 TRUCKS: PICKUP
- __07 BODIES: REFUSE
- __08 BODIES: SPECIAL OR
SERVICES
- __09 BODIES: TRUCK, DUMP
OR STAKE
- __10 FIRE PUMPERS, ETC.
- __11 TRUCKS CAB & CHASSIS
- __12 BOOM TRUCK
- __13 TRACTORS
- __14 SWEEPERS, STREET
- __15 BICYCLES
- __16 UTILITY TRAILERS
- __17 BUSES
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CODE COMMODITY

**504 EQUIPMENT:
CONSTRUCTION &
POWER**

- __01 GENERAL
- __02 FORK LIFTS
- __03 AIR COMPRESSOR
- __04 FRONT END LOADERS
- __05 TRENCHERS
- __06 REPAIR
CONSTRUCTION
EQUIPMENT
- __07 PUMP & HAND TOOLS
- __08 SWEEPER SUPPLIES
- __09 REPAIR FIRE
EQUIPMENT
- __10 REPAIR BUS
EQUIPMENT
- __11 GENERATORS
-
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**524 LIBRARY EQUIPMENT
& SUPPLIES**

- __01 FURNITURE
- __02 SHELVING & BOOK
STACKS
- __03 BOOK BINDING
- __04 EQUIPMENT &
SUPPLIES
- __05 BOOKS & SUPPLIES
- __06 SUBSCRIPTIONS
-
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**526 OFFICE FURNITURE &
EQUIPMENT**

- __01 GENERAL OFFICE
FURNITURE
- __02 ADDING MACHINES
- __03 CALCULATING
MACHINES
- __04 TYPEWRITERS, ETC.
- __05 DATA PROCESSING
EQUIPMENT
- __06 FAX MACHINES
- __07 DICTATING &
TRANSCRIBING
MACHINES
- __08 DUPLICATING/COPIER
EQUIPMENT/SUPPLIES
- __09 VOTING MACHINES
- __10 TELEPHONES, ETC.

CODE COMMODITY

527 COMPUTERS
__01 COMPUTER ACCESSORIES
__02 SOFTWARE
__03 HARDWARE
__04 SUPPLIES
__05 LAPTOPS
__06 PLOTTERS
__07 DIGITAL CAMERA
__08 SCANNERS

528 REFRIGERATION & AIR CONDITIONERS
__01 AIR CONDITIONERS (INSTALLED & WINDOW)
__02 WATER COOLERS
__03 AIR FILTERS

532 WATER UTILITY EQUIPMENT
__01 GENERAL
__02
__03 CHEMICALS & SUPPLIES
__04 WATER DEPARTMENT EQUIPMENT/ SUPPLIES

540 PROFESSIONAL SERVICES
__01 AUDITING
__02 ARCHITECTURAL
__03 ENGINEERING
__04 ADVERTISING & PUBLIC RELATIONS
__05 OTHER
__06 INSURANCE
__07 PLANNING
__08 ECONOMICS
__09 TRANSPORTATION
__10 ENVIRONMENTAL
__11 TELEPHONE SYSTEMS
__12 FINANCIAL SERVICES
__13 COMPUTER SERVICES
__14 COMPUTER TRAINING
__15 NETWORKING

CODE COMMODITY

600 PROPERTY, CITY OWNED
__01 LAND
__02 BUILDINGS

700 TOURISM
__01 POSTCARDS
__02 SOUVENIRS, PRINTED
__03 SOUVENIRS, OTHER