



CITY OF PETERSBURG, VIRGINIA BIDDER'S MAILING LIST APPLICATION

Check one: Initial Application Minority Business Revision

Please print or type. Read all information and instructions carefully. Return application completed to the following:

CITY OF PETERSBURG
PURCHASING OFFICE
103 W. TABB STREET
CITY HALL ANNEX
PETERSBURG, VA 23803

Name & Address of Firm:		Address to which BID/QUOTE shall be sent:	
Telephone #	Fax #	Telephone #	Fax #

How long in present business? _____ If incorporated, indicate which State. _____

Type of organization (check one). Individual Partnership Corporation

FEDERAL IDENTIFICATION NUMBER: (FIN) # _____	SOCIAL SECURITY NUMBER: # _____
PRESIDENT:	VICE PRESIDENT:
SECRETARY:	TREASURER:

Persons authorized to sign bids and contracts in your name (If agent, so specify).
Name: _____ Official Capacity: _____

Persons to contact on matters concerning bids and contracts. (If agent, so specify).
List NAME, ADDRESS, TELEPHONE NO. & OFFICIAL CAPACITY:

INDICATE THAT WHICH YOU WISH TO BID ON, ON THE ATTACHED SCHEDULE OF COMMODITIES.

INFORMATION AND INSTRUCTIONS:

Persons or concerns wishing to be added to the City's bidder mailing list for supplies or services shall file this properly completed and certified Bidder's Mailing List Application, together with such other lists as may be attached to the application form. The application shall be submitted and signed by the principal as distinguished from an agent, however constituted.

After placement on the bidder's mailing list, a supplier's failure to respond (submission of bid, or notice in writing that you are unable to bid on that particular transaction but wish to remain on the active bidder's mailing list for that particular item) to Invitations for Bids/Quotes will be understood by the City to indicate lack of interest and concurrence in the removal of the supplier's name from the City's bidder mailing list for the items concerned.

SCHEDULE OF COMMODITIES:

The schedule of 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 which you can supply and for which you would like to receive bids/quotes.

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

300 AUTOMOTIVE SUPPLIES

- ___01 GENERAL REPAIR PARTS
 ___02 ANTI-FREEZE SUPPLIES
 ___03 EQUIPMENT: SHOP, ETC.
 ___04 GASOLINE, OIL, DIESEL FUEL, LUBRICANTS & FUEL OIL

CODE COMMODITY

- AUTOMOTIVE SUPPLIES**
 ___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

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

CODE COMMODITY

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

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

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

CODE COMMODITY**312 ENGINEERING & ART**

___01 INSTRUMENTS &
 EQUIP.
 ___02 SUPPLIES: GENERAL
 ___03 PHOTOGRAPHIC
 SUPPLIES
 ___04 FURNITURE
 ___05 MICROFILMING
 ___06 MAPS & CHARTS

316 FIRE, POLICE & SAFETY

___01 AMMUNITION
 ___02 BADGES/PINS
 ___03 FIRE FIGHTING:
 EQUIPMENT &
 SUPPLIES
 ___04 EXTINGUISHERS/SUPPLI
 ES 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
 ___11 ANIMAL CONTROL
 EQUIPMENT
 ___12 POLYGRAPH &
 SUPPLIES
 ___13 TAGS: BICYCLE & DOG
 ___14 SAFETY PUBLICATIONS
 ___15 LEATHER GOODS
 (BELTS,
 HOLSTERS, ETC.)
 ___16 FIRE PROTECTION
 SYSTEMS

318 FOOD

___01 PERISHABLE
 ___02 NON-PERISHABLE
 ___03 EQUIPMENT &
 SUPPLIES
 ___04 BAKERY GOODS

CODE COMMODITY**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.

324 HOSPITAL/LABORATORY & MEDICAL SUPPLIES

___01 CHEMICALS
 ___02 KITS: FIRST
 AID/SUPPLIES
 ___03 GENERAL
 ___04 CEMETERY SUPPLIES

325 HARDWARE, INDUSTRIAL & MILL SUPPLIES

___01 HOSE: FIRE
 ___02 LADDERS
 ___03 TOOLS: POWER &
 RELATED SUPPLIES
 ___04 HARDWARE
 ___05 SIGNS, MOBILE
 ___06 TOOLS: GENERAL

326 JANITORIAL/LAUNDRY & CLEANING

___01 GENERAL
 ___02 EQUIPMENT: FLOOR
 MAINTENANCE, ETC.

CODE COMMODITY

- 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.

330 OFFICE SUPPLIES

- ___01 GENERAL
 ___02 RIBBONS
 ___03 COMPUTER
 TAPES/DISKS
 ___04 PLOTTER PAPER
 ___05 SCALES

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

- ___01 CHLORINE: LIQUID
 ___02 METERS
 ___03 CASTINGS
 ___04 HYDRANTS: FIRE

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

CODE COMMODITY

- 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

**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

**524 LIBRARY EQUIPMENT
& SUPPLIES**

- ___01 FURNITURE
 ___02 SHELVING & BOOK
 STACKS
 ___03 BOOK BINDING
 ___04 EQUIPMENT &
 SUPPLIES
 ___05 BOOKS & SUPPLIES
 ___06 SUBSCRIPTIONS

CODE COMMODITY

- 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.

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

CODE COMMODITY

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

600 PROPERTY, CITY OWNED

- ___01 LAND
- ___02 BUILDINGS

700 TOURISM

- ___01 POSTCARDS
- ___02 SOUVENIRS, PRINTED
- ___03 SOUVENIRS, OTHER

