

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 type or 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
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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.*

Federal Taxpayer Identification Number (TIN)	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

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.

- ___ 740 Refrigeration equipment and accessories
- ___ 745 Road and highway building materials - *Asphaltic*
- ___ 750 Road and highway building materials - *Not 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 equipmenttt, see Classes 755 and 760*
- ___ 770 Roofing *Except wood, see Class 540*
- ___ 775 Salt - *Sodium chloride*
- ___ 780 Scales and weighing apparatus, *see Class 175 for laboratory balances*
- ___ 785 School and higher education equipment and supplies
- ___ 790 Seed, sod, soil and inoculants
- ___ 800 Shoes and boots
- ___ 803 Sound systems, components and accessories: Group intercom, music, public address, etc.
- ___ 805 Sporting and athletic goods
- ___ 810 Spraying equipment *Except household, nursery plant and paint*
- ___ 815 Steam and hot water specialties, accessories and supplies
- ___ 820 Steam boilers, steam heating and power plant equipment
- ___ 830 Tanks, metal, wood and synthetic materials: Mobile, portable and stationary
- ___ 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 Textiles, fibers, household linens and piece goods
- ___ 855 Theatrical equipment
- ___ 857 Toilets
- ___ 860 Training and conferences
- ___ 863 Tires and tubes
- ___ 865 Travel
- ___ 870 Venetian blinds, awnings and shades
- ___ 880 Visual education equipment and supplies *Except projection lamps, see Class 285*
- ___ 885 Water treating chemicals
- ___ 890 Water supply and sewage treatment equipment *Not for air conditioning, steam boiler or laboratory reagent water*
- ___ 895 Welding equipment and supplies
- ___ 905 Aircraft operations
- ___ 906 Architect-engineer and other professional design services *For construction coverage, see Public Works, Class 955*
- ___ 910 Building maintenance and repair services
- ___ 915 Communications and media related services
- ___ 920 Data processing services and software - *Purchase only*
- ___ 924 Educational services
- ___ 925 Equipment maintenance, repair and reconditioning
- ___ 930 Equipment rental services
- ___ 932 Financial services
- ___ 935 Health related services
- ___ 940 Laundry and dry cleaning services
- ___ 945 Library services
- ___ 947 Miscellaneous services
- ___ 952 Human services
- ___ 955 Public works and related services
- ___ 958 Real property rental and lease
- ___ 960 Roadside, grounds and park area services
- ___ 964 Personnel, temporary - *Not services*
- ___ 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