

VENDOR APPLICATION FORM

CITY OF SALEM

Phone: (503) 588-6136

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CONTRACTS & PROCUREMENT DIVISION

555 Liberty Street SE, Room 330

Salem, OR 97301-3503

INSTRUCTIONS:

Persons/Organizations interested in being added to the City of Salem's bidder mailing list must complete and return this Application Form, including the Commodity Category Listing, within 30 (thirty) days. Upon return, you will be sent a more detailed item list for the categories of products and/or services you have selected. Vendors shall remain on bidders mailing lists as long as they respond to invitations solicited for Bids/Quotes Proposals. Please obtain and complete additional application forms to reflect any changes in name, address, phone, personnel, addition/deletion of commodity/item or any additional information you have previously provided on this Application Form or Commodity List.

GENERAL INFORMATION:

The following information will be required when submitting bids, but is not necessary when submitting this Vendor Application Form & Commodity Listing:

- Bidders will be required to furnish vendor registration information since all firms doing business within the State of Oregon must be registered as either a Corporation or Assumed Business name with the State Corporations Division. (Phone Number is 503-986-2200).

CHECK APPROPRIATE BOX:

New Application

Change Information

**VENDOR NAME AND ADDRESS FOR MAILING OF INVITATIONS TO BID,
BID DOCUMENTS, AND CONFIRMING PURCHASE ORDERS:**

If information provided on label below is correct, do not complete adjoining section on right → → →

Complete correct COMPANY NAME and ADDRESS below **only** if information on label is not correct:

COMPANY CONTACT PERSONS:

Name & Title

Area Code & Phone

Area Code & Fax

E-mail Address: _____

SIGNATURE REQUIRED:

I hereby certify that the information supplied herein is correct and that I comply with City, State and Federal Equal Employment Opportunity Regulations, which apply to all contractors / suppliers doing business with the City of Salem:

Print or Type Name & Title

Signature

Date

ADDITIONAL INFORMATION:

COMMODITY LIST

Please place a checkmark (✓) by the class(es) you are interested in supplying

Administrative, Financial, and Management Services

- 946 Financial Services
- 952 Human Services (Social, Cultural)

Agricultural Equipment and Related Products and Services

- 020 Agricultural Equipment, Implements, Accessories, and Parts
- 022 Agricultural Implement and Accessory Parts
- 810 Spraying Equipment (Except Household, Nursery Plant, Paint)

Arts, Crafts, Entertainment, Theater, Musical Instruments

- 037 Amusement, Decorations, Entertainment
- 050 Art Objects, Equipment and Supplies
- 232 Crafts, General and Specialized
- 580 Musical Instruments, Accessories, and Supplies
- 855 Theatrical Equipment and Supplies
- 860 Tickets, Coupon Books, Sales Books, Strip Books, Etc.

Automotive Products, Vehicles, and Services

- 055 Automotive Accessories for Automobiles, Buses, Trailers, Trucks
- 060 Automotive & Trailer Maintenance Items, Repair/Replacement
- 065 Automotive & Trailer Bodies, Accessories, and Parts
- 070 Automotive Vehicles and Related Transportation Equipment
- 075 Automotive Shop Equipment and Supplies
- 110 Belts and Belting: Automotive & Industrial
- 652 Fuel, Oil, Grease and Lubricants
- 863 Tires and Tubes

Building Equipment, Supplies, and Services

- 005 Abrasives
- 010 Acoustical Tile, Insulating Materials, and Supplies
- 135 Bricks and Other Clay Products, Refractory Materials, and Stone
- 150 Builder's Supplies
- 155 Buildings and Structures: Fabricated and Prefabricated
- 225 Coolers, Drinking Water (Water Fountains)
- 295 Elevators and Escalators, Building Type
- 440 Glass and Glazing Supplies
- 540 Lumber and Related Products
- 570 Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Etc.
- 630 Paint, Protective Coatings, Varnish, Wallpaper, & Related Products
- 635 Painting Equipment and Accessories
- 665 Plastics, Resins, Fiberglass: Construction, Forming, Laminating and Molding Equipment, Accessories and Parts
- 767 Rock Products
- 770 Roofing

Clothing, Textiles, Laundry Equipment, Supplies and Services

- 200 Clothing, Athletic, Casual, Dress, Uniform, Weather Related, Work Clothes, and Accessories (see Class 800 for Shoes and Boots)
- 500 Laundry and Dry Cleaning Equipment, Accessories, and Supplies, Commercial
- 510 Laundry Textiles and Supplies
- 800 Shoes and Boots
- 850 Textiles, Fibers, Household Linens, and Piece Goods
- 954 Laundry and Dry Cleaning Services

Communication Equipment and Services

- 202 Communications and Electronics Equipment and Supplies
- 280 Electrical Cables and Wires (Not Electronic)
- 287 Electronic Components, Replacement Parts, Accessories and Miscellaneous (see class 730 for Testing / Analyzing)
- 725 Radio Communication, Telephone, Telecommunication Equipment, Accessories and Supplies
- 730 Radio Communication and Telecommunication Testing, Measuring, Analyzing Equipment, Accessories and Supplies
- 803 Sound Systems, Components, and Accessories
- 840 Television Equipment and Accessories
- 883 Voice Response Systems
- 915 Communications and Media Related Services

Computers, Software, Supplies, and Services

- 204 Computer Hardware and Peripherals for Microcomputers
- 205 Computers Mini and Mainframe: Hardware, Software, and Supplies
- 206 Computer Hardware and Peripherals for Mini & Main Frame Comp.
- 207 Computer Accessories and Supplies
- 208 Computer Software for Microcomputers (Preprogrammed)
- 209 Computer Software for Mini & Mainframe Comp. (Preprogrammed)
- 250 Data Processing Cards and Paper
- 395 Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms
- 920 Data Processing, Computer, and Software Services

Furnishings and Related Services

- 045 Appliances and Equipment, Household Type
- 265 Draperies, Curtains, and Upholstery Material (including Automobile)
- 360 Floor Covering, Floor Covering Installation and Removal
- 868 Venetian Blinds, Awnings, and Shades

Furniture and Related Services

- 420 Furniture: Cafeteria, Dormitory, Household, Library, Lounge, Etc.
- 425 Furniture: Office
- 772 Furniture: Laboratory

Hardware, Related Equipment, and Services

- 025 Air Compressors and Accessories
- 100 Barrels, Drums, Kegs, and Containers
- 105 Bearings (see class 060 for Wheel Bearings and Seals)
- 140 Broom, Brush, and Mop Manufacturing Machinery & Supplies
- 145 Brushes (not otherwise classified)
- 230 Twine and String
- 290 Energy Collecting Equipment and Accessories: Solar and Wind
- 315 Epoxy Based Formulations for Adhesives, Coatings, and Related
- 320 Fastening, Packaging, Strapping, Tying Equipment and Supplies
- 330 Fencing
- 400 Foundry Castings, Equipment, and Supplies
- 430 Gases, Containers, Equipment: Laboratory, Medical, Welding
- 445 Hand Tools (Powered and Non-Powered), Accessories & Supplies
- 450 Hardware and Related Items (includes Locks)
- 460 Hose, Accessories, and Supplies: Industrial, Commercial, Garden
- 545 Machinery and Hardware, Industrial
- 560 Material Handling and Storage Equipment and Allied Items
- 720 Pumping Equipment and Accessories
- 740 Refrigeration Equipment and Accessories
- 780 Scales and Weighing Apparatus (see class 175 for Lab Balances)

Highway Road Equipment, Materials, and Related Equipment

- 210 Concrete/Metal Culverts, Pilings, Septic Tanks, Accessories/Supplies
- 745 Road and Highway Building Materials (Asphaltic)
- 750 Road and Highway Building Materials (not Asphaltic)
- 755 Road and Highway Equipment and Parts: Asphaltic and Concrete Handling and Processing
- 760 Road and Highway Equipment: Grading, Moving, Packing, Etc.
- 765 Road and Highway Equipment (except Asphalt, Concrete)
- 775 Salt (Sodium Chloride)
- 830 Tanks (Metal, Wood, and Synthetic Materials): Mobile, Portable, Stationary and Underground Types

Janitorial and Cleaning Equipment, Supplies, and Services

- 085 Bags, Bagging, Ties, and Erosion Control Equipment
- 192 Cleaning Compositions, Detergents, Solvents, Strippers -Prepackaged
- 365 Floor Maintenance Machines, Parts, and Accessories
- 485 Janitorial Supplies, General Line
- 735 Rags, Shop Towels, and Wiping Cloths
- 917 Custodial Services: Janitorial, Window Washing, Street Sweeping

Laboratory Equipment, Supplies, and Services

- 115 Biochemicals, Research
- 175 Chemical Laboratory, Equipment and Supplies
- 180 Chemical Raw Materials (in Large Quantities Primarily)
- 190 Chemicals and Solvents, Commercial (in Bulk)

- ___ 480 Controlling, Indicating, Measuring, Monitoring, and Recording Instruments and Supplies
- ___ 490 Laboratory Equipment and Accessories (for General Analytical)
- ___ 493 Laboratory Equipment and Accessories: Biochemistry/Chemistry, Etc

Maintenance and Repair of Equipment

- ___ 928 Equipment Maintenance, Reconditioning, Repair Services - Automobile, Trucks, Trailers, and Other Vehicles
- ___ 929 Equipment Maintenance, Reconditioning, Repair Services - Agricultural, Heavy Industrial Equipment, and Other
- ___ 931 Equipment Maintenance, Reconditioning, Repair Services - Amusement, Appliances, Furniture, Lighting, Musical, and Other
- ___ 934 Equipment Maintenance, Reconditioning, Repair Services - Laundry, Janitorial, Painting, Pipe, Plumbing, and Other
- ___ 936 Equipment Maintenance, Reconditioning, and Repair Services - General Equipment (includes Elevator Maintenance)
- ___ 938 Equipment Maintenance, Reconditioning, Repair Services - CPR, Engineering and Surveying, First Aid, Laboratory, and Other
- ___ 939 Equipment Maintenance, Reconditioning, Repair Services - Audio-Visual, Clocks, Intercom, Mailing, Microfilm, Office, and Other
- ___ 940 Equipment Maintenance, Repair, Construction, and Related Service
- ___ 941 Equipment Maintenance, Repair, and Related Services for Power Generation and Transmission Equipment

Medical Equipment, Supplies, and Services

- ___ 269 Drugs and Pharmaceuticals
- ___ 435 Germicides, Cleaners, and Related Sanitation Products for Health
- ___ 566 First Aid and Safety Equipment, Supplies (except Nuclear / Welding)
- ___ 625 Optical Equipment, Accessories, and Supplies
- ___ 948 Health Related Services (see Class 952 for Human Services)

Miscellaneous Commodities and Services

- ___ 257 Defense System Equipment, Weapons, and Accessories
- ___ 553 Manufacturing Components and Supplies
- ___ 578 Miscellaneous Products
- ___ 593 Nuclear Equipment Components, Accessories and Supplies
- ___ 900 Production and Manufacturing Services
- ___ 906 Architect-Engineer and other Professional Design Services
- ___ 907 Architectural and Engineering Services, Non-Professional
- ___ 918 Consulting Services
- ___ 925 Engineering Services, Professional
- ___ 961 Miscellaneous Professional Services
- ___ 962 Miscellaneous Services
- ___ 967 Professional Services, Public Relations and Marketing Services

Office Supplies, Related Items, and Services

- ___ 015 Addressing and Copying Machine Supplies: Chemicals, Inks, Paper
- ___ 080 Badges, Emblems, Name Tags and Plates, Award Pins, Jewelry, Etc.
- ___ 195 Clocks, Watches, Timepieces, Timers
- ___ 530 Luggage, Brief Cases, Purses and Related Items
- ___ 555 Marking and Stenciling Devices
- ___ 575 Microfiche and Microfilm Equipment, Accessories, and Supplies
- ___ 596 Office Mechanical Aids, Small Machines, and Apparatuses
- ___ 600 Office Machines, Equipment, and Accessories
- ___ 610 Office Supplies: Carbon Paper and Ribbons, All Types
- ___ 615 Office Supplies, General
- ___ 620 Office Supplies: Erasers, Inks, Leads, Pens, Pencils, Etc.
- ___ 832 Tape (not Data Processing, Measuring, Optical, Sound or Video)

Paper, Printing Equipment, and Related Products and Services

- ___ 125 Bookbinding Supplies
- ___ 255 Decals and Stamps
- ___ 310 Envelopes, Plain or Printed
- ___ 640 Paper and Plastic Products, Disposable
- ___ 645 Paper (for Office and Print Shop Use)
- ___ 700 Printing Plant Equipment and Supplies (except Papers)
- ___ 705 Printing Preparations: Etchings, Photoengraving, and Preparation
- ___ 715 Publications and Audiovisual Materials (prepared Materials Only)
- ___ 908 Bookbinding, Rebinding, and Repairing
- ___ 966 Printing and Related Services

Public Works, Park Equipment, and Construction Services

- ___ 335 Fertilizers and Soil Conditioners
- ___ 515 Lawn Maintenance Equipment, Accessories, and Parts (Non-Agricultural Applications)
- ___ 595 Nursery Stock, Equipment, and Supplies
- ___ 650 Park, Playground, Recreational Area and Swimming Pool Equipment
- ___ 675 Poisons: Agricultural and Industrial
- ___ 690 Power Generation Equipment, Accessories, and Supplies

- ___ 691 Power Transmission Equipment - Electrical, Mechanical, Air
- ___ 790 Seed, Sod, Soil, and Inoculants
- ___ 909 Building Construction Services, New (including Maintenance) - Equipment, Furnishings, and Work Covered by Building Construction Contracts Only
- ___ 910 Building Maintenance, Installation and Repair Services
- ___ 912 Construction Services, General
- ___ 913 Construction Services, Heavy
- ___ 914 Construction Services, Trade (New Construction)
- ___ 955 Landscape Services (Roadside, Grounds, and Park Areas)
- ___ 968 Public Works and Related Services
- ___ 988 Roadside, Grounds, Recreational and Park Area Services

Rental and Leasing Services

- ___ 971 Real Property Rental or Lease
- ___ 975 Rental or Lease Services of Equipment - Agricultural, Aircraft, Automotive, Heavy Equipment, Tractors, and Other
- ___ 977 Rental or Lease Services of Equipment - Appliances, Cafeteria, Film, Furniture, Hardware, Sewing, Musical, Window and Floor Coverings
- ___ 979 Rental or Lease Services of Equipment - Engineering, Hospital, Etc.
- ___ 981 Rental or Lease of Equipment - General Equipment
- ___ 983 Rental or Lease Services of Equipment - Janitorial, Lawn, Painting, Spraying, Etc.
- ___ 984 Rental or Lease Services of Computers, Data and Word Processing
- ___ 985 Rental or Lease Services of Equipment - Office, Photographic, Printing, Radio, Television, Telephone Equipment, Etc.

Safety and Protection Equipment and Related Services

- ___ 340 Fire Protection Equipment and Supplies
- ___ 680 Police Equipment and Supplies
- ___ 801 Signs, Sign Materials, Sign Making Equipment, and Related
- ___ 866 Markers, Plaques, and Traffic Control Devices
- ___ 987 Environmental / Ecological / Emergency / Safety Control Services
- ___ 990 Security, Fire, Safety, and Emergency Services

School and Library Equipment, Supplies, and Services

- ___ 350 Flags, Flag Poles, Banners, and Accessories
- ___ 525 Library and Archival Equipment, Machines, and Supplies
- ___ 655 Photographic Equipment and Supplies (not Graphic Arts, Microfilm)
- ___ 880 Visual Education Equipment/Supplies (Class 285-Projection Lamps)
- ___ 924 Educational Services
- ___ 956 Library Services (Class 908 for Bookbinding, Rebinding, Repairing)

Sporting, Athletic, and other Outdoor Equipment and Services

- ___ 804 Fishing and Forestry Services
- ___ 805 Sporting Goods, Athletic Equipment and Athletic Facility Equipment

Testing and Sampling Equipment and Services

- ___ 845 Testing Apparatus and Instruments (not for Electrical or Electronic Measurements)
- ___ 989 Sampling and Sample Preparation Services (for Testing)
- ___ 992 Testing and Calibration Services

The Trades: Electrical, Engineering, HVAC, Plumbing, Welding

- ___ 031 Air Conditioning, Heating, and Ventilating: Equipment, Parts and Accessories (Class 740 for Related Items)
- ___ 285 Electrical Equipment and Supplies (except Cable and Wire)
- ___ 305 Engineering/Surveying Equipment, Drawing Instruments & Supplies
- ___ 658 Pipe and Tubing
- ___ 659 Pipe and Tubing Fittings
- ___ 670 Plumbing Equipment, Fixtures, and Supplies
- ___ 895 Welding Equipment and Supplies

Transit Equipment and Related Services, Mass Transportation

- ___ 035 Aircraft and Airport Equipment, Parts and Supplies
- ___ 556 Mass Transportation - Transit Bus, Accessories and Parts
- ___ 557 Mass Transportation - Rail Vehicles & Systems; Parts & Accessories
- ___ 864 Train Controls, Electronic
- ___ 905 Aircraft and Airport Operations Services

Water and Sewer Treatment Equipment, Supplies, and Services

- ___ 178 Water and Wastewater Treating Chemicals
- ___ 815 Steam and Hot Water Fittings, Accessories, and Supplies
- ___ 820 Steam/Hot Water Boilers, Steam Heating and Power Plant Equipment
- ___ 890 Water Supply and Sewage Treatment Equipment (not for Air Conditioning, Steam Boiler, or Laboratory Reagent Water)

___ **Other:** Specify on Page 2 under Additional Information