



# City of Columbia, Tennessee

## BIDDER AND VENDOR APPLICATION

**PLEASE TYPE OR PRINT** – See Appendix I – Information and Instructions for detail on completing this form

MAIL OR FAX THIS APPLICATION TO:      CITY OF COLUMBIA  
FINANCE DEPARTMENT / PURCHASING  
707 NORTH MAIN ST  
COLUMBIA TN. 38401  
FAX # 931-381-7722

CHECK ONE:    *INITIAL APPLICATION*        *REVISION*   

### BIDDER /VENDOR INFORMATION

**BUSINESS NAME** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_

**WEB SITE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
Remittance Address (if different)

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

### TAX INFORMATION

**LEGAL NAME ON TAX RETURN FOR IRS** \_\_\_\_\_

**TYPE OF TAXPAYER ( SELECT ONE AND FILL IN ID #)**

**CORPORATION**      **FEDERAL ID #** \_\_\_\_\_

**PARTNERSHIP**      **FEDERAL ID #** \_\_\_\_\_

**NOT FOR PROFIT**      **FEDERAL ID #** \_\_\_\_\_

**MEDICAL CORPORATION**      **FEDERAL ID #** \_\_\_\_\_

**INDIVIDUAL OR SOLE PROPRIETORSHIP**      **FEDERAL ID #** \_\_\_\_\_

**GOVERNMENTAL AGENCY**      **FEDERAL ID #** \_\_\_\_\_

**TYPE OF BUSINESS**  
(USE THE CODES LISTED IN APPENDIX 1 – INFORMATION & INSTRUCTIONS)

INDUSTRY CLASS \_\_\_\_\_ TYPE OF OWNERSHIP \_\_\_\_\_

NUMBER OF EMPLOYEES \_\_\_\_\_

**COMMODITY / SERVICE CODE**

*( Please provide in this space the applicable three digit code number from the COMMODITY CLASS CODE list)*

KEYWORD TO DESCRIBE YOUR BUSINESS: \_\_\_\_\_

**CONTACTS**

PERSON & TITLE	PHONE #	TYPE OF INFO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Vendors are encouraged to visit the City of Columbia website <http://www.columbiatn.com> for further information on doing business with the City as well as both current and future bidding opportunities.**

## APPENDIX 1 - INFORMATION AND INSTRUCTIONS

PLEASE READ THE FOLLOWING INSTRUCTION CAREFULLY BEFORE COMPLETING THE BIDDER AND VENDOR APPLICATION FORM. THE CITY OF COLUMBIA PURCHASES A VARIETY OF GOODS AND SERVICES . IN ORDER TO KNOW WHAT TYPES OF GOODS OR SERVICES YOU MAY BE INTERESTED IN BIDDING ON IT IS IMPORTANT FOR YOU TO IDENTIFY ALL COMMODITY CLASSES IN WHICH YOU HAVE AN INTEREST IN BIDDING.

### BIDDER / VENDOR INFORMATION

Enter the correct name of the business and the address to which purchase orders, correspondence, etc. are to be sent. If the checks are to be sent to a different address, enter the remittance address

### TAX INFORMATION

Completion of this section is required. Applications will be returned if this section is not completed. Individuals and sole proprietors, enter you Social Security Number and full name from your Social Security Card. Other businesses should enter their Federal Identification Number.

### TYPE OF BUSINESS

Industry Class – Enter one only

Industry	Code
Agricultural, forestry, fishing	1
Mining	2
Construction	3
Wholesale / Distributor	4
Retail / Dealer	5
Service Industry	6
Manufacturing / Producer	7
Professional Service	8
Entertainment	9
Not for Profit	10

Ownership Class – Enter the one that most reflects your business ownership

Type	Code
African American Owned	100
Women Minority Owned	110
Native American Owned	130
Hispanic American Owned	140
Asian American Owned	150
Disabled Owned	160
All Others	900

Number of Employees – Number of full time employees

Number	Code
Less than 10	9
10 to 19	19
20 to 49	49
50 to 99	99
More than 100	100

## COMMODITY CODE CLASSES

005 Abrasives

010 Acoustical Tile, Insulating Materials, and Supplies

015 Addressing, Copying, Mimeograph, and 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, and Ventilating: Equipment, Parts and Accessories (See Related Items in Class 740)

035 Aircraft and Airport Equipment, Parts, and Supplies

037 Amusement, Decorations, Entertainment, Toys, Etc.

040 Animals, Birds, Marine Life, and 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, Nametags 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 Biochemicals, Research

120 Boats, Motors, and Marine and Wildlife Supplies

125 Bookbinding Supplies

135 Brick and Other Clay Products, Refractory Materials and Stone Products

140 Broom, Brush, and Mop Manufacturing Machinery and Supplies

145 Brushes (Not Otherwise Classified)

150 Builder's Supplies

155 Buildings and Structures: Fabricated and Prefabricated

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 Chemicals 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.)

195 Clocks, Timers, Watches, and  
Jewelers' and  
Watchmakers' 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

207 Computer Accessories and  
Supplies

208 Computer Software for  
Microcomputers (Preprogrammed)

209 Computer Software for Mini and  
Mainframe Computers (Preprogrammed)

210 Concrete and Metal Culverts,  
Pilings, Septic Tanks, Accessories  
and Supplies

220 Controlling, Indicating,  
Measuring, Monitoring and Recording  
Instruments and Supplies

225 Coolers, 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 Draperies, Curtains, and  
Upholstery Material (Including  
Automobile)

269 Drugs and Pharmaceuticals

271 Drugs, Pharmaceutical, and Sets  
(For Large Volume Parenteral  
Administration, Infusion,  
Irrigation and 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 Miscellaneous Electronic  
Equipment (Not for Testing or  
Analyzing, See 730)

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

315 Epoxy Based Formulation for  
Adhesives, Coatings and Related  
Agents

318 Fare Collection Equipment and  
Supplies

320 Fastening, Packaging, Strapping, Tying Equipment and Supplies  
325 Feed, Bedding, Vitamins and Supplements for Animals (See Class 875 for Drugs and 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 Machines, Parts and Accessories  
370 Food Processing and Canning Equipment and Supplies  
375 Foods: Bakery Products (Fresh)  
380 Foods: Dairy Products (Fresh)  
385 Foods, Frozen  
390 Foods, Perishable  
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: Healthcare and Hospital Facility

415 Furniture: Laboratory  
420 Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School  
425 Furniture: Office  
430 Gases, Containers, and Equipment: Laboratory, Medical, and Welding  
435 Germicides, Cleaners, and Related Sanitation Product for Healthcare Personnel  
440 Glass and Glazing Supplies  
445 Hand Tools (Powered and Non-Powered), Accessories and Supplies  
450 Hardware and Related Items  
460 Hose, Accessories, and Supplies: Industrial, Commercial, and Garden  
465 Hospital and Surgical Equipment, Instruments and Supplies  
470 Hospital, Handicap and Related Specialized 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 and Accessories (For General Analytical and Research Use): Nuclear, Optical, and Physical  
493 Laboratory Equipment and Accessories: 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 Accessories and Parts

560 Material 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

578 Miscellaneous Products

580 Musical Instruments,  
Accessories and Supplies

590 Notions and Related Sewing  
Accessories 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, General

620 Office Supplies: Erasers, Inks,  
Leads, Pens, Pencils, Etc.

625 Optical Equipment, Accessories  
and Supplies

630 Paint, Protective Coating,  
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, Recreational  
Area, and Swimming Pool Equipment

652 Personal Hygiene and Grooming  
Equipment and Supplies

655 Photographic Equipment and  
Supplies (Not Including Graphic  
Arts, Microfilm, or 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 and Molding Equipment, Accessories and Supplies

670 Plumbing Equipment, Fixtures and Supplies

675 Poisons: Agricultural and Industrial

680 Police 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 Papers)

710 Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, Etc.

715 Publications and Audio Visual Material (Prepared Materials Only, Not Equipment, Supplies, or Production)

720 Pumping Equipment and Accessories

725 Radio Communication, Telephone, and Telecommunication Equipment, Accessories and Supplies

730 Radio Communication and Telecommunication Testing, Measuring, and Analyzing Equipment, Accessories and 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 (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 Equipment in Classes 755 and 760)

770 Roofing

775 Salt (Sodium Chloride) (See Class 393 for Table Salt)

780 Scales and Weighing Apparatus (See Class 175 for Laboratory Balances)

785 School Equipment and Supplies

790 Seed, Sod, Soil, and Inoculants

795 Sewing Room and Textile Machinery and Accessories

800 Shoes and Boots

801 Signs, Sign Materials, Sign Making Equipment, and Related Supplies

803 Sound Systems, Components and Accessories: Group Intercom, Music, Public Address, Etc.

805 Sporting Goods, Athletic Equipment and Athletic Facility Equipment

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 Textiles, 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 Class 325 for  
Vitamins and Supplements for  
Animals)

880 Visual Education Equipment and  
Supplies (Except Projection Lamps,  
see Class 285)

885 Water and Wastewater Treating  
Chemical

890 Water Supply, Groundwater,  
Sewage Treatment, and Related  
Equipment (Not for Air  
Conditioning, Steam Boiler, or  
Laboratory Reagent Water)

895 Welding Equipment and Supplies

898 X-Ray and Other Radiological  
Equipment and Supplies (Medical)

905 Aircraft Operations Services

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

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

926 Environmental and Ecological  
Services

928 Equipment Maintenance,  
Reconditioning and Repair Services:  
Automobiles, Trucks, Trailers,  
Transit Buses and Other Vehicles

929 Equipment Maintenance,  
Reconditioning and Repair Services:  
Agricultural, Heavy Industrial  
Equipment, and Marine Equipment

931 Equipment Maintenance,  
Reconditioning and Repair Services:  
Appliance, Athletic, Cafeteria,  
Furniture, Musical Instruments, and  
Sewing Equipment

934 Equipment Maintenance,  
Reconditioning and Repair Services:  
Laundry, Lawn, Painting, Plumbing,  
and Spraying Equipment

936 Equipment Maintenance,  
Reconditioning and Repair Services:  
General Equipment

938 Equipment Maintenance,  
Reconditioning and Repair Services:  
Hospital, Laboratory, and Testing  
Equipment

939 Equipment Maintenance,  
Reconditioning and Repair Services:  
Office, Photographic, Radio and  
Television Equipment

940 Equipment Maintenance, Repair,  
and Construction Services: Railroad

941 Equipment Maintenance,  
Reconditioning, Repair, 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 Class 952)

952 Human Services

953 Insurance, All Types

954 Laundry and Dry Cleaning  
Services

956 Library Services (See Class 908  
for Bookbinding, Rebinding, and  
Repairing)

959 Marine Construction Services,  
Marine Equipment Maintenance and  
Repair, Related Marine Services

961 Miscellaneous Professional  
Services

962 Miscellaneous Services

964 Personnel, Temporary  
(Employment Agency Services)

965 Printing Preparations: Etching,  
Photoengraving, 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 Equipment

977 Rental or Lease Services of  
Equipment: Appliances, Cafeteria,  
Film, Furniture, Hardware, Musical,  
Sewing, Window and Floor Coverings

979 Rental or Lease Services of  
Equipment: Engineering, Hospital,  
Laboratory, Precision Instruments,  
Refrigeration, Scales, and Testing  
Equipment

981 Rental or Lease of Equipment:  
General  
Equipment

983 Rental or Lease Services of  
Equipment: Janitorial, Laundry,  
Lawn, Painting, Spraying, and  
Textile Equipment

984 Rental or Lease Services of  
Equipment: Computers, Data  
Processing, and Word Processing  
Equipment

985 Rental or Lease Services of  
Equipment: Office, Photographic,  
Printing, Radio, Television, and  
Telephone Equipment

988 Roadside, Grounds, Recreational  
and Park Area Services

989 Sampling and Sample Preparation  
Services (For Testing)

990 Security, Fire, Safety, and  
Emergency Services

992 Testing and Calibration  
Services

998 Sale of Surplus and Obsolete  
Items