



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:

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 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/RFP's 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.

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

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

CODE COMMODITY

- __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-PREMIXED
- __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
- __
- __
- __

- 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

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
- __
- __
- __

- 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
- __
- __

- 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 CEMETERY SUPPLIES
- __
- __

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
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- 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
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- 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
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CODE COMMODITY

- 600 PROPERTY, CITY OWNED**
- __01 LAND
- __02 BUILDINGS
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- 700 TOURISM**
- __01 POSTCARDS
- __02 SOUVENIRS, PRINTED
- __03 SOUVENIRS, OTHER
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