

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4085, FAX 706-653-4109
www.columbusga.org

Dear Vendor:

Thank you for your recent request to be placed on the vendor list for the Consolidated Government of Columbus, Georgia.

Attached to this letter is the following: (1) A Vendor Information Form, and (2) A Commodity Class Code Listing. It is very important you complete the Vendor Information Form and utilize the Commodity listing to identify (by “checking” or “highlighting”) the appropriate commodity codes (goods or services) which your company provides. Accurate identification of goods and services ensures vendors receive Bid/Price Quote Solicitations and Request for Proposal invitations. If you do not see your particular good or service represented on the Commodity listing, please write the goods/services you provide.

Reminder: This is an initial step in identifying your goods and services. Think in broad terms when looking for your good or service on the commodity listing. For example, if you provide janitorial services, it will be associated with the class code description for “Building maintenance and repair services.”

THIS IS THE FIRST STEP. Once we receive the completed vendor form and the commodity class code listing, a follow-up mailing will be sent which will require you to “fine tune” the good and services identified.

Please complete and return the enclosed forms, as soon as possible. The sooner you complete this first step, the sooner we can send you the follow-up information and place your firm on the vendor list.

If you have any questions please call, (706) 653-4105 or Fax (706) 653-4109.

Sincerely,

Andrea J. McCorvey

Andrea J. McCorvey, CPPB
Purchasing Division Manager

VENDOR INFORMATION FORM

(PLEASE PRINT OR TYPE)

DATE: _____

ORDER ADDRESS: Write below the address to which all bid solicitations, correspondence, and purchase orders should be mailed.

COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE NUMBER:()	FAX NUMBER: ()	
CONTACT/TITLE:		
E-MAIL ADDRESS:		

REMITTANCE ADDRESS: Write below the address to which all payments should be mailed.

COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE NUMBER:()	FAX NUMBER: ()	
CONTACT/TITLE:		
E-MAIL ADDRESS:		

Place an "X" beside the description(s) below which best describes your organization:

- | | | |
|---|---|---|
| <input type="checkbox"/> DEALER | <input type="checkbox"/> MANUFACTURER | <input type="checkbox"/> FACTORY REPRESENTATIVE |
| <input type="checkbox"/> JOBBER | <input type="checkbox"/> RETAILER | <input type="checkbox"/> INCORPORATED |
| <input type="checkbox"/> INDIVIDUAL | <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> SOLE PROPRIETORSHIP |
| <input type="checkbox"/> MINORITY | <input type="checkbox"/> SMALL BUSINESS | <input type="checkbox"/> WOMAN OWNED BUSINESS |
| <input type="checkbox"/> PUBLIC ENTITY (School Board, Government, etc.) | | |

NAME, TITLE & SIGNATURE OF PERSONS AUTHORIZED TO SIGN BIDS & CONTRACTS:

NAME	TITLE	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____

IF YOU OR YOUR FIRM REQUIRE A 1099 FORM FROM THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA, PLEASE COMPLETE THE FOLLOWING INFORMATION:

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER

Please Print or Type	
Name (If joint names, list first and circle the name of the person or entity whose number you enter below)	Business Name
Address (number and street)	City, State and Zip code
SOCIAL SECURITY # _____ - _____ - _____ OR EMPLOYER ID # _____ - _____	
I certify that the information stated above is factual and true, and the number shown above is my correct taxpayer identification number	
Signature:	Date:

PLEASE COMPLETE FORMS AND RETURN:

**PURCHASING DIVISION
RE: VENDOR FORM
P.O. BOX 1340
COLUMBUS, GEORGIA 31902-1340**

NIGP COMMODITY CLASS CODES

- 005 Abrasives
- 010 Acoustical tile, insulating materials, & supplies
- 015 Addressing, copying, mimeograph, & spirit duplicating machine supplies: chemicals, inks, paper, etc.
- 020 Agricultural equipment, implements, & accessories (see Class 022 for parts)
- 022 Agricultural implement & accessory parts
- 025 Air compressors & accessories
- 031 Air conditioning, heating, & ventilating: equipment, parts & accessories (see related items in Class 740)
- 035 Aircraft & airport, equipment, parts, & supplies
- 037 Amusement, decorations, entertainment, toys, etc.
- 040 Animals, birds & marine life including accessory items (live)
- 045 Appliances & equipment, household type
- 050 Art equipment & supplies
- 052 Art objects
- 055 Automotive accessories for automobiles, buses, trucks, etc.
- 060 Automotive maintenance items & repair/replacement parts
- 065 Automotive bodies, accessories, & parts
- 070 Automotive vehicles & related transportation equipment
- 075 Automotive shop equipment & supplies
- 080 Badges, emblems, name tags & plates, jewelry, etc.
- 085 Bags, bagging, ties, & erosion control equipment
- 090 Bakery equipment, commercial
- 095 Barber & beauty shop equipment & supplies
- 100 Barrels, drums, kegs, & containers
- 105 Bearings (except wheel bearings & seals -see Class 060)
- 110 Belts & belting: conveyor, elevator, power transmission, & v-belts
- 115 Biochemicals, research
- 120 Boats, motors, & marine & wildlife supplies
- 125 Bookbinding supplies
- 135 Bricks & other clay products, refractory materials, & stone products
- 140 Broom, brush, & mop manufacturing machinery & supplies
- 145 Brushes (not otherwise classified)
- 150 Builder's supplies
- 155 Buildings & structures: fabricated & prefabricated
- 160 Butcher shop & meat processing equipment
- 165 Cafeteria & kitchen equipment, commercial
- 175 Chemical laboratory equipment & supplies
- 180 Chemical raw materials (In large quantities primarily for manufacturing janitorial & laundry products)
- 190 Chemicals & solvents, commercial (in bulk)
- 192 Cleaning compositions, detergents, solvents, & strippers - prepackaged
- 193 Clinical laboratory reagents & tests (blood grouping, diagnostic, drug monitoring, etc.)

- 195 Clocks, timers, watches, & jewelers' & watchmakers' tools & equipment
- 200 Clothing, apparel, uniforms, & accessories
- 204 Computer hardware & peripherals for microcomputers
- 206 Computer hardware & peripherals for mini & main frame computers
- 207 Computer accessories & supplies
- 208 Computer software for microcomputers (preprogrammed)
- 209 Computer software for mini & mainframe computers (preprogrammed)
- 210 Concrete & metal culverts, pilings, septic tanks, accessories & supplies
- 220 Controlling, indicating, measuring, monitoring, & recording instruments & supplies
- 225 Coolers, drinking water (water fountains)
- 232 Crafts, general
- 233 Crafts, specialized
- 240 Cutlery, dishes, flatware, glassware, trays, utensils, & supplies
- 245 Dairy equipment & supplies
- 250 Data processing cards & paper
- 255 Decals & stamps
- 260 Dental equipment & supplies
- 265 Draperies, curtains, & upholstery material (including automobile)
- 269 Drugs & pharmaceuticals
- 271 Drugs, pharmaceuticals, & sets (for large-volume parenteral administration, infusion, irrigation, & tube feeding)
- 280 Electrical cables & wires (not electronic)
- 285 Electrical equipment & supplies (except cable & wire)
- 287 Electronic components, replacement parts, & accessories: & misc electronic equipt (not for testing or analyzing -
- 290 Energy collecting equipment & accessories: solar & wind
- 295 Elevators & escalators, building type
- 305 Engineering equipment, surveying equipment, drawing instruments, & supplies
- 310 Envelopes, plain or printed
- 315 Epoxy based formulations for adhesives, coatings, & related agents
- 318 Fare collection equipment & supplies
- 320 Fastening, packaging, strapping, tying equipment & supplies
- 325 Feed, bedding, vitamins & supplements for animals (see Class 875 for drugs & pharmaceuticals for animals)
- 330 Fencing
- 335 Fertilizers & soil conditioners
- 340 Fire protection equipment & supplies
- 345 First aid & safety equipment & supplies (except nuclear & welding)
- 350 Flags, flag poles, banners, & accessories
- 360 Floor covering, floor covering installation & removal equipment, & supplies
- 365 Floor maintenance machines, parts, & accessories
- 370 Food processing & canning equipment & supplies
- 375 Foods: bakery products (fresh)
- 380 Foods: dairy products (fresh)
- 385 Foods, frozen

- 390 Foods: perishable
- 393 Foods: staple grocery & grocer's miscellaneous items
- 395 Forms, continuous: computer paper, form labels, snap-out forms, & folders for forms
- 400 Foundry castings, equipment, & supplies
- 405 Fuel, oil, grease & lubricants
- 410 Furniture: health care & hospital facility
- 415 Furniture: laboratory
- 420 Furniture: cafeteria, chapel, dormitory, household, library, lounge, school
- 425 Furniture: office
- 430 Gases, containers, equipment: laboratory, medical, & welding
- 435 Germicides, cleaners, & related sanitation products for health care personnel
- 440 Glass & glazing supplies
- 445 Hand tools (powered & non-powered), accessories & supplies
- 450 Hardware & related items
- 460 Hose, accessories, & supplies: industrial, commercial, & garden
- 465 Hospital & surgical equipment, instruments, & supplies
- 470 Hospital & handicap equipment & supplies: mobility, speech impaired, & restraint items
- 475 Hospital, surgical, & related medical accessories & sundry items
- 485 Janitorial supplies, general line
- 490 Laboratory equipment & accessories (for general analytical & research use): nuclear, optical, & physical
- 493 Laboratory equipment & accessories: biochemistry, chemistry, environmental science, etc.
- 495 Laboratory & field equipment & supplies: biology, botany, geology, microbiology, zoology, etc.
- 500 Laundry & dry cleaning equipment, accessories, parts & supplies - commercial
- 505 Laundry & dry cleaning compounds & supplies
- 510 Laundry textiles & supplies
- 515 Lawn maintenance equipment, accessories, & parts (non-agricultural applications)
- 520 Leather & related equipment, products, accessories, & supplies
- 525 Library & archival equipment, machines, & supplies
- 530 Luggage, brief cases, purses & related items
- 540 Lumber & related products
- 545 Machinery & hardware, industrial
- 550 Markers, plaques & traffic control devices
- 555 Marking & stenciling devices
- 556 Mass transportation - transit bus
- 557 Mass transportation - transit bus accessories & parts
- 558 Mass transportation - rail vehicles & systems
- 559 Mass transportation - rail vehicle parts & accessories
- 560 Material handling & storage equipment & allied items
- 565 Mattress manufacturing machinery & supplies
- 570 Metals: bars, plates, rods, sheets, strips, structural shapes, tubing, & fabricated items
- 575 Microfiche & microfilm equipment, accessories, & supplies
- 578 Miscellaneous products

- 580 Musical instruments, accessories, & supplies
- 590 Notions & related sewing accessories & supplies
- 595 Nursery stock, equipment, & supplies
- 600 Office machines, equipment, & accessories
- 605 Office mechanical aids, small machines, & apparatuses
- 610 Office supplies: carbon paper & ribbons, all types
- 615 Office supplies, general
- 620 Office supplies: erasers, inks, leads, pens, pencils, etc.
- 625 Optical equipment, accessories, & supplies
- 630 Paint, protective coatings, varnish, wallpaper, & related products
- 635 Painting equipment & accessories
- 640 Paper & plastic products, disposable
- 645 Paper (for office & print shop use)
- 650 Park, playground, recreational area & swimming pool equipment
- 652 Personal hygiene & grooming equipment & supplies
- 655 Photographic equipment & supplies (not including graphic arts, microfilm, & x-ray)
- 658 Pipe & tubing
- 659 Pipe & tubing fittings
- 670 Plumbing equipment, fixtures, & supplies
- 675 Poisons: agricultural & industrial
- 680 Police equipment & supplies
- 685 Poultry equipment & supplies
- 690 Power generation equipment, accessories, & supplies
- 700 Printing plant equipment & supplies (except papers)
- 710 Prosthetic devices, hearing aids, auditory testing equipment, electronic reading devices, etc.
- 720 Pumping equipment & accessories
- 725 Radio communication, telephone, & telecommunication equipment, accessories, & supplies
- 730 Radio communication & telecommunication testing, measuring, & analyzing equipment, accessories & supplies
- 735 Rags, shop towels, & wiping cloths
- 740 Refrigeration equipment & accessories
- 745 Road & highway building materials (asphaltic)
- 750 Road & highway building materials (not asphaltic)
- 755 Road & highway equipment & parts: asphalt & concrete handling & processing
- 760 Road & highway equipment: earth handling, grading, moving, packing, etc.
- 765 Road & highway equipment (except asphalt, concrete, & earth handling equipment in Classes 755 & 760)
- 770 Roofing
- 775 Salt (sodium chloride) (see Class 393 for table salt)
- 780 Scales & weighing apparatus (see 175-08 for laboratory balances)
- 785 School equipment & supplies
- 790 Seed, sod, soil, & inoculants
- 795 Sewing room & textile machinery, & accessories
- 800 Shoes & boots

- 801 Signs, sign materials, sign making equipment, & related supplies
- 803 Sound systems, components, & accessories: group intercom, music, public address, etc.
- 805 Sporting goods, athletic equipment & athletic facility equipment
- 810 Spraying equipment (except household, nursery plant, & paint)
- 815 Steam & hot water fittings, accessories, & supplies
- 820 Steam & hot water boilers, steam heating, & power plant equipment
- 825 Stockman equipment & supplies
- 830 Tanks (metal, wood, & synthetic materials): mobile, portable, stationary, & underground types
- 832 Tape (not data processing, measuring, optical, sewing, sound, or video)
- 840 Television equipment & accessories
- 845 Testing apparatus & instruments (not for electrical or electronic measurements)
- 850 Textiles, fibers, household linens, & piece goods
- 855 Theatrical equipment & supplies
- 860 Tickets, coupon books, sales books, strip books, etc.
- 863 Tires & tubes
- 864 Train controls, electronic
- 865 Twine
- 870 Venetian blinds, awnings, & shades
- 875 Veterinary equipment & supplies (see Class 325 for vitamins & supplements for animals)
- 880 Visual education equipment & supplies (except projection lamps -see Class 285)
- 885 Water & wastewater treating chemicals
- 890 Water supply & sewage treatment equipment (not for air conditioning, steam boiler, or laboratory reagent)
- 895 Welding equipment & supplies
- 898 X-ray & other radiological equipment & supplies (medical)
- 905 Aircraft operations services
- 906 Architectural professional design services
- 908 Bookbinding, rebinding, & repairing
- 909 Building construction services, new
- 910 Building maintenance & repair services
- 912 Construction services, general
- 913 Construction services, heavy
- 914 Construction services, trade (new construction)
- 915 Communications & media related services
- 918 Consulting services
- 920 Data processing services & software
- 924 Educational services
- 925 Engineering services, professional
- 928 Equipment maintenance, reconditioning & repair services for automobiles, trucks, trailers, transit buses & other
- 929 Equipment maintenance, reconditioning, & repair services - agricultural, heavy industrial equipment, & marine
- 931 Equipmt maint, reconditioning, & repair srvc - appliance, athletic, cafeteria, furniture, musical instruments, &
- 934 Equipment maintenance, reconditioning, & repair services - laundry, lawn, painting, plumbing, & spraying
- 936 Equipment maintenance, reconditioning, & repair services - general equipment

- 938 Equipment maintenance, reconditioning, & repair services - hospital, laboratory, & testing equipment
- 939 Equipment maintenance, reconditioning, & repair services - office, photographic, & radio/television equipment
- 940 Equipment maintenance, repair, & construction services - railroad
- 941 Equipment maintenance, reconditioning, repair, & related services - power generation
- 946 Financial services
- 948 Health related services (for human services see Class 952)
- 952 Human services
- 953 Insurance, all types
- 954 Laundry & dry cleaning services
- 956 Library services (see Class 908 for bookbinding, rebinding, & repairing)
- 959 Marine construction services; marine equipment maintenance & 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 & plates
- 968 Public works & related services
- 971 Real property rental or lease
- 975 Rental or lease services of equipment - agricultural, aircraft, automotive, heavy equipment, & marine equipment
- 977 Rental or lease srvc of equipt - appliances, cafeteria, film, furniture, hardware, musical, & window & floor
- 979 Rent or lease srvc of equipt - engineering, hospital, laboratory, precision instruments, refrigeration, scales, &
- 981 Rental or lease of equipment - general equipment
- 983 Rental or lease services of equipment - janitorial, laundry, lawn, painting, spraying, & textile equipment
- 984 Rental or lease services of computers, data processing, & word processing equipment
- 985 Rental or lease services of equipment - office, photographic, printing, radio/television/telephone equipment
- 988 Roadside, grounds, recreational & park area services
- 990 Security, fire, safety, & emergency services
- 998 Sale of surplus & obsolete items