



**City of Villa Rica, Georgia**  
**571 West Bankhead Highway**  
**Villa Rica, GA 30180**  
**770-459-7000**

## CONTRACTOR

# Vendor Application Checklist

- \_\_\_\_\_ 1) Vendor Application
- \_\_\_\_\_ 2) W-9 Form
- \_\_\_\_\_ 3) Affidavit Verifying Status for City Public Application [Signed & Notarized]
- \_\_\_\_\_ 4) Private Employer Affidavit of Compliance or the Private Employer Exemption Affidavit form which states whether your company is in compliance or exempted from participating in E-Verify. [Signed & Notarized]
- \_\_\_\_\_ 5) Contractor Affidavit and Agreement [Signed & Notarized] \*\*\* If applicable\*\*\*
- \_\_\_\_\_ 6) Subcontractor Affidavit and Agreement [Signed & Notarized] \*\*\* If applicable\*\*\*
- \_\_\_\_\_ 7) Certificate of Insurance [Workers Compensation & General Liability]

NOTE: The State of Georgia requires the above affidavits to be on file with The City of Villa Rica for all vendors conducting business with the City of Villa Rica. [All affidavits have to be signed & notarized.]

Upon receipt of your completed vendor application packet, the City of Villa Rica can proceed with purchase orders and payments.

Please mail completed vendor applications to the address below:

City of Villa Rica  
Attn: Purchasing  
571 West Bankhead Highway  
Villa Rica, GA 30180

If you have any questions regarding the vendor application packet, please contact:  
Louise Shambra at 678-840-1210, [lshambra@villarica.org](mailto:lshambra@villarica.org)

**City of Villa Rica, Georgia**  
**571 West Bankhead Highway**  
**Villa Rica, GA 30180**  
**770-459-7000**

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**\*\*\*NOTICE\*\*\***

To City of Villa Rica Vendors:

Thank you for your interest in doing business with the City of Villa Rica. The City of Villa Rica has centralized our purchasing activities and implemented new policies and procedures. Being mindful that we are spending taxpayer dollars, our focus is to obtain the best quality goods and services at the least cost, and maintain a high level of budgetary control and accountability. It is the desire of the City to support its local businesses when and wherever possible.

Also, in recent years, changes in State and Federal regulations require local governments to update their vendor information. O.C.G.A 13-10-90(2) and Georgia Department of Labor Rule 300-10-1-.02 mandate that the City shall not enter into a contract for the physical performance of services within the State of Georgia unless the contractor provides evidence on City-provided forms, that the business and its subcontractors have registered for and are participating in the federal work authorization program as defined by the aforementioned regulations. Also, O.C.G.A 50-36-1 states in part, that no vendor may receive "public benefit" unless the conditions of the above rules and regulations have been met.

As a part of the City of Villa Rica's effort to comply with these rules, we are qualifying our vendors and maintain a list of active and inactive vendors. In order to be an "active" vendor, we must have a completed vendor application, agreement, and included compliance forms. Those vendors who have not completed and returned all of the forms in the vendor application packet will be considered "inactive." Inactive vendors are not eligible to do business with the City of Villa Rica (until they meet the requirements to become "active").

The documents required to become an active Villa Rica vendor are included in this vendor packet. Any document requiring notary verification must be notarized to be considered complete. Notaries are available at Villa Rica City Hall.

In order to be designated as an active vendor, the completed packet must be returned to:

City of Villa Rica  
571 West Bankhead Highway Villa Rica,  
GA 30180

**Vendors who have not returned the required application and forms will not be allowed to commence until all documents have been received by Villa Rica.**

Please note that a completed application does not automatically guarantee that you will be informed of all Requests for Proposals or Bids. Most of these are publicly advertised and/or posted on the City's Website. You are encouraged to check the local newspaper or our Website often for bid or proposal opportunities. We also try to consider at least three vendors in purchases over \$1,000. When selecting a vendor for certain purchases, we consider not only the least cost, but which product or service best meets our requirements. The City of Villa Rica reserves the right to reject any and all responses, waive technicalities, and make decisions as deemed necessary in the City's best interest.

If you have any questions about the attached documents, please contact:

Louise Shambra at 678-840-1210, [lshambra@villarica.org](mailto:lshambra@villarica.org) or [purchasing@villarica.org](mailto:purchasing@villarica.org)



# CITY OF VILLA RICA PURCHASING POLICIES AND PROCEDURES

## REQUIREMENTS OF VENDORS

### GENERAL STATEMENT

This policy provides guidance for the procurement of goods and services in compliance with procurement provisions of the City and the State of Georgia statutes. The goal of this policy is to establish, foster, and maintain the following principles:

- Consideration of the City's best interest in all transactions;
- Purchasing without prejudice by seeking to obtain the best value from the most qualified and responsible bidder; and
- To maintain the highest ethical standards throughout the purchasing process.

All departments of the City including its Authorities, Commissions, and Committees, are subject to these procurement policies.

### AUTHORIZED VENDORS

An approved list of vendors will be maintained and available in the City Finance office. In order to be on the approved list, each vendor must have on file with the City, a signed statement acknowledging that they have read, understood, and agree to abide by the City of Villa Rica's policy for Vendors section in the City of Villa Rica Purchasing Policies and Procedures Manual, along with any other required information concerning the vendor (immigration compliance, W-9, etc.).

### FULL AND OPEN COMPETITION

The City shall make every effort to obtain high quality goods and services at the best possible price, while encouraging full and open competition. All

procurement procedures will be conducted in a fair and impartial manner, avoiding even an appearance of impropriety. All qualified vendors have access to City business. No bidder will be arbitrarily or capriciously excluded from providing goods and services to the City.

### INTEREST OF CITY OFFICIALS, EMPLOYEES, OR AGENTS IN EXPENDITURE OF PUBLIC FUNDS

No official or employee of the City will have an interest directly or indirectly (e.g., a financial gain) in any transaction with, sale to, work for, or contract with the City or any department of the City or service involving the expenditure of public funds in violation of ethical standards. The City shall not contract with, or purchase from, a vendor who is a member of the immediate family having a financial interest with that vendor (i.e. owner, director or officer) of a City Council Member, City Manager, City Attorney, City Clerk, Finance Director, Department Head, or any Finance Department staff. The City shall not use a vendor for services in an operating department who is a member of the immediate family of an employee of that operating department.

### GIFTS AND GRATUITIES

Officials or City employees are not authorized to accept gifts or gratuities from any individual, company, firm or business establishment that is a vendor to the City or is marketing the City with regard to future purchases. Limitations should not be interpreted so as to prohibit acceptance of social courtesies such as modest meals; holiday gifts of nominal value; or to prohibit employees from obtaining loans from established lending institutions.



## CITY OF VILLA RICA PURCHASING POLICIES AND PROCEDURES

### REQUIREMENTS OF VENDORS

#### STANDARDS OF ETHICAL CONDUCT

As is consistent with the City's ethics ordinance, every officer, employee, or agent of the City of Villa Rica will keep himself free of any obligation by refusing to accept entertainment or gifts offered by or on behalf of vendors, suppliers, or contractors currently or potentially serving the City of Villa Rica. Any attempt to realize personal gain through public employment or position by conduct inconsistent with the proper discharge of the employee's, officers, or agent's duties is a breach of public trust. In order to fulfill this general prescribed standard, employees, officers, and agents must also meet the specific standards set forth in the following paragraphs:

- **Conflict of interest.** It shall be a breach of ethical standards for any employee, officer, or agent of the City to participate directly or indirectly in a procurement when the employee, officer, or agent knows that:
  - The employee, officer, or agent, or any immediate family member of same has a financial interest pertaining to the procurement; or
  - A business or organization which the employee, officer, or agent or immediate family member of same has a financial interest pertaining to the procurement; or
  - Any person, business, or organization with which the employee, officer, agent, or any immediate family member of same is negotiating or has an arrangement concerning

prospective employment is involved in the procurement.

- **Discovery of actual or potential conflict of interest.** Upon discovery of an actual or potential conflict of interest, an employee, officer, or agent shall promptly file a written statement of disqualification and shall withdraw from further participation in the transactions involved. The employee, officer, or agent may, at the same time, apply to the City Attorney for an advisory opinion as to what further participation, if any, he or she may have in the transaction. Anyone failing to comply with this paragraph may be subject to disciplinary action.
- **Disclosure requirements.** Any employee, office, or agent who has or obtains any benefit from any City contract with a business in which he or she has a financial interest shall report such benefit to the City Manager. Any employee, office, or agent who knows, or should have known, of such benefit and fails to report is in breach of the ethical standard of this section and may be subject to disciplinary action.
- **Gratuities.** It shall be a breach of ethical standards for any person or business involved in a City procurement to offer, give, or agree to give any employee, office, or agent of the City any gratuity. Any employee, office, or agent who fails to report and offer of receipt of such gratuity may be subject to disciplinary action.



## CITY OF VILLA RICA PURCHASING POLICIES AND PROCEDURES

### REQUIREMENTS OF VENDORS

- **Use of confidential information.** It shall be a breach of ethical standards for any current or former employee, officer or agent to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any other person.
- **Note.** Georgia Law provides that no City officer is authorized to purchase goods or property for the public, or for any City purpose from any store in which he or she is an employee or is directly or indirectly interested, or from any person or partnership of which he or she is a member, or is employed by, unless such purchases are authorized by the governing authority or unless it is clearly apparent that the individual, partnership, or owner of the store will sell goods or property as cheaply as can be bought elsewhere. Any contract made in violation of this prohibition is illegal and, if a City taxpayer institutes the proper procedures, the official who commits the violation may be removed from office.

### INVOICES & PAYMENT

All invoices should be sent directly to: City of Villa Rica – Accounts Payable, 571 W. Bankhead Hwy, Villa Rica, GA 30180 – NO EXCEPTIONS. Upon receipt of vendor invoices, Accounts Payable will compare the invoice against the purchase order and receiving copy to verify that the billing information agrees with what was ordered and received. Any discrepancies will be noted and no payment will be made until any discrepancies are resolved.

### PROFESSIONAL SERVICES

Procurement for certain professional services such as engineering, architectural, legal, and audit services are exempted by state law from bidding requirements. When practical, professional services should be procured using a request for proposals (RFP) or request for qualifications (RFQ) method. Qualifications of professionals shall carry weight in the selection criteria. Additionally, the City may qualify and maintain and utilize a list of pre-qualified engineers, by specialty (ex.: water, wastewater, transportation, stormwater, etc.). Providers of professional services are cautioned not to begin work without first obtaining proper authorization. The City of Villa Rica will not be responsible for payment of invoices for unauthorized work. Authorization for work for professional service providers follows the same approval requirements as for other purchases, but may be accomplished by any of the following methods:

- Professional services agreement or contract specifying the project, scope of work, hourly rate(s), and not-to-exceed total cost.
- Issuance of task order addendum to an original professional services agreement or contract, changing the scope of work, provided that hourly rates are the same as in the original agreement. Each task order addendum should include its own not-to-exceed cost.
- Normal purchase order for fixed cost.



## CITY OF VILLA RICA PURCHASING POLICIES AND PROCEDURES

### REQUIREMENTS OF VENDORS

#### **PURCHASE ORDER NUMBER REQUIRED –**

All purchases, including materials, supplies, goods, wares, or merchandise of any kind or character, or any contract for materials, supplies, equipment, or for services must be approved by the Purchasing Office (currently City Manager's office) as indicated by the issuance of a purchase order number. Purchases made contrary to this method shall be deemed unauthorized purchases. *The City of Villa Rica will not be responsible for the payment of any invoice or bill submitted for unauthorized purchases.*

In order to expedite accurate payment of City invoices, all vendors should follow these procedures:

- To become an active vendor for the City of Villa Rica, a vendor must first complete a Vendor's Application and an IRS Form W-9. These forms can be obtained from the City Clerk at City Hall, or by fax, mail, or email.
- Vendors must obtain a City of Villa Rica Purchase Order Number prior to fulfilling any order. The Purchasing Office issues purchase order numbers to departments requesting goods or services. The City of Villa Rica is not responsible for the payment of any goods or services in the absence of a valid purchase order number.
- All vendors must submit invoices referencing the valid purchase order number. The City Purchase Order Number must appear on the invoice. Invoices must be received by Thursday in order to receive payment the following Thursday.

- The City of Villa Rica will issue payment upon receipt of invoices only. The City does not pay from statements. All vendors must submit invoices only to: City of Villa Rica, Accounts Payable, 571 W. Bankhead Hwy, Villa Rica, GA 30180 or emailed to: [accountspayable@villarica.org](mailto:accountspayable@villarica.org)
- Invoices should be itemized wherever applicable.
- The City of Villa Rica is exempt from Federal Excise Tax and Georgia Sales and Use Tax, unless otherwise mandated by law.
- Vendors must agree to execute the order in accordance with the provisions of the City of Villa Rica Purchasing Policies and Procedures Manual and/or the terms and conditions of the invitation to bid or contract.
- An Villa Rica purchase order and/or the terms and conditions of any invitation for bid covering the same constitutes a binding contract to faithfully execute the order in accordance with the laws of the State of Georgia and the policies of the City of Villa Rica.
- All correspondence or complaints between any City Department and vendor shall be submitted to the Purchasing Office to be maintained in the appropriate vendor file.

The Purchasing Office will maintain an accurate vendor master file containing a list of all registered vendors.



**CITY OF VILLA RICA PURCHASING POLICIES AND PROCEDURES  
REQUIREMENTS OF VENDORS**

CITY CONTACT INFO:

PURCHASING:

678-840-1210

[purchasing@villarica.org](mailto:purchasing@villarica.org)

678-840-1218

ACCOUNTS PAYABLE:

[accountspayable@villarica.org](mailto:accountspayable@villarica.org)



CITY OF VILLA RICA, GEORGIA
571 WEST BANKHEAD HIGHWAY
VILLA RICA, GA 30180
770-459-7000

VENDOR APPLICATION

General Information:
Company or Individual Name
DBA, if applicable
Remittance Address
City State Zip Code
Main office address (if different)
City State Zip Code
Principal line of business
Phone number Fax number
Email address

Federal Tax ID or Social Security #
City or County Business License

Primary Business:
Construction
Retail
Authorized distributor
Factory representative
Manufacturer
Service firm
Professional:
Architecture
Engineering
Financial
Legal
Other consulting

NIGP 3-digit code #(s)

Normal selling terms/discounts:

Ownership:
Individual Partnership Corporation State
Owner or officer name Phone(s) email address
Owner or officer name Phone email address
Contact for purchasing Phone email address

Names & signatures of authorized company representatives (authorized to sign quotes, bids, proposals, etc.)
By signing below, I acknowledge that I have read and agree to abide by the Purchasing Policies & Procedures for the City of Villa Rica.
Name Title Signature Phone(s) email address
Name Title Signature Phone(s) email address
Name Title Signature Phone(s) email address

For City Use Only - Please do not write below this line

Date received: Date active: Date inactive:

Completed, signed application Signed vendor agreement W-9 Affidavit of Public Benefit
Completed packet verified by:

**Request for Taxpayer  
Identification Number and Certification**

**Give Form to the  
requester. Do not  
send to the IRS.**

**Print or type**  
**See Specific Instructions on page 2.**

Name (as shown on your income tax return) \_\_\_\_\_

Business name/disregarded entity name, if different from above \_\_\_\_\_

Check appropriate box for federal tax classification:  
 Individual/sole proprietor     C Corporation     S Corporation     Partnership     Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
 Other (see instructions) ▶ \_\_\_\_\_

Exemptions (see instructions):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_

Address (number, street, and apt. or suite no.) \_\_\_\_\_  
 City, state, and ZIP code \_\_\_\_\_

Requester's name and address (optional) \_\_\_\_\_

List account number(s) here (optional) \_\_\_\_\_

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Social security number**

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**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Employer identification number**

			-							
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**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**      Signature of U.S. person ▶ \_\_\_\_\_      Date ▶ \_\_\_\_\_

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

***Affidavit Verifying Status  
for City Public Benefit Application***

By executing this affidavit under oath, as an applicant for a City of Villa Rica, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to any application for a City of Villa Rica, Business License or Georgia Occupational Tax Certificate, Alcohol License, Taxi Permit or other public benefit (circle one) for

\_\_\_\_\_  
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity].

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

\*

\_\_\_\_\_  
Alien Registration number for non-citizens

**SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_**

Notary Public \_\_\_\_\_

My Commission Expires:

\*Note: O.C.G.A. § 50-36-1 (e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. **Qualified aliens that do not have an alien registration number may supply another identifying number below:**

\_\_\_\_\_

**Private Employer Affidavit Of Compliance Pursuant To O.C.G.A. § 36-60-6(d)**

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation employs more than ten employees and has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Private Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

**Private Employer Exemption Affidavit Pursuant To O.C.G.A. § 36-60-6(d)**

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm, or corporation employs ten (10) or fewer employees and is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6.

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Printed Name of Exempt Private Employer

\_\_\_\_\_  
Signature of Exempt Private Employer or  
Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Person Executing Affidavit

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

\* This affidavit is for submissions made on or after to July 1, 2013.

STATE OF GEORGIA  
CARROLL COUNTY  
CITY OF VILLA RICA

CONTRACTOR AFFIDAVIT AND AGREEMENT

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned contractor, who, after being duly sworn, states as follows:

1.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A 13-10-91, and Georgia Department of Labor Rule 300-10-1.02, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Villa Rica, Georgia has registered with and is participating in a federal work authorization \*program in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300-10-1.02.

2.

The undersigned contractor further agrees that, should it employ or contract with any subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300-10-1.02 through the subcontractor's execution of the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1.08, or a substantially similar contractor affidavit. The undersigned contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Villa Rica, Georgia, at the time the subcontractor(s) is retained to perform such service.

FURTHER AFFIANT SAYETH NOT.

\_\_\_\_\_  
By: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Officer or Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Employment eligibility verification #

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2014  
\_\_\_\_\_  
Notary Public My commission expires: \_\_\_\_\_

\*Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

STATE OF GEORGIA  
CARROLL COUNTY  
CITY OF VILLA RICA

SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned contractor, who, after being duly sworn, states as follows:

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A 13-10-91, and Georgia Department of Labor Rule 300-10-1.02, stating affirmatively that the individual, firm, or corporation who is engaged in the physical performance of services under a contract with:

\_\_\_\_\_  
(name of contractor)

On behalf of the City of Villa Rica, Georgia has registered with and is participating in a federal work authorization \*program in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300-10-1.02.

2.

The undersigned contractor further agrees that, should it employ or contract with any subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300-10-1.02 through the subcontractor's execution of the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1.08, or a substantially similar contractor affidavit. The undersigned contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Villa Rica, Georgia, at the time the subcontractor(s) is retained to perform such service.

FURTHER AFFIANT SAYETH NOT.

\_\_\_\_\_  
By: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Officer or Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Employment eligibility verification #

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2014  
\_\_\_\_\_  
Notary Public My commission expires: \_\_\_\_\_

\*Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**NIGP Commodity Codes**  
3-digit

**CODE DESCRIPTION**

- 000** <Please select>
- 005** ABRASIVES
- 010** ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES  
ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS,
- 015** 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 EQUIPMENT AND IMPLEMENT PARTS-
- 025** AIR COMPRESSORS AND ACCESSORIES  
AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS
- 031** 740 ALSO)
- 035** AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
- 037** AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.
- 040** ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE, (INCLUDING ACCESSORY ITEMS)
- 045** APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
- 050** ART EQUIPMENT AND SUPPLIES
- 052** ART OBJECTS
- 055** AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.
- 060** AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS
- 065** AUTOMOTIVE AND TRAILER BODIES, BODY ACCESSORIES, AND PARTS  
  
AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT (INCLUDING TRAILERS)
- 070** (EFFECTIVE 1-1-06 THIS CLASS INACTIVATED, REFER TO CLASSES 071, 072 AND 073)  
AUTOMOBILES, SCHOOL BUSES, SUVs, AND VANS (INCLUDING DIESEL, GASOLINE, ELECTRIC, HYBRID,
- 071** AND ALL OTHER FUEL TYPES)
- 072** TRUCKS (INCLUDING, DIESEL, GASOLINE, ELECTRIC, HYBRID, AND ALTERNATIVE FUEL UNITS)
- 073** TRAILERS
- 075** AUTOMOTIVE SHOP AND RELATED EQUIPMENT AND SUPPLIES
- 080** BADGES, AWARDS, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC.
- 085** BAGS, BAGGING, TIES, AND EROSION SHEETING, ETC.
- 090** BAKERY EQUIPMENT, COMMERCIAL
- 095** BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES
- 100** BARRELS, DRUMS, KEGS, AND CONTAINERS
- 105** BEARINGS (SEE CLASS 060 FOR WHEEL BEARINGS)
- 110** BELTS AND BELTING: AUTOMOTIVE AND INDUSTRIAL
- 115** BIOCHEMICALS, RESEARCH
- 120** BOATS, MOTORS, AND MARINE EQUIPMENT
- 125** BOOKBINDING SUPPLIES
- 135** BRICKS, CLAY, REFRACTORY MATERIALS, STONE, AND TILE PRODUCTS
- 140** BROOM, BRUSH, AND MOP MANUFACTURING MACHINERY AND SUPPLIES
- 145** BRUSHES (SEE CLASS 485 FOR JANITORIAL TYPE)
- 150** BUILDERS SUPPLIES
- 155** BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED
- 160** BUTCHER SHOP AND MEAT PROCESSING EQUIPMENT

## NIGP Commodity Codes

3-digit

<b>CODE</b>	<b>DESCRIPTION</b>
<b>165</b>	CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL
<b>175</b>	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES
<b>180</b>	CHEMICAL RAW MATERIALS (IN LARGE QUANTITIES PRIMARILY FOR MANUFACTURING JANITORIAL AND LAUNDRY PRODUCTS)
<b>190</b>	CHEMICALS AND SOLVENTS, COMMERCIAL (IN BULK)
<b>192</b>	CLEANING COMPOSITIONS, DETERGENTS, SOLVENTS, AND STRIPPERS - PREPACKAGED
<b>193</b>	CLINICAL LABORATORY REAGENTS AND TESTS (BLOOD GROUPING, DIAGNOSTIC, DRUG MONITORING, ETC.)
<b>195</b>	CLOCKS, WATCHES, TIMEPIECES, JEWELRY AND PRECIOUS STONES
<b>200</b>	CLOTHING: ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER AND WORK RELATED
<b>201</b>	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS)
<b>204</b>	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS
<b>206</b>	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS
<b>207</b>	COMPUTER ACCESSORIES AND SUPPLIES
<b>208</b>	COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)
<b>209</b>	COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)
<b>210</b>	CONCRETE AND METAL PRODUCTS, CULVERTS, PILINGS, SEPTIC TANKS, ACCESSORIES AND SUPPLIES
<b>220</b>	CONTROLLING, INDICATING, MEASURING, MONITORING, AND RECORDING INSTRUMENTS AND SUPPLIES
<b>225</b>	COOLERS, DRINKING WATER (WATER FOUNTAINS)
<b>232</b>	CRAFTS, GENERAL
<b>233</b>	CRAFTS, SPECIALIZED
<b>240</b>	CUTLERY, COOKWARE, DISHES, GLASSWARE, SILVERWARE, UTENSILS, AND SUPPLIES
<b>245</b>	DAIRY EQUIPMENT AND SUPPLIES
<b>250</b>	DATA PROCESSING CARDS AND PAPER
<b>255</b>	DECALS AND STAMPS
<b>257</b>	DEFENSE SYSTEM AND HOMELAND SECURITY EQUIPMENT, WEAPONS AND ACCESSORIES
<b>260</b>	DENTAL EQUIPMENT AND SUPPLIES
<b>265</b>	DRAPERIES, CURTAINS, AND UPHOLSTERY MATERIAL (INCLUDING AUTOMOBILE UPHOLSTERY)
<b>269</b>	DRUGS AND PHARMACEUTICALS
<b>271</b>	DRUG AND FEEDING ADMINISTRATION, INFUSION, AND IRRIGATION EQUIPMENT AND SUPPLIES
<b>279</b>	EIGHTEENTH (18TH) CENTURY REPRODUCTION GOODS
<b>280</b>	ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)
<b>285</b>	ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
<b>287</b>	ELECTRONIC EQUIPMENT, COMPONENTS, PARTS, AND ACCESSORIES (SEE CLASS 730 FOR TESTING OR ANALYZING TYPE)
<b>290</b>	ENERGY COLLECTING EQUIPMENT AND ACCESSORIES: SOLAR AND WIND
<b>295</b>	ELEVATORS, ESCALATORS, AND MOVING WALKS (BUILDING TYPE)
<b>305</b>	ENGINEERING AND ARCHITECTURAL EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES
<b>310</b>	ENVELOPES, PLAIN (SEE CLASSES 525, 615, 640, 655, 665, AND 966 FOR OTHER TYPES)
<b>312</b>	ENVIRONMENTAL PROTECTIVE EQUIPMENT (INSIDE AND OUTSIDE)
<b>315</b>	EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS, AND RELATED AGENTS

## NIGP Commodity Codes

3-digit

### CODE DESCRIPTION

- 318** FARE COLLECTION EQUIPMENT AND SUPPLIES  
FASTENERS: BOLTS, NUTS, PINS, RIVETS, SCREWS, ETC. (INCL. PACKAGING, STRAPPING AND TYING)
- 320** EQUIPMENT AND SUPPLIES  
FEED, BEDDING, VITAMINS AND SUPPLEMENTS FOR ANIMALS (SEE CLASS 875 FOR DRUGS AND
- 325** PHARMACEUTICALS FOR ANIMALS)
- 330** FENCING
- 335** FERTILIZERS AND SOIL CONDITIONERS
- 340** FIRE PROTECTION EQUIPMENT AND SUPPLIES
- 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 GROCERS 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: HEALTH CARE, HOSPITAL AND/OR DOCTORS OFFICE
- 415** FURNITURE: LABORATORY
- 420** FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL
- 425** FURNITURE: OFFICE
- 430** GASES, CONTAINERS, EQUIPMENT: LABORATORY, MEDICAL, AND WELDING
  
- 435** GERMICIDES, CLEANERS, AND RELATED SANITATION PRODUCTS FOR HEALTH CARE 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  
HOSPITAL, NURSING HOME OR RESIDENTIAL SPECIALIZED EQUIPMENT FOR THE HANDICAPPED AND
- 470** DISABLED
- 475** HOSPITAL, SURGICAL, AND MEDICAL RELATED ACCESSORIES AND SUNDRY ITEMS
- 485** JANITORIAL SUPPLIES, GENERAL LINE  
LABORATORY EQUIPMENT, ACCESSORIES AND SUPPLIES: GENERAL ANALYTICAL AND RESEARCH FOR
- 490** NUCLEAR, OPTICAL, AND PHYSICAL  
LABORATORY EQUIPMENT, ACCESSORIES, AND SUPPLIES: BIOCHEMISTRY, CHEMISTRY,
- 493** ENVIRONMENTAL SCIENCE, ETC.  
LABORATORY AND FIELD EQUIPMENT AND SUPPLIES: BIOLOGY, BOTANY, GEOLOGY, MICROBIOLOGY,
- 495** ZOOLOGY, ETC.
- 500** LAUNDRY AND DRY CLEANING EQUIPMENT, ACCESSORIES AND SUPPLIES, COMMERCIAL
- 505** LAUNDRY AND DRY CLEANING COMPOUNDS, DETERGENTS, AND SUPPLIES

## NIGP Commodity Codes

3-digit

### CODE DESCRIPTION

- 510** LAUNDRY TEXTILES AND SUPPLIES
  
- 515** LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TYPES)
- 520** LEATHER AND SHOE ACCESSORIES, EQUIPMENT, AND SUPPLIES
- 525** LIBRARY AND ARCHIVAL EQUIPMENT, MACHINES, AND SUPPLIES
- 530** LUGGAGE, BRIEF CASES, PURSES AND RELATED ITEMS
- 540** LUMBER, SIDING, AND RELATED PRODUCTS
- 545** MACHINERY AND HARDWARE, INDUSTRIAL
- 550** MARKERS, PLAQUES AND TRAFFIC CONTROL DEVICES
- 553** MANUFACTURING COMPONENTS AND SUPPLIES
- 555** METAL, PAPER, AND PLASTIC STENCILS 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 PARTS AND ACCESSORIES
- 560** MATERIAL HANDLING, CONVEYORS, STORAGE EQUIPMENT AND ACCESSORIES
- 565** MATTRESS AND PILLOW MANUFACTURING MACHINERY AND SUPPLIES
- 570** METALS: BARS, PLATES, RODS, SHEETS, STRIPS, TUBING, & FABRICATED ITEMS
- 575** MICROFICHE AND MICROFILM EQUIPMENT, ACCESSORIES, AND SUPPLIES
- 578** MISCELLANEOUS PRODUCTS (NOT OTHERWISE CLASSIFIED)
- 580** MUSICAL INSTRUMENTS, ACCESSORIES, AND SUPPLIES
- 590** NOTIONS AND RELATED SEWING ACCESSORIES AND SUPPLIES
- 593** NUCLEAR EQUIPMENT COMPONENTS, ACCESSORIES AND SUPPLIES
- 595** NURSERY (PLANTS) 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 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, RECREATIONAL AREA AND SWIMMING POOL EQUIP & SUPPLIES
- 652** PERSONAL HYGIENE AND GROOMING EQUIPMENT AND SUPPLIES
- 658** PIPE, TUBING, AND ACCESSORIES (NOT FITTINGS)
- 659** PIPE AND TUBING FITTINGS
- 660** PIPES, TOBACCOS, SMOKING ACCESSORIES; ALCOHOLIC BEVERAGES  
PLASTICS, RESINS, FIBERGLASS: CONSTRUCTION, FORMING, LAMINATING, AND MOLDING EQUIPMENT,
- 665** ACCESSORIES, AND SUPPLIES
- 670** PLUMBING EQUIPMENT, FIXTURES, AND SUPPLIES
- 675** PESTICIDES AND CHEMICALS: AGRICULTURAL AND INDUSTRIAL
- 680** POLICE AND PRISON EQUIPMENT AND SUPPLIES
- 685** POULTRY EQUIPMENT AND SUPPLIES

## NIGP Commodity Codes

3-digit

### CODE DESCRIPTION

- 690** POWER GENERATION EQUIPMENT, ACCESSORIES, AND SUPPLIES
- 691** POWER TRANSMISSION EQUIPMENT (ELECTRICAL, MECHANICAL, AIR AND HYDRAULIC)
- 700** PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPER)  
PROSTHETIC DEVICES, HEARING AIDS, AUDITORY TESTING EQUIPMENT, ELECTRONIC READING
- 710** DEVICES, ETC.
  
- 715** PUBLICATIONS, AUDIOVISUAL MATERIALS, BOOKS, TEXTBOOKS (PREPARED MATERIALS ONLY)
- 720** PUMPING EQUIPMENT AND ACCESSORIES
- 726** RADIO COMMUNICATION EQUIPMENT, ACCESSORIES AND SUPPLIES  
RADIO COMMUNICATION AND TELECOMMUNICATION TESTING, MEASURING, AND ANALYZING
- 730** 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 ASPHALT AND CONCRETE HANDLING AND PROCESSING EQUIP
- 760** ROAD AND HIGHWAY EQUIPMENT: EARTH HANDLING, GRADING, MOVING, PACKING
- 765** ROAD AND HIGHWAY EQUIPMENT (EXCEPT EQUIPMENT IN CLASSES 755 AND 760)
- 770** ROOFING MATERIALS AND SUPPLIES
- 775** SALT (SODIUM CHLORIDE) (SEE CLASS 393 FOR TABLE SALT)
- 780** SCALES AND WEIGHING APPARATUS (SEE 175-08 FOR LABORATORY BALANCES)
- 785** SCHOOL EQUIPMENT, TEACHING AIDS, AND SUPPLIES
- 790** SEED, SOD, SOIL, AND INOCULANTS
- 795** SEWING 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.
- 804** SPACECRAFTS, ACCESSORIES AND COMPONENTS
- 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  
TANKS (METAL, PLASTIC, WOOD, AND SYNTHETIC MATERIALS): MOBILE, PORTABLE, STATIONARY, AND
- 830** UNDERGROUND TYPES
- 832** TAPE (NOT DATA PROCESSING, MEASURING, OPTICAL, SEWING, SOUND, OR VIDEO)
- 838** TELECOMMUNICATION EQUIPMENT, ACCESSORIES AND SUPPLIES
- 839** TELEPHONE EQUIPMENT, ACCESSORIES AND SUPPLIES
- 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.

**NIGP Commodity Codes**  
3-digit

<b>CODE</b>	<b>DESCRIPTION</b>
<b>863</b>	TIRES AND TUBES (INCL. RECAPPED/RETREADED TIRES)
<b>864</b>	TRAIN CONTROLS, ELECTRONIC
<b>865</b>	TWINE AND STRING
<b>870</b>	VENETIAN BLINDS, AWNINGS, AND SHADES
<b>875</b>	VETERINARY EQUIPMENT AND SUPPLIES (SEE CLASS 325 FOR VITAMINS AND SUPPLEMENTS FOR ANIMALS)
<b>880</b>	VISUAL EDUCATION EQUIPMENT AND SUPPLIES (EXCEPT PROJECTION LAMPS -SEE CLASS 285)
<b>883</b>	VOICE RESPONSE SYSTEMS
<b>885</b>	WATER AND WASTEWATER TREATING CHEMICALS WATER SUPPLY, GROUNDWATER, SEWAGE TREATMENT, AND RELATED EQUIPMENT (NOT FOR AIR
<b>890</b>	CONDITIONING, STEAM BOILER, OR LABORATORY REAGENT WATER)
<b>895</b>	WELDING EQUIPMENT AND SUPPLIES
<b>898</b>	X-RAY AND OTHER RADIOLOGICAL EQUIPMENT AND SUPPLIES (MEDICAL)
<b>905</b>	AIRCRAFT AND AIRPORT OPERATIONS SERVICES
<b>906</b>	ARCHITECTURAL SERVICES, PROFESSIONAL
<b>907</b>	ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL
<b>908</b>	BOOKBINDING AND REPAIRING SERVICES
<b>909</b>	BUILDING CONSTRUCTION SERVICES, NEW (INCL. MAINTENANCE AND REPAIR SERVICES)
<b>910</b>	BUILDING MAINTENANCE, INSTALLATION AND REPAIR SERVICES
<b>912</b>	CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR SERVICES)
<b>913</b>	CONSTRUCTION SERVICES, HEAVY (INCL. MAINTENANCE AND REPAIR SERVICES)
<b>914</b>	CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)
<b>915</b>	COMMUNICATIONS AND MEDIA RELATED SERVICES
<b>918</b>	CONSULTING SERVICES
<b>920</b>	DATA PROCESSING, COMPUTER, PROGRAMMING, AND SOFTWARE SERVICES
<b>924</b>	EDUCATIONAL/TRAINING SERVICES
<b>925</b>	ENGINEERING SERVICES, PROFESSIONAL
<b>926</b>	ENVIRONMENTAL AND ECOLOGICAL SERVICES
<b>928</b>	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AUTOMOBILES, TRUCKS, TRAILERS, TRANSIT BUSES AND OTHER VEHICLES
<b>929</b>	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AGRICULTURAL, CONSTRUCTION, HEAVY INDUSTRIAL, MATERIAL HANDLING, AND ROAD AND HIGHWAY EQUIPMENT
<b>931</b>	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR APPLIANCE, ATHLETIC, CAFETERIA, FURNITURE, MUSICAL INSTRUMENTS, AND SEWING EQUIPMENT
<b>934</b>	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR LAUNDRY, LAWN, PAINTING, PLUMBING, AND SPRAYING EQUIPMENT
<b>936</b>	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR GENERAL EQUIPMENT
<b>938</b>	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR HOSPITAL, LABORATORY, AND TESTING EQUIPMENT
<b>939</b>	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR COMPUTERS, OFFICE, PHOTOGRAPHIC, AND RADIO/TELEVISION EQUIPMENT
<b>940</b>	EQUIPMENT MAINTENANCE, REPAIR, CONSTRUCTION, AND RELATED SERVICES FOR RAILROADS
<b>941</b>	EQUIPMENT MAINT, REPAIR, AND RELATED SERVICES FOR POWER GENERATION AND TRANSMISSION EQUIP.

## NIGP Commodity Codes

3-digit

### CODE DESCRIPTION

- 944** FARMING AND RANCHING SERVICES, ANIMAL AND CROP
- 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
- 954** LAUNDRY AND DRY CLEANING SERVICES
- 958** MANAGEMENT SERVICES
  
- 959** MARINE CONSTRUCTION AND RELATED SERVICES; MARINE EQUIPMENT MAINTENANCE AND REPAIR
- 961** MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
- 962** MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)
- 963** NON-BIDDABLE MISCELLANEOUS ITEMS
- 965** PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING, AND PREPARATION OF MATS, NEGATIVES AND PLATES
- 966** PRINTING AND TYPESETTING SERVICES
- 967** PRODUCTION AND MANUFACTURING SERVICES
- 968** PUBLIC WORKS AND RELATED SERVICES
- 971** REAL PROPERTY RENTAL OR LEASE
- 975** RENTAL OR LEASE SERVICES OF AGRICULTURAL, AIRCRAFT, AIRPORT, AUTOMOTIVE, MARINE, AND HEAVY EQUIPMENT
- 977** RENTAL OR LEASE SERVICES OF APPLIANCES, CAFETERIA, FILM, FURNITURE, HARDWARE, MUSICAL, SEWING, AND WINDOW AND FLOOR COVERINGS
- 979** RENTAL OR LEASE SERVICES OF ENGINEERING, HOSPITAL, LABORATORY, PRECISION INSTRUMENTS, REFRIGERATION, SCALES, AND TESTING EQUIPMENT
  
- 981** RENTAL OR LEASE OF GENERAL EQUIPMENT (HVAC, ATHLETIC, FIRE AND POLICE PROTECTION, ETC.)
- 983** RENTAL OR LEASE SERVICES OF CLOTHING, JANITORIAL, LAUNDRY, LAWN, PAINTING, SPRAYING, LABORATORY AND TEXTILE EQUIPMENT
  
- 984** RENTAL OR LEASE SERVICES OF COMPUTERS, DATA PROCESSING, AND WORD PROCESSING EQUIPMENT
- 985** RENTAL OR LEASE SERVICES OF OFFICE, PHOTOGRAPHIC, PRINTING, RADIO/TELEVISION/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 (INCLUDING DISASTER DOCUMENT RECOVERY)
- 992** TESTING AND CALIBRATION SERVICES
- 998** SALE OF SURPLUS AND OBSOLETE ITEMS