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

SUPPLIER

Vendor Application Checklist

_____ 1) Vendor Application

_____ 2) Affidavit Verifying Status for City Public Application [Signed & Notarized]

NOTE: The State of Georgia requires the above affidavit to be on file with The City of Villa Rica for all vendors conducting business with the City of Villa Rica. [Affidavit has 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

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

*****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 or 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
- 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
678-840-1218
ACCOUNTS PAYABLE:
accountspayable@villarica.org

Complete, sign, & return

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: _____

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:**

_____

NIGP Commodity Codes
3-digit

CODE	DESCRIPTION
000	<Please select>
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 EQUIPMENT AND IMPLEMENT PARTS
025	AIR COMPRESSORS AND ACCESSORIES
031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS 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
070	AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT (INCLUDING TRAILERS) (EFFECTIVE 1-1-06 THIS CLASS INACTIVATED, REFER TO CLASSES 071, 072 AND 073)
071	AUTOMOBILES, SCHOOL BUSES, SUVS, AND VANS (INCLUDING DIESEL, GASOLINE, ELECTRIC, HYBRID, 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

CODE	DESCRIPTION
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, WATCHES, TIMEPIECES, JEWELRY AND PRECIOUS STONES
200	CLOTHING: ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER AND WORK RELATED
201	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS)
204	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS
206	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME 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 PRODUCTS, 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, COOKWARE, DISHES, GLASSWARE, SILVERWARE, UTENSILS, AND SUPPLIES
245	DAIRY EQUIPMENT AND SUPPLIES
250	DATA PROCESSING CARDS AND PAPER
255	DECALS AND STAMPS
257	DEFENSE SYSTEM AND HOMELAND SECURITY EQUIPMENT, WEAPONS AND ACCESSORIES
260	DENTAL EQUIPMENT AND SUPPLIES
265	DRAPERIES, CURTAINS, AND UPHOLSTERY MATERIAL (INCLUDING AUTOMOBILE UPHOLSTERY)
269	DRUGS AND PHARMACEUTICALS
271	DRUG AND FEEDING ADMINISTRATION, INFUSION, AND IRRIGATION EQUIPMENT AND SUPPLIES
279	EIGHTEENTH (18TH) CENTURY REPRODUCTION GOODS
280	ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)
285	ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
287	ELECTRONIC EQUIPMENT, COMPONENTS, PARTS, AND ACCESSORIES (SEE CLASS 730 FOR TESTING OR ANALYZING TYPE)
290	ENERGY COLLECTING EQUIPMENT AND ACCESSORIES: SOLAR AND WIND
295	ELEVATORS, ESCALATORS, AND MOVING WALKS (BUILDING TYPE)
305	ENGINEERING AND ARCHITECTURAL EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES
310	ENVELOPES, PLAIN (SEE CLASSES 525, 615, 640, 655, 665, AND 966 FOR OTHER TYPES)
312	ENVIRONMENTAL PROTECTIVE EQUIPMENT (INSIDE AND OUTSIDE)
315	EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS, AND RELATED AGENTS

NIGP Commodity Codes
3-digit

CODE	DESCRIPTION
318	FARE COLLECTION EQUIPMENT AND SUPPLIES
320	FASTENERS: BOLTS, NUTS, PINS, RIVETS, SCREWS, ETC. (INCL. PACKAGING, STRAPPING AND 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
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
470	HOSPITAL, NURSING HOME OR RESIDENTIAL SPECIALIZED EQUIPMENT FOR THE HANDICAPPED AND DISABLED
475	HOSPITAL, SURGICAL, AND MEDICAL RELATED ACCESSORIES AND SUNDRY ITEMS
485	JANITORIAL SUPPLIES, GENERAL LINE
490	LABORATORY EQUIPMENT, ACCESSORIES AND SUPPLIES: GENERAL ANALYTICAL AND RESEARCH FOR NUCLEAR, OPTICAL, AND PHYSICAL
493	LABORATORY EQUIPMENT, ACCESSORIES, AND SUPPLIES: 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 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
665	PLASTICS, RESINS, FIBERGLASS: CONSTRUCTION, FORMING, LAMINATING, AND MOLDING EQUIPMENT, 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)
710	PROSTHETIC DEVICES, HEARING AIDS, AUDITORY TESTING EQUIPMENT, ELECTRONIC READING DEVICES, ETC.
715	PUBLICATIONS, AUDIOVISUAL MATERIALS, BOOKS, TEXTBOOKS (PREPARED MATERIALS ONLY)
720	PUMPING EQUIPMENT AND ACCESSORIES
726	RADIO COMMUNICATION 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 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 ANDTEXTILE 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
830	TANKS (METAL, PLASTIC, WOOD, AND SYNTHETIC MATERIALS): MOBILE, PORTABLE, STATIONARY, AND 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

CODE	DESCRIPTION
863	TIRES AND TUBES (INCL. RECAPPED/RETREADED TIRES)
864	TRAIN CONTROLS, ELECTRONIC
865	TWINE AND STRING
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)
883	VOICE RESPONSE SYSTEMS
885	WATER AND WASTEWATER TREATING CHEMICALS
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 AND AIRPORT OPERATIONS SERVICES
906	ARCHITECTURAL SERVICES, PROFESSIONAL
907	ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL
908	BOOKBINDING AND REPAIRING SERVICES
909	BUILDING CONSTRUCTION SERVICES, NEW (INCL. MAINTENANCE AND REPAIR SERVICES)
910	BUILDING MAINTENANCE, INSTALLATION AND REPAIR SERVICES
912	CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR SERVICES)
913	CONSTRUCTION SERVICES, HEAVY (INCL. MAINTENANCE AND REPAIR SERVICES)
914	CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)
915	COMMUNICATIONS AND MEDIA RELATED SERVICES
918	CONSULTING SERVICES
920	DATA PROCESSING, COMPUTER, PROGRAMMING, AND SOFTWARE SERVICES
924	EDUCATIONAL/TRAINING SERVICES
925	ENGINEERING SERVICES, PROFESSIONAL
926	ENVIRONMENTAL AND ECOLOGICAL SERVICES
928	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AUTOMOBILES, TRUCKS, TRAILERS, TRANSIT BUSES AND OTHER VEHICLES
929	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AGRICULTURAL, CONSTRUCTION, HEAVY INDUSTRIAL, MATERIAL HANDLING, AND ROAD AND HIGHWAY EQUIPMENT
931	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR APPLIANCE, ATHLETIC, CAFETERIA, FURNITURE, MUSICAL INSTRUMENTS, AND SEWING EQUIPMENT
934	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR LAUNDRY, LAWN, PAINTING, PLUMBING, AND SPRAYING EQUIPMENT
936	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR GENERAL EQUIPMENT
938	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR HOSPITAL, LABORATORY, AND TESTING EQUIPMENT
939	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR COMPUTERS, OFFICE, PHOTOGRAPHIC, AND RADIO/TELEVISION EQUIPMENT
940	EQUIPMENT MAINTENANCE, REPAIR, CONSTRUCTION, AND RELATED SERVICES FOR RAILROADS
941	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