



# Petersburg Purchasing



**CITY OF PETERSBURG**  
**Budget and Procurement Office**

100 W. WASHINGTON STREET, 2<sup>ND</sup> FLOOR  
PETERSBURG, VIRGINIA 23803

**VENDOR APPLICATION FORM**

Dear Vendor:

Thank you for your interest in doing business with the City of Petersburg. The City of Petersburg's Budget and Procurement Office provides commodities and services for the City's agencies. Information concerning conducting business with the City of Petersburg may be found on our website, [www.petersburgva.gov](http://www.petersburgva.gov).

To complete the vendor application process, complete and return the enclosed Vendor Application Form. Annotate on the Application all codes from the enclosed City of Petersburg's Commodity List for the services your firm provides. Upon receipt of your application, your firm will be added to our database, allowing your firm to submit bids for the commodities/services you have indicated on your application. It is important to choose all commodity codes that apply to your firm.

Please note:

- Your taxpayer identification number is either your Social Security Number or Employer Identification Number. The City of Petersburg is required by law to have documentation of your correct taxpayer identification number on file.
- Based on Internal Revenue Services (IRS) regulations, failure to provide your correct taxpayer identification number to the City of Petersburg will result in 30% being withheld from all future payments to you or your company. The amount withheld would then be deposited with the Internal Revenue Services (IRS).

If you have any questions, need more information, or would like to schedule an appointment with one of our purchasing staff to discuss your commodities or services and the City's procurement requirements regarding the vendor application process, please call the Budget and Procurement Office at (804) 733-2345.

Sincerely,  
Budget and Procurement Staff



CITY OF PETERSBURG, VIRGINIA
VENDOR'S MAILING LIST APPLICATION

Check one: [ ] Initial Application [ ] Revision
[ ] Minority Business (Check classification below)

Please print or type. Read all information and instructions carefully. Return application completed to the following:

CITY OF PETERSBURG
BUDGET AND PROCUREMENT OFFICE
100 W. WASHINGTON STREET, 2ND FLOOR
PETERSBURG, VA 23803

Name & Address of Firm: Address to which solicitation shall be sent:
Telephone # Fax #
Email:

How long in present business? If incorporated, indicate which State.

Type of organization (check one). [ ] Individual [ ] Partnership [ ] Corporation

FEDERAL IDENTIFICATION NUMBER: SOCIAL SECURITY NUMBER:
PRESIDENT: VICE PRESIDENT:
SECRETARY: TREASURER:

Persons authorized to sign bids and contracts in your name (If agent, so specify).
Name: Official Capacity:

Persons to contact on matters concerning bids and contracts. (If agent, so specify).
List NAME, ADDRESS, TELEPHONE NO. & OFFICIAL CAPACITY:

BUSINESS CLASSIFICATION- CHECK ONE: [ ] LARGE [ ] SMALL
[ ] MINORITY OWNED SMALL [ ] MINORITY OWNED LARGE [ ] WOMEN-OWNED SMALL
[ ] DISADVANTAGED

INFORMATION AND INSTRUCTIONS:

Persons or concerns wishing to be added to the City's vendor mailing list for supplies or services shall file this properly completed and certified Vendor's Mailing List Application,

together with such other lists as may be attached to the application form. The application shall be submitted by the principal as distinguished from an agent, however constituted.

After placement on the vendor's mailing list, a supplier's failure to respond (submission of solicitation, or notice in writing that you are unable to solicit on that particular transaction but wish to remain on the active vendor's mailing list for that particular item) to Invitations for Bids/Quotes/Request for Proposal's will be understood by the City to indicate lack of interest and concurrence in the removal of the supplier's name from the City's vendor mailing list for the items concerned.

**SCHEDULE OF COMMODITIES:**

The schedule of commodity groups as used by the City of Petersburg for the issuance of bids and proposals is printed on the following pages. **READ THE ENTIRE LIST CAREFULLY** and check each commodity group which you can supply and for which you would like to receive bids/quotes/rfp's.

**CODE COMMODITY**

- 100 CONTRACTORS**
- \_\_01 AIR CONDITIONING REFRIGERATION & HTG.
- \_\_02 DEMOLITION/SECURE
- \_\_03 ELECTRICAL
- \_\_04 FLOOR COVERING: TILE, CARPET, ETC.
- \_\_05 GEN. CONSTRUCTION & ALTERATIONS
- \_\_06 LANDSCAPING/GRADING
- \_\_07 PAINTING
- \_\_08 PLUMBING
- \_\_09 STREET CONSTRUCTION: UTILITIES, SEWER, ETC.
- \_\_10 TRAFFIC SIGNAL INSTALLATION
- \_\_11 SPRINKLING SYSTEMS
- \_\_12 ROOFING
- \_\_13 WELDING
- \_\_14 TENNIS/BASKETBALL COURTS
- \_\_15 JANITORIAL SERVICES
- \_\_16 FUEL: GASOLINE, DIESEL, OIL BURNER
- \_\_17 CLEAN SWIMMING POOLS
- \_\_18 SHARPENING SERVICES
- \_\_19 WELL DIGGING
- \_\_20 STEEL
- \_\_21 MOVING
- \_\_22 GRASS CUTTING
- \_\_23 WRECKER/TOWING SERV.
- \_\_24 ASBESTOS REMOVAL
- \_\_
- \_\_
- \_\_
- 150 SURPLUS & SALVAGE**
- \_\_01 CITY OWNED VEHICLES
- \_\_02 BICYCLES
- \_\_03 UNCLAIMED PROPERTY
- \_\_04 EQUIPMENT
- \_\_05 SCRAP METAL
- \_\_06 FURNITURE
- \_\_07 RECYCLING
- \_\_
- \_\_

**CODE COMMODITY**

- 220 LEASE/MAINTENANCE SERVICES**
- \_\_01 CELLULAR SYSTEMS & PHONES
- \_\_02 HVAC EQUIPMENT
- \_\_03 COMPUTER MAINTENANCE
- \_\_04 VEHICLES
- \_\_05 COPIERS
- \_\_06 ELEVATORS
- \_\_07 EQUIPMENT RENTALS
- \_\_08 TYPEWRITERS: MANUAL & ELECTRIC
- \_\_09 MODULAR BUILDINGS
- \_\_10 EXTERMINATING
- \_\_11 DATA PROCESSING: LEASE/MAINTENANCE
- \_\_12 ALARM/SECURITY SYSTEMS
- \_\_13 CONSTRUCTION EQUIPMENT
- \_\_14 PAGERS
- \_\_15 OFFICE EQUIPMENT
- \_\_16 TRASH PICKUP
- \_\_17 DOORS: OVERHEAD ETC.
- \_\_18 TELEPHONE SYSTEMS
- \_\_19 TEMPORARY EMPLOYMENT SERVICES
- \_\_20 MUNICIPAL LEASES
- \_\_21 DATA SYSTEMS
- \_\_22 INTERNET SERVICES
- \_\_
- \_\_
- \_\_
- 222 PAPER, PRINTING & BINDING**
- \_\_01 GENERAL
- \_\_02 ENVELOPES
- \_\_03 FORMS: CONTINUOUS
- \_\_04 DECALS
- \_\_
- \_\_
- \_\_

**CODE COMMODITY**

- 300 AUTOMOTIVE SUPPLIES**
- \_\_01 GENERAL REPAIR PARTS
- \_\_02 ANTI-FREEZE SUPPLIES
- \_\_03 EQUIPMENT: SHOP, ETC.
- \_\_04 GASOLINE, OIL, DIESEL FUEL, LUBRICANTS & FUEL OIL
- \_\_05 GLASS: AUTO, ETC.
- \_\_06 PUMPS: FUEL, TANKS, ETC.
- \_\_07 WELDING EQUIPMENT & SUPPLIES
- \_\_08 TIRES
- \_\_09 BATTERIES
- \_\_
- \_\_
- 304 BUILDING & CONSTRUCTION MATERIALS**
- \_\_01 CEMENT
- \_\_02 CONCRETE-PREMIEXED
- \_\_03 CALCIUM CHLORIDE
- \_\_04 BRICK, STONE & BLOCK (CONCRETE)
- \_\_05 FENCING, ETC.
- \_\_06 HARDWARE: BUILDING
- \_\_07 LUMBER, PLYWOOD ETC.
- \_\_08 PARTITIONS: METAL, ETC.
- \_\_09 PIPE: CONCRETE, METAL
- \_\_10 SAND, GRAVEL, ETC.
- \_\_11 CEMETERY SUPPLIES
- \_\_12 BITUMINOUS MATERIALS
- \_\_13 ROCK SALT
- \_\_14 PAINT & SUPPLIES
- \_\_15 STEEL
- \_\_16 DE-ICER
- \_\_17 PATCHING COMPOUND
- \_\_
- \_\_
- \_\_

**CODE COMMODITY**

- 306 CLOTHING**
- \_\_01 HELMET: SAFETY, ETC.
- \_\_02 GLOVES
- \_\_03 RUBBER COATS, HATS, BOOTS & ARCTICS
- \_\_04 UNIFORMS: POLICE/FIRE, ETC.
- \_\_05 CLOTHING: GENERAL
- \_\_06 SHOES & SLIPPERS
- \_\_07 INSIGNIA: EMBROIDERED
- \_\_
- \_\_
- \_\_

- 308 EDUCATIONAL & RECREATIONAL**
- \_\_01 GENERAL
- \_\_02 FLAGS, PENNANTS,
- \_\_03 PLAYGROUND EQUIP.
- \_\_04 SCHOOL FURNITURE
- \_\_05 GAMES & TOYS
- \_\_06 SPECIAL ED. EQUIP.
- \_\_07 AUDIO-VISUAL EQUIP
- \_\_08 SPORTS EQUIPMENT
- \_\_09 ARTS & CRAFTS
- \_\_10 SWIMMING POOL
- \_\_11 METAL & TROPHIES
- \_\_12 EXERCISE EQUIPMENT
- \_\_
- \_\_
- \_\_

- 310 ELECTRICAL & RADIO**
- \_\_01 BATTERIES: FLASHLIGHT, ETC.
- \_\_02 FLASHLIGHTS
- \_\_03 MINOR ELECTRICAL APPLIANCES
- \_\_04 RADIOS & REPAIRS
- \_\_05 WALKIE-TALKIES
- \_\_06 TIME CLOCKS
- \_\_07 TECHNICAL DOCUMENTS
- \_\_08 RADAR
- \_\_09 RECORDER SYSTEMS
- \_\_10 FANS
- \_\_11 BULBS, LIGHT
- \_\_12 MAJOR ELECTRICAL APPLIANCES
- \_\_13 FAREBOXES
- \_\_14 CELLULAR TELEPHONES

**CODE COMMODITY**

- 311 TRAFFIC CONTROL**
- \_\_01 MACHINES: PAINT & ATTACHMENTS
- \_\_02 METERS: PARKING & PARTS
- \_\_03 POSTS: TRAFFIC SIGN
- \_\_04 SIGNALS: TRAFFIC
- \_\_05 SIGNS: TRAFFIC & SUPPLIES
- \_\_06
- \_\_07 CONES: TRAFFIC
- \_\_08 PAVEMENT MARKING MATERIALS
- \_\_09 TRAFFIC COUNTERS
- \_\_10 SIGNS: OTHER
- \_\_
- \_\_
- \_\_

- 312 ENGINEERING & ART**
- \_\_01 INSTRUMENTS & EQUIP.
- \_\_02 SUPPLIES: GENERAL
- \_\_03 PHOTOGRAPHIC SUPPLIES
- \_\_04 FURNITURE
- \_\_05 MICROFILMING
- \_\_06 MAPS & CHARTS
- \_\_
- \_\_
- \_\_

- 316 FIRE, POLICE & SAFETY**
- \_\_01 AMMUNITION
- \_\_02 BADGES/PINS
- \_\_03 FIRE FIGHTING: EQUIPMENT & SUPPLIES
- \_\_04 EXTINGUISHERS/SUPPLIES FIRE FIGHTING
- \_\_05 GLASSES, GOGGLES, SHIELDS, ETC.
- \_\_06 GUNS & SUPPLIES
- \_\_07 IDENTIFICATION SUPPLIES
- \_\_08 POLICE: EQUIPMENT & SUPPLIES
- \_\_09 SAFETY EQUIPMENT: NOT OTHERWISE CLASSIFIED)
- \_\_10 LIGHTS & SIRENS

**CODE COMMODITY**

- \_\_11 ANIMAL CONTROL EQUIPMENT
- \_\_12 POLYGRAPH & SUPPLIES
- \_\_13 TAGS: BICYCLE & DOG
- \_\_14 SAFETY PUBLICATIONS
- \_\_15 LEATHER GOODS (BELTS, HOLSTERS, ETC.)
- \_\_16 FIRE PROTECTION SYSTEMS
- \_\_
- \_\_
- \_\_

- 318 FOOD**
- \_\_01 PERISHABLE
- \_\_02 NON-PERISHABLE
- \_\_03 EQUIPMENT & SUPPLIES
- \_\_04 BAKERY GOODS
- \_\_
- \_\_

- 322 HORTICULTURAL/ FARM SUPPLIES**
- \_\_01 FOOD: DOGS & CATS
- \_\_02 FERTILIZER, MULCH
- \_\_03 PLANTS & TREES
- \_\_04 SEED (GRASS)
- \_\_05 SPRAYS & INSECTICIDES
- \_\_06 WEED KILLERS
- \_\_07 VETERINARY SUPPLIES
- \_\_08 LAWN MOWERS, ETC.
- \_\_09 CHAIN SAWS, ETC.
- \_\_
- \_\_
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- 324 HOSPITAL/ LABORATORY & MEDICAL SUPPLIES**
- \_\_01 CHEMICALS
- \_\_02 KITS: FIRST AID/SUPPLIES
- \_\_03 GENERAL
- \_\_04 CEMETERY SUPPLIES
- \_\_
- \_\_

**CODE COMMODITY**

**325 HARDWARE,  
INDUSTRIAL & MILL  
SUPPLIES**

- \_\_01 HOSE: FIRE
- \_\_02 LADDERS
- \_\_03 TOOLS: POWER &  
RELATED SUPPLIES
- \_\_04 HARDWARE
- \_\_05 SIGNS, MOBILE
- \_\_06 TOOLS: GENERAL
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**326 JANITORIAL/LAUNDRY  
& CLEANING**

- \_\_01 GENERAL
- \_\_02 EQUIPMENT: FLOOR  
MAINTENANCE, ETC.
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**327 HOUSEHOLD:  
EQUIPMENT  
& SUPPLIES**

- \_\_01 BLINDS
- \_\_02 CURTAINS &  
DRAPERIES
- \_\_03 MATS: DOOR
- \_\_04 BED LINENS, TOWELS,  
BLANKETS, ETC.
- \_\_05 FURNITURE &  
EQUIPMENT
- \_\_06 KITCHEN EQUIPMENT
- \_\_07 CARPET, TILE, ETC.
- \_\_08 OTHER
- \_\_09 WALL COVERING
- \_\_10 MATTRESSES &  
PILLOWS
- \_\_11 PAINTINGS
- \_\_12 UPHOLSTERY & FABRIC
- \_\_13 REFINISHING, ETC.
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**330 OFFICE SUPPLIES**

- \_\_01 GENERAL
- \_\_02 RIBBONS
- \_\_03 COMPUTER  
TAPES/DISKS
- \_\_04 PLOTTER PAPER
- \_\_05 SCALES
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**CODE COMMODITY**

**332 WATER, GAS, SEWAGE  
SUPPLIES/MATERIALS**

- \_\_01 CHLORINE: LIQUID
- \_\_02 METERS
- \_\_03 CASTINGS
- \_\_04 HYDRANTS: FIRE
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**336 PLUMBING, ETC.**

- \_\_01 GENERAL
- \_\_02 PIPE: CAST IRON  
(GAS & WATER)
- \_\_03 PIPE: COPPER
- \_\_04 PIPE: MALLEABLE IRON  
STEEL, ETC. (BLACK &  
GALVANIZED)
- \_\_05 PIPE: PLASTIC &  
FITTINGS  
(PVC)
- \_\_06 TUBE FITTINGS &  
SMALL VALVES
- \_\_07 CORRUGATED PIPE
- \_\_08 CONCRETE PIPE
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**502 AUTOMOTIVE  
EQUIPMENT**

- \_\_01 AUTOMOBILES
- \_\_02 VANS
- \_\_03 POLICE VEHICLES
- \_\_04 AMBULANCES
- \_\_05 SPORTS UTILITY  
VEHICLES
- \_\_06 TRUCKS: PICKUP
- \_\_07 BODIES: REFUSE
- \_\_08 BODIES: SPECIAL OR  
SERVICES
- \_\_09 BODIES: TRUCK, DUMP  
OR STAKE
- \_\_10 FIRE PUMPERS, ETC.
- \_\_11 TRUCKS CAB & CHASSIS
- \_\_12 BOOM TRUCK
- \_\_13 TRACTORS
- \_\_14 SWEEPERS, STREET
- \_\_15 BICYCLES
- \_\_16 UTILITY TRAILERS
- \_\_17 BUSES
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**CODE COMMODITY**

**504 EQUIPMENT:  
CONSTRUCTION &  
POWER**

- \_\_01 GENERAL
- \_\_02 FORK LIFTS
- \_\_03 AIR COMPRESSOR
- \_\_04 FRONT END LOADERS
- \_\_05 TRENCHERS
- \_\_06 REPAIR  
CONSTRUCTION  
EQUIPMENT
- \_\_07 PUMP & HAND TOOLS
- \_\_08 SWEEPER SUPPLIES
- \_\_09 REPAIR FIRE  
EQUIPMENT
- \_\_10 REPAIR BUS  
EQUIPMENT
- \_\_11 GENERATORS
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**524 LIBRARY EQUIPMENT  
& SUPPLIES**

- \_\_01 FURNITURE
- \_\_02 SHELVING & BOOK  
STACKS
- \_\_03 BOOK BINDING
- \_\_04 EQUIPMENT &  
SUPPLIES
- \_\_05 BOOKS & SUPPLIES
- \_\_06 SUBSCRIPTIONS
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**526 OFFICE FURNITURE &  
EQUIPMENT**

- \_\_01 GENERAL OFFICE  
FURNITURE
- \_\_02 ADDING MACHINES
- \_\_03 CALCULATING  
MACHINES
- \_\_04 TYPEWRITERS, ETC.
- \_\_05 DATA PROCESSING  
EQUIPMENT
- \_\_06 FAX MACHINES
- \_\_07 DICTATING &  
TRANSCRIBING  
MACHINES
- \_\_08 DUPLICATING/COPIER  
EQUIPMENT/SUPPLIES
- \_\_09 VOTING MACHINES
- \_\_10 TELEPHONES, ETC.

**CODE COMMODITY**

- 527 COMPUTERS**
- \_\_01 COMPUTER ACCESSORIES
- \_\_02 SOFTWARE
- \_\_03 HARDWARE
- \_\_04 SUPPLIES
- \_\_05 LAPTOPS
- \_\_06 PLOTTERS
- \_\_07 DIGITAL CAMERA
- \_\_08 SCANNERS

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- 528 REFRIGERATION & AIR CONDITIONERS**
- \_\_01 AIR CONDITIONERS (INSTALLED & WINDOW)
- \_\_02 WATER COOLERS
- \_\_03 AIR FILTERS

**532 WATER UTILITY EQUIPMENT**

- \_\_01 GENERAL
- \_\_02
- \_\_03 CHEMICALS & SUPPLIES
- \_\_04 WATER DEPARTMENT EQUIPMENT/ SUPPLIES
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**540 PROFESSIONAL SERVICES**

- \_\_01 AUDITING
- \_\_02 ARCHITECTURAL
- \_\_03 ENGINEERING
- \_\_04 ADVERTISING & PUBLIC RELATIONS
- \_\_05 OTHER
- \_\_06 INSURANCE
- \_\_07 PLANNING
- \_\_08 ECONOMICS
- \_\_09 TRANSPORTATION
- \_\_10 ENVIRONMENTAL
- \_\_11 TELEPHONE SYSTEMS
- \_\_12 FINANCIAL SERVICES
- \_\_13 COMPUTER SERVICES
- \_\_14 COMPUTER TRAINING
- \_\_15 NETWORKING

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**CODE COMMODITY**

- 600 PROPERTY, CITY OWNED**
- \_\_01 LAND
- \_\_02 BUILDINGS

**700 TOURISM**

- \_\_01 POSTCARDS
- \_\_02 SOUVENIRS, PRINTED
- \_\_03 SOUVENIRS, OTHER

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