

CITY OF MIDDLETOWN

PURCHASING DEPARTMENT

Room 112, P.O. Box 1300, 245 DeKoven Drive Middletown, CT 06457

Telephone 860-344-3465 Fax 860-344-3561

www.cityofmiddletown.com

email: purchase@cityofmiddletown.com

New Application ___ Add / Delete Commodities ___ Name / Address Change ___ Update ___

Vendor # _____ Date: _____

Vendor Name: _____

1. Mailing Address
for bid Forms & Purchase Orders

2. Mailing Address
for payments (if different from item 1)

3. Type of Organization: Individual _____ Non-Profit _____ Minority Business _____

Corporation incorporated under the laws of the State of _____

*Social Security # _____ or *Tax ID# _____

*To be completed for any non-incorporated vendor and will expedite payment.

4. Telephone # _____ Fax # _____

Website _____

E-mail Address _____

5. Persons authorized to sign Bids, Offers and Contracts (indicate if Agent)

Name	Title	Telephone #
_____	_____	_____
_____	_____	_____

6. Persons to contact on Bids or Quotes:

Name	Title	Telephone #
_____	_____	_____
_____	_____	_____

7. Type of Business (please check)

Manufacturer _____ Factory Representative _____ Wholesale Dealer _____

Retail Dealer _____ Construction _____ Service Establishment (define) _____

Other _____

Define _____

I hereby certify that the above information is correct.

Print or Type Name & Title

Signature

Date

Date Received	Date Commodity List Mailed	Reply Received	Date Entered

GENERAL INFORMATION

The City of Middletown maintains an automated vendor file. The City uses this list for all formal bids and for various quotations as needed. The bid limit is \$7,500- products or services in excess of this amount will be formally bid and a notification will be sent to your company for the commodities checked.

To maintain this file, all vendor information must be updated. All persons or concerns interested in being incorporated on the vendor or seller's list must file this application with the Purchasing Department. In completing this form, the vendor shall check those items on the commodity list they would be interested in providing to the city.

Upon receipt of this form, the Purchasing Department will send a detailed item list for each commodity category selected. The supplier must indicate the specific items it can supply and return this list to the City of Middletown Purchasing Department.

After placement on the bidder's mailing list, a supplier's failure to respond for a period of three years to repeated notification of bids(submission of bid, or notice in writing that you are unable to bid on a particular transaction but wish to remain on the active bidder's mailing list for that particular item) to invitations for Bids, Requests for Proposals or Requests for Quotations will be understood by the City to indicate lack of interest and concurrence in the removal of the supplier's name from the bidder's mailing list for the items concerned.

Please notify the City of Middletown Purchasing Department of any changes that may include change of name, address or telephone number, changes in personnel listed on this application and the addition or deletion of items you are interested in provided.

Dear Vendor,

You may already be providing goods and or services to the City of Middletown or have expressed an interest in providing goods and/or services to the City of Middletown. The City of Middletown appreciates this interest. In order to assure that all vendors are consistently notified of our requirements, we maintain an automated vendor and bid file.

This vendor application was developed to assist the Purchasing Department to maintain the vendor list. If your company wishes to do business or wishes to continue to do business with the City of Middletown, this application must be completed and returned.

The application contains a general listing of goods and services. **Please print it out and complete this listing by checking any item your company can provide to the city.** When you return the completed form via fax, mail, or email, you will be mailed a detailed list for each commodity class you select. We will ask you to indicate the specific items or services your company can supply and return the form to us.

The City of Middletown appreciates your interest and looks forward to doing business with you. Your assistance will enable us to assure that each vendor is given equal consideration as well as assist us in managing our vendor file. Please contact the Purchasing Office at (860) 344-3465 if you have any questions.

Sincerely,

Donna L. Imme, CPPB
Supervisor of Purchases

COMMODITY CLASS LIST

Please place a checkmark by the items you are interested in supplying.

- 005 Abrasives
- 010 Acoustical Tile, Insulating Materials, and Supplies
- 015 Addressing, Copying, Mimeograph, & 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
- 022 Agricultural Implement and Accessory Parts
- 025 Air Compressors and Accessories
- 031 Air Conditioning, Heating, and Ventilating: Equipment Parts and Accessories (see related items in Class 740)
- 035 Aircraft and Airport, Equipment, Parts and Supplies
- 037 Amusement, decorations, entertainment, toys, etc.
- 040 Animals, Live: Bees, Dogs, Fish, Livestock, and Poultry
- 045 Appliances and Equipment, Household Type
- 050 Art Equipment and Supplies
- 052 Art Objects
- 055 Automotive Accessories for Automobiles, Buses, Trucks, Etc.
- 060 Automotive Maintenance Items, Repair and Replacement Parts
- 065 Automotive Bodies Accessories, and Parts
- 070 Automotive Vehicles & Related Transportation Equipment
- 075 Automotive Shop Equipment and Supplies
- 080 Badges, Emblems, Name Tags and Plates, Jewelry, etc.
- 085 Bags, Bagging, Ties, and Erosion Control Equipment
- 090 Bakery Equipment, Commercial
- 095 Barber and Beauty Shop Equipment and Supplies
- 099 Policy manuals
- 100 Barrels, Drums, Kegs, and Containers
- 105 Bearings (except Wheel Bearings & Seals-see 060)
- 110 Belts, Conveyer, Elevator, Power Transmission & V-Belts
- 115 Biochemicals, Research
- 120 Boats, Motors, and Marine and Wildlife Supplies
- 125 Bookbinding Supplies
- 135 Bricks, Stone, Other Clay Products, Refractory Materials
- 140 Broom, Brush, Mop Manufacturing Machinery & Supplies
- 145 Brushes (not otherwise classified)
- 150 Builder's Supplies
- 155 Buildings and Structures: Fabricated and Prefabricated
- 160 Butcher Shop and Meat Processing Equipment
- 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, Timers, Watches, & Watchmakers' Tools And Equipment
- 200 Clothing, Apparel, Uniforms, and Accessories
- 204 Computer Hardware / Peripherals for Microcomputers
- 205 Computers & Information Processing Systems: Hardware Items, Software, Peripherals, Related Materials
- 206 Hardware/peripherals for Mini & Mainframe Computer
- 207 Computer accessories and supplies
- 208 Computer software for microcomputers (preprogrammed)
- 209 Software for mini & mainframe computers (preprogrammed)
- 210 Concrete & Metal Culverts, Pilings, Pipe, Septic Tanks and Supplies
- 220 Controlling, Indicating, Measuring, Monitoring, & Recording Instruments and Supplies
- 225 Coolers, Drinking Water
- 232 Crafts, General
- 233 Crafts, Specialized
- 240 Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, and Supplies
- 245 Dairy Equipment and Supplies
- 250 Data Processing Cards and Paper
- 255 Decals and Stamps
- 260 Dental Equipment and Supplies
- 265 Draperies, Curtains, and Upholstery Material (including Automobile)
- 269 Drugs and pharmaceuticals
- 270 Drugs, Pharmaceuticals and Biologicals (for Human Therapeutic use)
- 271 Drugs, Pharmaceuticals, & sets (for large-volume Administration, Infusion, Irrigation, and Tube Feeding)
- 280 Electrical Cables and Wires (not Electronic)
- 285 Electrical Equipment and Supplies (except Cable and Wire)
- 287 Electronic Components, Replacement Parts, and Accessories: and Miscellaneous Electronic Equipment
- 290 Energy Collecting Equipment and Accessories: Solar and Wind
- 295 Elevators, Building Type
- 300 Embossing and Engraving
- 305 Engineering Equipment, Surveying Equipment, Drawing Instruments, and Supplies
- 310 Envelopes, Plain or Printed
- 315 Epoxy Based Formulations for Adhesives, Coatings, and Related Agents
- 318 Fare Collection Equipment and Supplies
- 320 Fastening, Packaging, Strapping, Tying Equipment
- 325 Feed, Bedding, Vitamins and Supplements for Animals
- 330 Fencing
- 335 Fertilizers and Soil Conditioners
- 340 Fire Protection Equipment and Supplies
- 345 First Aid and Safety Equipment and Supplies (except Nuclear and Welding)
- 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: Bakers Products (Fresh)
- 380 Foods: Dairy Products (Fresh)
- 385 Foods: Freeze-Dried, Frozen and Prepared Ready-to-Eat
- 390 Foods: Perishable
- 393 Foods: Staple Grocery and Grocer's Miscellaneous
- 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 and Hospital Facility
- 415 Furniture: Laboratory
- 420 Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School
- 425 Furniture: Office

- __430 Gases, Containers, Equipment: Laboratory, Medical and And Welding
- __435 Germicides, Cleaners, and Related Sanitation Products For Health Care Personnel
- __440 Glass and Glazing Supplies
- __445 Powered and Non-Powered Hand Tools, & Accessories
- __450 Hardware and Related Items
- __460 Hose, Accessories and Supplies: Industrial, Commercial and Garden
- __465 Hospital / Surgical Equipment, Instruments, & Supplies
- __470 Hospital Equipment and Supplies: Mobility, Speech Impaired, and Restraint Items
- __475 Hospital, Surgical, and Related Medical Accessories And Sundry Items
- __485 Janitorial Supplies, General Line
- __490 Laboratory Equipment and Accessories for General Analytical and Research Use) Nuclear, Optical, Physical
- __493 Laboratory Equipment and Accessories: 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 Parts (Non-Agricultural Applications)
- __505 Laundry and Dry Cleaning Compounds and Supplies
- __510 Laundry Textiles and Supplies
- __515 Lawn Maintenance Equipment, Accessories, and Parts (Non-Agricultural Applications)
- __520 Leather and Related Equipment, Products, Accessories, And Supplies
- __525 Library and Archival Equipment, Machines, and Supplies
- __530 Luggage, Brief Cases, Purses and Related Items
- __540 Lumber and Related Products
- __545 Machinery and Hardware, Industrial
- __550 Markers, Plaques, Signs, and Traffic Control Devices
- __555 Marking 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 & Storage Equipment & Allied Items
- __565 Mattress Manufacturing Machinery and Supplies
- __570 Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing and Fabricated Items
- __575 Microfiche / Microfilm Equipment, Accessories, And Supplies
- __578 Miscellaneous Products
- __580 Musical Instruments, Accessories, and Supplies
- __590 Notions and Related Sewing Accessories and Supplies
- __595 Nursery Stock, Equipment, and Supplies
- __600 Office Machines, Equipment, and Accessories
- __605 Office Mechanical Aids, Small Machines, & 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 Coating, Varnish, Wallpaper, Related Products
- __635 Painting Equipment and Accessories
- __640 Paper and Plastic Products, Disposable
- __645 Paper (for Office and Print Shop use)
- __650 Park, Playground, and Swimming Pool Equipment
- __652 Personal hygiene and grooming equipment and supplies
- __655 Photographic Equipment and Supplies (Not inc. Graphics, Arts, Microfilm, and X-Ray)
- __658 Pipe and tubing
- __659 Pipe and tubing fittings
- __660 Pipes, Tobaccos, and Smoking Accessories
- __665 Plastics, Resins, Fiberglass: Forming, Laminating, and Molding Equipment, Accessories, and Supplies
- __670 Plumbing Equipment, Fixtures, and Supplies
- __675 Poisons: Agricultural and Industrial
- __680 Police Equipment and Supplies
- __685 Poultry Equipment and Supplies
- __690 Power generation equipment, accessories, and supplies
- __691 Power transmission equipment-electrical, Mechanical Air and Hydraulic
- __700 Printing Plant Equipment and Supplies (except Papers)
- __705 Printing Preparations: Etching, Photoengraving, Typesetting, and Preparing Mats, Negatives, and Plates
- __710 Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, etc.
- __715 Publications and Audiovisual Materials (Prepared Materials only, not Equipment, Supplies, or Production)
- __720 Pumping Equipment and Accessories
- __725 Radio Communication, Telephone, & Telecommunication Equipment, Accessories, and Supplies
- __730 Radio Communication and Telecommunication Testing, Measuring, & Analyzing Equipment, Accessories/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 Equipment and Parts: Asphalt and Concrete Handling and Processing
- __760 Road and Highway Equipment: Earth Handling, Grading Moving, Packing, etc.
- __765 Road and Highway Equipment (except Asphalt, Concrete, And Earth Handling Equipment- Classes 755 and 760)
- __770 Roofing (except Wood-see Class 540)
- __775 Salt (Sodium Chloride) (except Table-see Class 393)
- __780 Scales and Weighing Apparatus (see 175-08 for Laboratory Balances)
- __785 School Equipment and Supplies
- __790 Seed, Sod, Soil, and Inoculants
- __795 Sewing Room and Textile Machinery, & Accessories
- __800 Shoes and Boots
- __801 Signs, Sign materials, Sign making equipment, Etc.
- __803 Sound Systems, Components, and Accessories: Group Intercom, Music, Public Address, etc.
- __805 Sporting and Athletic Goods
- __810 Spraying Equipment (except Household, Nursery Plant, and Paint)
- __815 Steam / Hot Water Fittings, Accessories, & Supplies
- __820 Steam Boilers Steam Heating, & Power Plant Equipment and Repair
- __825 Stockman Equipment and Supplies
- __830 Mobile, Portable, and Stationary Tanks (Metal, Wood, and Synthetic Materials)
- __832 Tape (not Data Processing, Measuring, Optical Sewing, Sound, or Video)
- __840 Television Equipment and Accessories
- __845 Testing Apparatus and Instruments
- __850 Textiles, Fibers, Household Linens, and Piece Goods
- __855 Theatrical Equipment and Supplies
- __860 Tickets, Coupons Books, Sales Books, Script Books
- __863 Tires and Tubes
- __864 Train Controls, Electronic
- __865 Twine

- __870 Venetian Blinds, Awnings, and Shades
- __875 Veterinary Equipment and Supplies
- __880 Visual Education Equipment and Supplies (except Projection Lamps-see Class 285)
- __885 Water Treating Chemicals
- __890 Water Supply and Sewage Treatment (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 Operations Services
- __906 Architect-Engineer and Other Professional Design Services (for Construction Coverage see Public Works-Class 968)
- __907 Architectural and engineering services, non-professional
- __908 Bookbinding, Rebinding, and Repairing
- __909 Building construction services, new
- __910 Building Maintenance and Repair Services
- __912 Construction Services, general
- __913 Construction Services, heavy
- __914 Construction Services, trade (new construction)
- __915 Communications and Media Related Services
- __918 Consulting Services
- __920 Data Processing Services and Software
- __924 Educational Services
- __925 Engineering Services, professional
- __926 Environmental and ecological services
- __928 Automobile, Truck, Trailer, Transit Buses, & Other Vehicle Equipment maintenance, reconditioning and repair
- __929 Agricultural, Automotive, Heavy Industrial, and Marine Equipment Maintenance, Reconditioning, and Repair
- __931 Appliances, Athletic, Cafeteria, Furniture, Musical Instruments, Sewing Equipment Maintenance, Reconditioning, and Repair
- __934 Laundry, Lawn, Painting, Plumbing, and Spraying Equipment Maintenance, Reconditioning, and Repair
- __936 General Equipment Maintenance, Reconditioning
- __938 Hospital, Laboratory, & Testing Equipment Maintenance, Reconditioning, and Repair Services
- __939 Office, Photographic, and Radio/Television Equipment Maintenance, Reconditioning, and Repair Services
- __941 Power Generation, Maintenance, Reconditioning, & Repair
- __945 Fishing, Hunting, Trapping, Game Propagation, Etc.
- __946 Financial Services
- __947 Forestry services
- __948 Health Related Services (not including Human Services)
- __952 Human Services
- __953 Insurance, all types
- __954 Laundry and Dry Cleaning Services
- __956 Library Services (excluding Class 908)
- __959 Marine construction services, Marine equipment maintenance and repair; related marine services
- __961 Miscellaneous Professional Services
- __962 Miscellaneous Services
- __964 Personnel, Temporary (Employment Agency Services)
- __966 Printing, Publishing, Silk Screening, and Typesetting
- __968 Public Works, Construction, and Related Services
- __971 Real Property Rental or Lease
- __975 Rental or Lease of Agricultural, Aircraft, Marine, and Automotive Heavy Equipment
- __977 Rental or Lease of Appliances- Cafeteria, Film, Musical/Sewing Equipment, Furniture, Hardware
- __979 Rental / Lease of Engineering, Hospital Laboratory, Instrument, Refrigeration, Scales, and Testing Equipment
- __981 Rental or Lease of General Equipment
- __983 Rental or Lease of Janitorial, Laundry, Lawn Painting, Spraying, and Textile Equipment
- __985 Rental or Lease Services of Office, Photographic, Printing, Radio, Television, and Telephone Equipment
- __988 Roadside, Grounds, and Park Area Services
- __990 Security, Fire, Safety, and Emergency Services
- __998 Sale of surplus and obsolete items