

Purchasing Department

St. Joseph County, Indiana

Vendor Registration New Change

1. **Vendor Name** _____
(If using a Social Security Number, you must be listed under your individual name---DBA: 'Company Name')
2. **Federal I.D.** or **Soc. Sec. #** (check One)
3. **Mailing Address for Bids/Quotes** _____ **Mailing Address for Payment (if different)** _____

4. **Internet E-mail Address (if applicable):** _____
5. **Toll-free telephone number (if applicable):** _____
6. **Type of Organization (Check one):** *denotes 1099 reportable vendor 7. **Year Business Established** _____.
 Corporation Proprietorship * Joint Venture *
 Medical Corporation* Partnership * Other * _____
8. **Ownership of 51% or More (Check one):** Majority Racial Minority Women Owned Other
9. **Name(s) of Owner(s):** _____
10. **Person(s) Authorized to Sign Quotes, Bids and/or Contracts**

Name(s)	Official Capacity	Telephone / Fax Number
11. **Type of Business (check applicable):**
 Factory Representative Wholesale Dealer Retail Dealer
 Manufacturer Construction Unlimited Contractor Limited Contractor
 Service Establishment (define): _____
 Other (define): _____

Seventh Floor, County-City Building
 227 West Jefferson Blvd. • South Bend, Indiana 46601
 Phone (574) 235-9776 • Fax (574) 235-9030

Definitions related to items 12 and 13

Owners: Those persons having a financial interest of five percent (5%) or greater.
Affiliates: Business concerns are affiliates of each other when either directly or indirectly; (a) one concern controls or has the power to control the other, or (b) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management and contractual relationship.
Members: Any employee of the organization.
Participants: Any person(s) taking part or having a share in the business activities of the organization.

12. Corporations and Partnerships - Please supply the following information:

President	Vice President	Secretary	Treasurer

13. Under penalties of perjury, I affirm that:

- A. 1) 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
- 2) 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 (does not apply to real estate transactions, mortgage interest paid, the acquisition or abandonment of secured property, contributions to an individual retirement arrangement (IRA), and payments other than interest and dividends).
*** You must cross out item b) above if you have been notified by IRS that you are presently subject to backup withholding because of under reporting interest or dividends on your tax return***
- B. My organization has not been determined to be non-responsible nor non-responsive by a governmental board or agency within the last three (3) years.
- C. No owner or officer of this organization has been indicted, charged and/or convicted on a felony charge within the last three (3) years.
- D. No owner, officer, member, affiliate, or direct or indirect participant of this organization has been indicted, charged and/or convicted of a crime relating to a public contract within the last three (3) years.
- E. Neither this organization nor any of its owners or officers is presently delinquent on property taxes or any fee (including but not limited to permit fees, license fees, and user fees) owed to St. Joseph County.

For each item that affiant cannot attest to as truth, affiant shall cross out that item and provide explanation on separate sheet. Please refer to item letter in explanation.

 Signature Date

 Printed

 Title

FORM MUST BE SIGNED TO BE VALID

Before mailing, please complete and enclose Class Commodity Listing. Thank you.

For Purchasing Department Use Only

Date Received	Date Entered	Vendor Number	Misc.

Parts/Goods Class Listing

Company Name: _____

Federal Identification # (social security # if no Fed. ID #): _____

Please note that Classes 001 through 635 are for the purchase of Parts/Goods only in that particular class.

Vendors who provide Parts or Goods only should select from one of these classes.

- | | | |
|---|---|--|
| 001 __ Auto-Power Train | 145 __ Brushes | 305 __ Engineering & Surveying
Equipment |
| 002 __ Auto-Electrical Systems | 150 __ Builders Supplies | 310 __ Envelopes, Plain/Printed |
| 003 __ Auto-Chassis
Accessories | 155 __ Building & Structures:
Fabricated &
Prefabricated | 315 __ Epoxy-Based
Formulations for
Adhesives |
| 004 __ Automotive-Specialized
Parts, Repair | 165 __ Cafeteria & Kitchen
Equipment | 320 __ Fastening, Packaging,
Strapping Equipment
& Supplies |
| 005 __ Abrasives | 175 __ Chemical Laboratory
Equipment | 325 __ Feed, Bedding, Vitamins
(Animals) |
| 010 __ Acoustical Tile, Insulating
Materials | 192 __ Cleaning Composition,
Detergents, Solvents, etc. | 330 __ Fencing |
| 015 __ Addressing, Copying,
Mimeograph | 195 __ Clocks, Timers, Watches | 335 __ Fertilizers & Soil
Conditioners |
| 020 __ Agricultural Equipment | 200 __ Clothing, Apparel,
& Uniforms | 340 __ Fire Protection Equipment |
| 022 __ Agricultural implements
& Parts | 204 __ Computer Hardware
& Peripherals for
Microcomputers | 345 __ First Aid & Safety
Equipment |
| 025 __ Air Compressors
& Accessories | 206 __ Computer Hardware
& Peripherals for Mini
& Mainframe Computers | 350 __ Flags, Flag Poles,
Banners |
| 031 __ Air Conditioning
& Heating | 207 __ Computer Accessories
& Supplies | 360 __ Floor Covering |
| 035 __ Aircraft, Helicopter
Equipment | 208 __ Computer Software
& Microcomputer | 365 __ Floor Maintenance
Machines |
| 037 __ Amusement,
Entertainment,
Toys, Games | 209 __ Computer Software
& Equipment Mainframe | 375 __ Foods: Bakery Products
(Fresh) |
| 040 __ Animals, (Live)
Accessories | 210 __ Culverts, Pilings, Septic
Tank Accessories
& Supplies | 380 __ Foods: Dairy Products
(Fresh) |
| 045 __ Appliances | 220 __ Controlling, Indicating,
Measuring Instruments
& Supplies | 385 __ Foods: Freeze-dried,
Frozen & Prepared
(Ready to Eat) |
| 050 __ Art Equipment & Supplies | 225 __ Coolers, Drinking
Fountains | 390 __ Foods: Perishable |
| 052 __ Art Objects | 232 __ Crafts: General | 393 __ Foods: Staple Grocery |
| 055 __ Automotive Accessories | 233 __ Crafts: Specialized | 395 __ Forms, Continuous |
| 060 __ Automotive Maintenance
Items | 240 __ Cutlery, Dishes, Flatware,
Glassware, Trays,
Utensils & Supplies | 405 __ Fuel, Oil, Grease,
& Lubricants |
| 065 __ Automotive Bodies &
Accessories | 250 __ Data Processing Cards,
& Paper | 420 __ Furniture: Household,
Library |
| 070 __ Automotive Vehicles | 255 __ Decals & Stamps | 425 __ Furniture: Office |
| 075 __ Automotive Shop
Equipment | 260 __ Dental Supplies | 430 __ Gases, Containers,
Equipment |
| 080 __ Badges, Emblems, Name
Tags | 265 __ Draperies, Curtains,
Upholstery | 435 __ Germicides, Cleaners |
| 085 __ Bags, Bagging, Ties, &
Erosion Control
Equipment | 270 __ Drugs, Pharmaceuticals
(Human) | 440 __ Glass & Glazing Supplies |
| 100 __ Barrels, Drums, Kegs
& Containers | 280 __ Electrical Cables & Wire
(not Electronic) | 445 __ Hand Tools |
| 105 __ Bearing, except
Automotive | 285 __ Electrical Equipment
(Except Cable & Wire) | 450 __ Hardware & Related Items |
| 110 __ Belting: Conveyor,
Elevator | 287 __ Electronic Components | 460 __ Hose & Accessories |
| 120 __ Boats, Motors, Marine &
Wildlife Supplies | | 465 __ Hospital & Surgical
Equipment |
| 125 __ Bookbinding Supplies | | 470 __ Hospital Equipment
& Supplies |
| 135 __ Bricks & other Clay
Products | | 475 __ Hospital, Surgical
& Related Medical
Accessories |
| | | 485 __ Janitorial Supplies |

Parts/Goods Class Listing

Company Name: _____

Federal Identification # (social security # if no Fed. ID #): _____

- | | | |
|--|---|---|
| 490 __ Laboratory Equipment (General) | 640 __ Paper Products | 785 __ School Equipment |
| 493 __ Laboratory Equipment (Chemical) | 645 __ Paper: Office & Print | 790 __ Seed, Sod, Soil & Inoculants |
| 495 __ Laboratory Equipment (Biology, Botany, Geology, Microbiology) | 650 __ Park, Playground & Swimming Pool Equipment | 800 __ Shoes & Boots |
| 505 __ Laundry & Dry Cleaning | 652 __ Personal Hygiene & Grooming & Related | 801 __ Signs, Sign Materials, Sign Making Equipment, Supplies |
| 515 __ Lawn Maintenance Equipment | 655 __ Photographic Equipment | 803 __ Sound Systems: Components & Accessories |
| 520 __ Leather & Related Equipment | 658 __ Pipe & Tubing | 805 __ Sporting Goods |
| 540 __ Lumber & Related Products | 659 __ Pipe Fittings | 810 __ Spraying Equipment |
| 545 __ Machinery & Hardware | 665 __ Plastic, Resins, Fiberglass | 815 __ Steam & Hot Water Fittings & Supplies |
| 550 __ Markers, Plaques, & Traffic Control Devices | 670 __ Plumbing Equipment & Supplies | 820 __ Steam Boilers, Steam & Heating & Power Plant Equipment |
| 555 __ Marking & Stenciling Devices | 675 __ Poisons: Agricultural | 825 __ Stockman Equipment |
| 560 __ Material Handling & Storage Equipment | 680 __ Police Equipment Supplies | 830 __ Tanks (Metal, Wood, etc.) |
| 570 __ Metals: Bars, Plates, Rods, Sheets | 700 __ Printing Plant Equipment | 832 __ Tape, Duct, Nylon, Masking, etc. |
| 575 __ Microfiche & Microfilm Equipment | 715 __ Publications & Audio Visual | 840 __ Television Equipment & Accessories |
| 578 __ Miscellaneous Products | 720 __ Pumping Equipment | 845 __ Testing Instruments Testing, Soil, Hazmat |
| 590 __ Notions & Sewing Equipment | 725 __ Radio Communication, Telephone & Telecom communication Equipment | 850 __ Textiles, Fibers, Household Linens |
| 595 __ Nursery Stock, & Supplies | 730 __ Communications Measuring & Analyzing Equipment & Accessories | 855 __ Theatrical Equipment & Supplies |
| 600 __ Office Machines | 735 __ Rags, Shop Towels & Equipment Wiping Cloths | 863 __ Tires & Tubes |
| 605 __ Office Mechanical Aids, Small Office Machines & Apparatus | 740 __ Refrigeration Equipment & Accessories | 865 __ Twine |
| 610 __ Office Supplies: Ribbons, All Types | 745 __ Road & Highway Building Material (Asphaltic) | 870 __ Venetian Blinds, Awnings, Shades |
| 615 __ Office Supplies: General | 755 __ Road & Highway Equip. & Parts Asphalt & Concrete Handling | 875 __ Veterinary Supplies |
| 620 __ Office Supplies: Writing Instruments & Supplies. | 760 __ Road & Highway Equip. & Parts Earth Handling | 880 __ Visual Ed Equipment & Supplies |
| 625 __ Optical Equipment | 765 __ Road & Highway Equip. & Parts Other Than Above | 885 __ Water & Wastewater Treatment Chemicals |
| 630 __ Paint, Varnish & Related Items | 770 __ Roofing Materials | 890 __ Water Supply & Sewage Treatment Equipment |
| 635 __ Painting Equipment & Accessories | 775 __ Salt (Sodium Chloride) | 895 __ Welding Equipment & Supplies |
| | 780 __ Scales & Weighing Apparatus | |

Services Class Listing

Company Name: _____

Federal Identification # (social security # if no Fed. ID #): _____

Please note that Class series 900's are for the Services which your company can provide.

Vendors who provide Services only should select from one of these classes.

- | | |
|---|---|
| 905 __ Aircraft Operations
Service | 939 __ Equipment Maintenance:
Office Photographic |
| 906 __ Architect & Professional
Design | 946 __ Financial Services |
| 908 __ Bookbinding, Rebinding,
& Repair | 948 __ Health Related Services |
| 909 __ Building Construction
Services | 952 __ Human Services |
| 910 __ Building Maintenance
& Repair: Plumbing,
Welding, Janitorial,
Pest Control,
Radio television | 953 __ Insurance |
| 915 __ Communications
& Media Services | 954 __ Laundry & Dry Cleaning
Services |
| 918 __ Consulting Services | 956 __ Library Services |
| 920 __ Data Processing
Services & Software | 959 __ Marine Construction
Services: Equipment
Maintenance & Repair |
| 924 __ Education Services | 961 __ Miscellaneous
Professional Services |
| 925 __ Engineering Services,
Professional | 962 __ Miscellaneous Services |
| 928 __ Equipment Maintenance:
Automotive | 965 __ Printing Preparations |
| 929 __ Equipment Maintenance:
Agricultural, Heavy
Equipment, Machinery | 966 __ Printing, Publishing |
| 931 __ Equipment Maintenance:
Appliance, Furniture,
Athletic Equipment | 968 __ Public Works Construction |
| 934 __ Equipment Maintenance:
Lawn, Painting,
Plumbing, Spraying | 971 __ Real Property Rental or
Lease |
| 936 __ Equipment Maintenance:
General | 975 __ Rental-Lease:Auto, Heavy
Equipment, Agricultural |
| 938 __ Equipment Maintenance:
Laboratory Testing
Equipment Painting | 977 __ Rental-Lease: Hand Tools,
Appliances, Furniture, Window
and Floor Covering |
| | 979 __ Rental-Lease: Engineering, Lab |
| | 981 __ Rental-Lease: General Equipment |
| | 983 __ Rental-Lease: Uniforms, Laundry
Equipment, Painting, Spraying
Lawn Equipment |
| | 985 __ Rental-Lease: Office, Photographic
Printing, Radio/Television Equipment |
| | 988 __ Roadside, Grounds & Park Service |
| | 990 __ Security, Fire, Safety &
Emergency Services |

If you are unable to locate the commodity class for the items or services you supply, please write it below or on a separate sheet of paper and attach it. Thank you for your interest in doing business with St. Joseph County.

Purchasing Department

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