

**CITY OF PITTSFIELD
PURCHASING DEPARTMENT
City Hall
70 Allen Street – Room 102
Pittsfield, MA 01201
(413) 499-9470 Telephone (413) 448-9818 Fax
Colleen Hunter-Mullett, Purchasing Agent**

VENDOR REGISTRATION

Please complete the following application and commodity class listing and mail or fax to the Purchasing Department

APPLICATION

The City of Pittsfield Vendor Registration List allows vendors who are interested in conducting business with the City of Pittsfield the opportunity to supply the Purchasing Department with information about their business and the supplies/services they would like the opportunity to provide to the City. The Purchasing Department, upon acceptance of the application, will list the vendor in its database of eligible bidders. Acceptance and listing does not guarantee that a vendor will be solicited and invited to bid on the commodities for services it supplies.

INVITATIONS FOR BIDS

All invitations for bids are advertised in the Legal Notices section of the Berkshire Eagle at least two weeks prior to bid opening and posted on the bulletin board outside of the Purchasing Office located at the above address. They are also listed on the City of Pittsfield website: www.cityofpittsfield.org

Interested vendors are encouraged to periodically check the above locations for current bidding opportunities.

Vendors are discouraged from requesting Invitations for Bids unless they intend to bid. Please note that failure to respond to three consecutive Invitations for Bids in any category that a bidder has indicated a desire to bid may cause the name of such bidder to be removed from the mailing list for such products or services. In addition, vendors who have displayed poor or unsatisfactory past performances may be removed from the bid listings, determination of which will be at the discretion of the Purchasing Agent.

QUESTIONS

Any questions concerning the Application to Bid List, or bidding procedures, should be directed to the Purchasing Department at the above listed telephone number.

**Purchasing Department
City of Pittsfield
70 Allen Street, Room 102, Pittsfield, MA 01201
(413) 499-9470 Telephone (413) 448-9818 Fax**

VENDOR REGISTRATION FORM

Vendor Name: _____

Mailing Address for Bids

Remittance Address

Email Address:

Company Website:

Telephone #: _____ **Fax#:** _____

Federal ID () or SSN (): _____

Type of Business:

Individual Partnership Corporation Doing Business As

Minority Business Enterprise: Yes No

Women Business Enterprise: Yes No

Do you currently hold any state contracts: Yes No

If so, please list the contract #(s) _____

A brochure or itemized list of commodities provided may be included with this application. However, receipt of bid notice will be based on the commodities indicated on the following pages.

Name and Title of Person Authorized to Sign:

Signature Date

REFERENCES

Please list at least three references below.

Company Name: _____

Address: _____

City/Town: _____

State/Zip Code: _____

Telephone #: _____

Company Name: _____

Address: _____

City/Town: _____

State/Zip Code: _____

Telephone #: _____

Company Name: _____

Address: _____

City/Town: _____

State/Zip Code: _____

Telephone #: _____

City of Pittsfield

Please check all commodity classes you would like to be considered for

Company Name: _____

_____ 10000	Acoustical Tile, Insulating Materials & Supplies	_____ 25000	Concrete
_____ 10050	Acquisition Costs	_____ 25500	Consulting Services
_____ 10500	Advertising - Legal	_____ 26000	Continuing Education
_____ 11000	Advertising – Other	_____ 26500	Copy Paper – All sizes
_____ 11500	Air Compressors & Accessories	_____ 27000	Deputy Collection Services
_____ 12000	Airport Operations	_____ 27050	Document Preservation
_____ 12050	All Terrain Vehicle	_____ 27100	Electrical Contractors
_____ 12100	Alterations	_____ 27500	Electrical Equipment & Supplies
_____ 12500	Ammunition	_____ 28000	Electrical Service – General
_____ 13000	Amusement, Decorations, Entertainment, Etc.	_____ 28500	Electrical Service – Street Lighting
_____ 13500	Animal Supplies	_____ 29000	Electrical Service – Traffic Signals
_____ 14000	Animals & Marine Life	_____ 29500	Electronic Traffic Control Devices
_____ 14500	Annual Computer Licensing & Support	_____ 30000	Elevator Repairs & Maintenance
_____ 15000	Appliances & Equipment – Household Type	_____ 30500	Engineering Services
_____ 15001	Appraisal Services	_____ 31000	Environmental Abatement Services
_____ 15500	Architectural/Engineering Services	_____ 31500	Environmental Testing Services
_____ 16000	Art Equipment, Supplies & Services	_____ 31600	Equipment Repairs & Maintenance
_____ 16500	Asphalt	_____ 31900	Equipment Rentals
_____ 16950	Audio/Video Supplies & Equipment	_____ 32000	Fencing
_____ 17000	Auditing Services	_____ 32500	Financial Services
_____ 17500	Automobile Parts & Maintenance	_____ 32550	Fingerprinting Supplies
_____ 18000	Automobile Repairs	_____ 33000	Fire Apparatus Parts & Repairs
_____ 18500	Automobiles - Cars	_____ 33500	Fire Protection Equipment & Services
_____ 18550	Banquets & Facilities	_____ 34000	Flags
_____ 19000	Boats, Repairs & Maintenance	_____ 34500	Floor Covering
_____ 19500	Boiler Parts & Repairs	_____ 35000	Food
_____ 20000	Book Supplies & Service	_____ 35500	Fuel – Heating
_____ 20500	Books	_____ 36000	Gasoline

21000	Bricks, Clay & Stone Products	36050	General Computer Hardware – NSI Only
21400	Brochure Distribution	36500	Generators, Parts & Repairs
21500	Building Construction – NEW	37000	Glass Repairs & Supplies
22000	Building Construction – Repairs or Additions	37500	Grant Agreement – Cultural Council
22001	Building Demolition	38000	Grant Agreement – DCD
22010	Building Rentals	38500	Gravel
22030	Care of Veterans Graves	39000	Hand Tools
22050	Carpenter Supplies	39500	Hardware Equipment & Supplies
22100	Carpeting	40000	Heavy Duty Vehicle Parts
22500	Catch Basin Cleaning	40500	Heavy Duty Vehicle Repairs
23000	Chemical Laboratory Equipment & Supplies	41000	Heavy Duty Vehicles
23500	Computer Accessories & Supplies	41500	Hotel Accommodations
23550	Computer Maintenance	42000	Human Services
23600	Computer Maintenance & Support – MUNIS Only	42500	HVAC Equipment, Parts, Accessories, M & R
24000	Computer Software	42900	Inspections
24050	Computer Software Licenses	43000	Insurance – All Types
24500	Computers	43500	Internet Service
44000	Janitorial Equipment & Supplies	59500	Road & Highway Equipment & Parts
44500	Landfill Improvements	60000	Road Construction
44501	Landscaping	60001	Roadway Markings
45000	Lawn Maintenance Equipment & Repairs	60500	Routine Vehicle Maintenance
45400	Lease Agreement	61000	Safety Equipment
45500	Legal Services	61500	Sand & Salt
45550	Locksmith Materials & Repairs	61600	Scholarships
46000	Lumber (not hardware)	61700	Security Protection Equipment & Services
46100	Mailbox Claims	62000	Seed, Sod & Soil
46200	Management Services	62100	Service Agreements
46500	Medical Supplies	62600	Sewer Collection System Repairs
46550	Medical Services	63000	Sewer Construction - NEW
47000	Memberships & Dues	63005	Sewer Equipment & Parts
47500	Metals	63010	Sewer Repairs
47700	Misc. Payments to the State	63001	Sidewalk Construction
47900	Mobile Stage Maintenance & Repairs	63002	Sidewalk Repairs
48000	Motor Oil	63500	Signs, Sign Materials, Sign Making Equip, Etc.
48001	Moving & Storage	64000	Sludge Disposal
48002	Mowing	64500	Snow Plowing
48500	Natural Gas	65000	Sound Systems, Components & Accessories

_____ 49000	Office Furniture	_____ 65500	Sporting Goods – Athletic Equipment
_____ 49400	Office Machines – Maintenance Agreement	_____ 65600	Storm Water Equipment & Parts
_____ 49500	Office Machines – Small	_____ 65700	Storm Water System Repairs
_____ 50000	Office Supplies	_____ 66000	Street Markings
_____ 50500	Pager Service	_____ 66500	Street Sweeping
_____ 51000	Paint & Painting Supplies	_____ 66600	Subscriptions
_____ 51400	Pest Control	_____ 66650	Taxes
_____ 51500	Photocopier – Lease	_____ 66800	Telecommunications
_____ 52000	Photocopier – Purchase	_____ 67000	Telephones & Accessories
_____ 52500	Photocopier Maintenance	_____ 67500	Telephone Repairs
_____ 53000	Photocopier Supplies	_____ 68000	Telephone Service
_____ 53500	Photography Equipment & Supplies	_____ 68001	Telephone System Upgrades
_____ 54000	Playground Equipment	_____ 68005	Television Service
_____ 54001	Plaques, Trophies & Awards	_____ 68010	Temporary Labor
_____ 54002	Plumbing Contractors	_____ 68500	Tires & Tubes
_____ 54500	Plumbing Equipment & Supplies	_____ 68600	Traffic Control
_____ 55000	Police Equipment & Repairs	_____ 69000	Trash Collection & Recycling
_____ 55010	Portable Container Services	_____ 69500	Travel Expenses (airfare, tolls, etc)
_____ 55020	Portable Sanitary Facilities	_____ 70000	Tree Removal & Maintenance
_____ 55500	Postage & Shipping	_____ 70500	Trees & Shrubs
_____ 56000	Printing Services	_____ 71000	Uniforms – Fire
_____ 56500	Propane	_____ 71500	Uniforms – Other
_____ 56550	Property Acquisition	_____ 72000	Uniforms – Police
_____ 57000	Publications	_____ 72500	Utility Vehicle Parts
_____ 57500	Radios, Repairs & Accessories	_____ 73000	Utility Vehicle Repairs
_____ 58000	Rags, Shop Towels & Wiping Cloths	_____ 73500	Utility Vehicles – Vans, Trucks
_____ 58050	Recording Fees – Registry of Deeds	_____ 74000	Venetian Blinds, Awnings & Shades
_____ 58500	Recreational – Park Area Supplies	_____ 74500	Veterinary Services
_____ 58550	Rent	_____ 75000	Voting Machine Equipment, Maintenance & Repairs
_____ 58600	Reimbursements	_____ 75500	Waste Oil & Hazardous Materials Disposal
_____ 59000	Revaluation Services	_____ 75503	Wastewater Treatment Plant Repairs

____ 75504 Water Distribution Equipment & Repairs
____ 75505 Water Distribution System Repairs
____ 75510 Water Main Construction & Repairs
____ 75520 Water Treatment Parts & Equipment
____ 76000 Water & Wastewater Treating Chemicals
____ 76500 Water Quality/Chemical Testing
____ 76600 Water Treatment Plant Repairs
____ 77000 Weapons & Accessories
____ 77010 Weather Services
____ 77050 Website Services
____ 77500 Weed Harvester Maintenance
____ 78000 Weed Harvester Parts & Repairs
____ 78500 Welding Equipment, Supplies & Services
____ 79000 Wireless Telephone Accessories
____ 79500 Wireless Telephone Service
____ 80000 Wireless Telephones Repairs