

U.S.D. 500 – Purchasing
625 Minnesota
Kansas City, KS 66101
913-551-3200

Vendor Registration Application

1. Company Name and Address for Bids and Purchase Orders:

Note: Failure to return the completed form may result in the exclusion of your company from the Vendor List.

Please print the mailing address or any changes in the address in the spaces provided below:

Name _____
Address _____
City _____ State _____ Zip _____

2. Vendor Contact Information:

Please print the name and number of the contact person to reach for Bids and Purchase Orders:

Contact Person _____
Telephone Number () - _____ FAX Number () - _____

3. Taxpayer Identification Number (FEIN/SSN):

4. Organization Type (Check One):

Individual _____ (I) Partnership _____ (P) Non-Profit _____ (N)
Corporation _____ (C) Joint-Venture _____ (J) Other _____ (O)

5. Business Type (Check One):

Manufacturer _____ (M) Service _____ (S) Other _____ (N)
Distributor/Wholesaler _____ (D) Retail _____ (R) _____ (O)
Manufacturer's Representative _____ (F) Contractor _____ (C) _____

6. Minority Business:

A minority business is defined as an organization in which 51% of the ownership interest, stock, or otherwise, is owned by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment of minority persons. Place a checkmark by the appropriate space below:

Black _____ (B) Hispanic _____ (H) American Indian _____ (I)
American Oriental _____ (O) American Eskimo/Aluet _____ (E) Does not apply _____

7. Female Owned Business: _____ Yes _____ No

A female owned business is defined as an organization in which 51% of the ownership interest, stock or otherwise, is owned by a female.

8. Kansas Firm: _____ Yes _____ No

A Kansas firm is defined as an organization which has and maintains within the State of Kansas a regular place of business for the transaction of their business.

Applicant's Certification: The undersigned hereby certifies that the foregoing information is a true and correct statement of the facts and agrees to abide by the laws of the State of Kansas and the rules and regulations of U.S.D. 500 now in effect and including any subsequent revisions thereof. Applicant acknowledges that it is his/her responsibility to keep the information current by notifying U.S.D. 500's Purchasing Department of any changes. The applicant also acknowledges that repeated failure to respond to Invitation to Bids may result in removal from the bid list.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION

TITLE

DATE

Instructions:

The Purchasing Department of U.S.D. 500 operates under an automated procurement system. With this system there are several large databases, of which the vendor database and the Commodity/Service database are the most critical.

We are currently registering our vendors and the Commodities and/or Services they provide. This information will be useful in developing and maintaining current and accurate bid lists. To help accomplish this task, we request that you complete and return the Vendor Registration Application and the Commodity/Service List forms to the address provided at the top of the page.

To complete the Commodity/Service List form, place a checkmark by the Commodities and/or Services that your company supplies.

Reminder: Be sure to return both the Vendor Registration Application and the Commodity/Service List forms.

COMMODITY/SERVICE LIST

Please place a checkmark (✓) by the class(es) you are interest in supplying.

- _____ Abrasives
- _____ Acoustical Tile, Insulating Materials and Supplies
- _____ Addressing, Copying, Mimeograph and Spirit Duplicating
Machine Supplies Chemicals, Inks, Paper, etc.
- _____ Agricultural Equipment, Implements and Accessories
- _____ Agricultural Implement and Accessory Parts
- _____ Air Compressors and Accessories
- _____ Air Conditioning, Heating, and Ventilating: Equipment, Parts
& Accessories
- _____ Animals, Live: Bees, Dogs, Fish, Livestock and Poultry
- _____ Appliances and Equipment, Household Type
- _____ Art Equipment and Supplies
- _____ Art Objects
- _____ Automotive Accessories: Automobiles, Buses, Trucks etc.
- _____ Automotive Maintenance Items & Repair/Replacement Parts
- _____ Automotive Bodies, Accessories and Parts
- _____ Automotive Vehicles and Related Transportation Equipment
- _____ Automotive Shop Equipment and Supplies
- _____ Badges, Emblems, Name Tags and Plates, Jewelry etc.
- _____ Bags, Bagging, Ties and Erosion Control Equipment
- _____ Bakery Equipment, Commercial
- _____ Barber and Beauty Shop Equipment and Supplies
- _____ Barrels, Drums, Kegs and Containers
- _____ Bearings (Except Wheel Bearings and Seals)
- _____ Belts & Belting: Conveyor, Elevator, Power Trans. & V-Belts
- _____ Biochemical, Research
- _____ Motors and Marine and Wildlife Supplies
- _____ Bookbinding Supplies
- _____ Bricks & Other Clay Prod., Refractory Mat. & Stone Prod.
- _____ Broom, Brush, & Mop Manufacturing Machinery & Supplies
- _____ Brushes (Not Classified Otherwise)
- _____ Builder's Supplies
- _____ Buildings and Structures: Fabricated and Prefabricated
- _____ Butcher Shop and Meat Processing Equipment
- _____ Cafeteria and Kitchen Equipment, Commercial
- _____ Chemical Laboratory Equipment and Supplies
- _____ Chemical Raw Materials (In large quantities, primarily for
Manufacturing Janitorial and Laundry Products
- _____ Chemicals and Solvents. Commercial (In Bulk)
- _____ Cleaning Compositions, Detergents, Solvents & Strippers-
Prepackaged
- _____ Clinical Laboratory Reagents & Tests (Blood Grouping,
Diagnostic, Drug Monitoring etc.)
- _____ Clocks, Timers, Watches & Jewelers & Watchmakers Tools
& Equipment.
- _____ Clothing, Apparel, Uniforms and Accessories
- _____ Computers & Information Processing. Sys Hardware, Software,
Peripherals, Accessories, Supplies, Related Material
- _____ Concrete and Metal Culverts, Pplings, Pipe, Septic Tanks,
Accessories and Supplies
- _____ Controlling, indicating, Measuring, Monitoring and Recording
Instruments and Supplies
- _____ Coolers, Drinking Water
- _____ Crafts, General
- _____ Crafts, Specialized
- _____ Cutlery Dishes, Flat & Glassware, Trays, Utensils & Supplies
- _____ Dairy Equipment and Supplies
- _____ Data Processing Cards and Paper
- _____ Decals and Stamps
- _____ Draperies, Curtains and Upholstery Material (Including Auto)
- _____ Electrical Cables and Wires (Not Electrical)
- _____ Electrical Equipment & Supplies (Except Cable & Wire)
- _____ Electronic Components, Replacement Parts & Accessories: &
Misc. Electronic Equipment (Not for Testing or Analyzing)
- _____ Energy Collecting Equipment and Accessories: Solar & Wind
- _____ Elevators, Building Type
- _____ Embossing and Engraving
- _____ Engineering & Surveying Equip., Drawing Instruments & Supplies
- _____ Envelopes, Plain or Printed
- _____ Epoxy Based Formulations for Adhesives, Coatings & Related
Agents
- _____ Fare Collection Equipment and Supplies
- _____ Fastening, Packaging, Strapping, Tying Equipment & Supplies
- _____ Feed, Bedding, Vitamins and Supplements for Animals
- _____ Fencing
- _____ Fertilizers and Soil Conditioners
- _____ Fire Protection Equipment and Supplies
- _____ First Aid & Safety Equip. & Supplies (Except Nuclear & Welding)
- _____ Flags, Flag Poles, Banners and Accessories
- _____ Floor Covering, Floor Covering Installation & Removal Equipment
And Supplies
- _____ Floor Maintenance Machines, Parts and Accessories
- _____ Food Processing and Canning Equipment and Supplies
- _____ Foods: Bakery Products (Fresh)
- _____ Foods: Dairy Products (Fresh)
- _____ Foods: Freeze-Dried, Frozen and Prepared Ready-to-eat
- _____ Foods: Perishable
- _____ Foods: Staple Grocery and Grocer's Miscellaneous Items
- _____ Forms, Continuous: Computer Paper, Form Labels, Snap-Out
Forms and Folders for Forms
- _____ Foundry Castings, Equipment and Supplies
- _____ Fuel, Oil, Grease and Lubricants
- _____ Furniture: Health Care
- _____ Furniture: Laboratory
- _____ Furniture: Cafeteria, Household, Library, Lounge, School
- _____ Furniture: Office
- _____ Gases, Containers, Equipment: Laboratory, Medical & Welding
- _____ Germicides, Cleaners & Related Sanitation Products for Health
Care Personnel
- _____ Glass and Glazing Supplies
- _____ Hand Tools (Powered & on-Powered). Accessories & Supplies
- _____ Hardware and Related Items
- _____ Hose, Accessories & Supplies: Industrial, Commercial & Garden
- _____ Hospital Equipment, Instruments & Supplies
- _____ Hospital, Surgical & Related Medical Accessories & Sundry Items
- _____ Janitorial Supplies, General Line
- _____ Laboratory Equipment & Accessories (For General Analytical &
Research Use) Nuclear, Optical and Physical
- _____ Laboratory Equipment & Accessories: Biochemistry, Chemistry
Environmental Science, etc.
- _____ Laboratory & Field Equipment and Supplies: Biology, Botany
Geology, Microbiology, Zoology, etc.
- _____ Laundry & Dry Cleaning Equipment, Accessories, Parts &
Supplies - Commercial
- _____ Laundry & Dry Cleaning Compounds & Supplies
- _____ Laundry Textiles and Supplies
- _____ Lawn Maintenance Equipment, Accessories & Parts
(Non-Agricultural Applications)
- _____ Leather & Related Equipment, Products, Accessories
And Supplies
- _____ Library and Archival Equipment Machines & Supplies
- _____ Luggage, Brief Cases, Purses & Related Items
- _____ Lumber and Related Products
- _____ Machinery and Hardware, Industrial
- _____ Markers, Plaques, Signs and Traffic Control Devices
- _____ Marking and Stenciling Devices
- _____ Mass Transportation – School Bus
- _____ Mass Transportation – School Bus Accessories & Parts
- _____ Tanks (Metal, Wood and Synthetic Materials) Mobile, Portable
And Stationary

Material Handling & Storage Equipment and Allied Items
 Mattress Manufacturing Machinery and Supplies
 Metals, Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing and Fabricated Items
 Microfiche and Microfilm Equipment, Accessories & Supplies
 Miscellaneous Products
 Musical Instruments, Accessories and Supplies
 Notions and Related Sewing Accessories and Supplies
 Nursery Stock, Equipment and Supplies
 Office Machines, Equipment and Accessories
 Office Mechanical Aids, Small Machines and Apparatuses
 Office Supplies: Carbon Paper and Ribbons, All Types
 Office Supplies, General
 Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc.
 Optical Equipment, Accessories and Supplies
 Paint, Protective Coatings, Varnish, Wallpaper & Related Prod.
 Painting Equipment and Accessories
 Paper and Plastic Products, Disposable
 Paper (For Office and Print Shop Use)
 Park, Playground and Swimming Pool Equipment
 Photographic Equipment & Supplies (Not Including Graphic Arts, Microfilm, and X-Ray)
 Plastics, Resins, Fiberglass Forming, Laminating and Molding Equipment, Accessories and Supplies
 Plumbing Equipment, Fixtures and Supplies
 Poisons: Agricultural and Industrial
 Police (Security) Equipment and Supplies
 Poultry Equipment and Supplies
 Printing Plant Equipment and Supplies (Except Papers)
 Printing Preparations: Etching, Photoengraving, Typesetting And Preparing Mats, Negatives and Plates
 Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, etc.
 Publications & Audiovisual Materials (Prepared Materials Only, Not Equipment, Supplies or Production)
 Pumping Equipment and Accessories
 Radio Communication, Telephone, and Telecommunication Equipment, Accessories and Supplies
 Radio Communication and Telecommunication Testing, Measuring & Analyzing Equipment, Accessories & Supplies
 Rags: Shop Towels and Wiping Cloths
 Refrigeration Equipment and Accessories
 Road and Parking Lot Materials (Asphaltic)
 Road and Parking Lot Materials (Not Asphaltic)
 Road and Parking Lot & Parts Asphalt & Concrete Handling and Processing
 Road & Parking Lot: Earth Handling, Grading, Moving, Packing
 Road and Parking Lot (Except Asphalt, Concrete, and Earth Handling Equipment)
 Roofing (Except Wood)
 Salt (Calcium Chloride)
 Scales & Weighing Apparatus
 School Equipment and Supplies
 Seed, Sod, Soil and Inoculants
 Sewing Room and Textile Machinery and Accessories
 Shoes and Boots
 Sound Systems, Components, & Accessories: Group Intercom, Music, Public Address, etc.
 Sporting and Athletic Goods
 Spraying Equipment (Except Household, Nursery Plant & Paint)
 Steam & Hot Water Fittings, Accessories and Supplies
 Steam Boilers, Steam Heating and Power Plant Equipment
 Stockman Equipment and Supplies

Tape (Not Data Processing, Measuring, Optical, Sewing, Sound Or Video)
 Television Equipment and Accessories
 Testing Apparatus & Instruments (Not for Electrical or Electronic Measurements)
 Textiles, Fibers, Household Linens and Piece Goods
 Theatrical Equipment and Supplies
 Tickets, Coupon Books, Sales Books, Script Books, etc.
 Tires and Tubes
 Twine
 Venetian Blinds, Awnings and Shades
 Veterinary Equipment and Supplies
 Visual Education Equip. & Supplies (Except Protection Lamps)
 Water Treating Chemicals
 Water Supply and Sewage Treatment Equipment (Not for Air Conditioning, Steam Boiler or Laboratory Reagent Water)
 Welding Equipment and Supplies

SERVICES

Architect-Engineer and Other Professional Design Services
 Bookbinding, Rebinding and Repairing
 Building Maintenance and Repair Services
 Communications and Media Related Services
 Data Processing Services and Software
 Educational Services
 Equipment Maintenance, Reconditioning and Repair Services - Agricultural, Auto, Heavy Industrial Equip. & Marine Equip.
 Equipment Maintenance, Reconditioning & Repair Services - Appliance, Athletic, Cafeteria, Furniture, Musical Instruments, And Sewing Equipment
 Equipment Maintenance, Reconditioning and Repair Services - Laundry, Lawn, Painting, Plumbing, and Spraying Equipment
 Equipment Maintenance, Reconditioning and Repair Services - General Equipment
 Equipment Maintenance, Reconditioning and Repair Services - Hospital, Laboratory and Testing Equipment
 Equipment Maintenance, Reconditioning and Repair Services - Office, Photographic and Radio – Television Equipment
 Financial Services
 Health Related Services (Not Including Human Services)
 Human Services
 Laundry and Dry Cleaning Services
 Library Services (Including Bookbinding, Rebinding & Repairing)
 Miscellaneous Professional Services
 Miscellaneous Services
 Personnel Temporary (Employment Agency Services)
 Printing, Publishing, Silk Screening Production and Typesetting
 Public Works, Construction and Related Services
 Real Property Rental or Lease
 Rental or Lease Services of Equipment – Agricultural, Automotive, Heavy Equipment
 Rental or Lease Services of Equip. – Appliances, Cafeteria, Film, Furniture, Hardware, Musical, Sewing & Window and Floor Coverings
 Rental or Lease Services of Equip. – Engineering, Hospital, Lab, Precision Instruments, Refrigeration, Scales & Testing Equip.
 Rental or Lease of Equipment – General Equipment
 Rental or Lease Services of Equipment – Janitorial, Laundry, Lawn, Painting, Spraying and Textile Equipment
 Rental or Lease Services of Equipment – Office, Photographic, Printing, Radio/Television/Telephone Equipment
 Roadside, Grounds and Park Area Services
 Security, Fire, Safety and Emergency Services

List below three (3) Commercial References in the Kansas City metropolitan area, preferably other educational institutions. If not, list other current commercial accounts. The section below needs to be filled out completely.

Name _____
Address _____
City _____ State _____ Zip _____
Contact Person _____
Telephone Number () - _____ FAX Number () - _____

Name _____
Address _____
City _____ State _____ Zip _____
Contact Person _____
Telephone Number () - _____ FAX Number () - _____

Name _____
Address _____
City _____ State _____ Zip _____
Contact Person _____
Telephone Number () - _____ FAX Number () - _____