

**CITY OF PALM COAST
VENDOR REGISTRATION FORM**

Reason for submitting Vendor Registration Form (select one): New Vendor for the City Add to the City's bidder list to receive solicitation notices Address Change Company Name Change FEIN# Change

Brief description of goods or services you are providing:

City Department Contact

Company

Address

Address

City State: Zip Code:

Contact

Phone # () Fax #: ()

E-mail Internet:

FEID/SSN:	Check Appropriate Box:	Individual Sole/ Proprietor	Corporation	Partnership	Other
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Primary Commodity Code

Secondary Commodity Codes

INSTRUCTIONS

Print or type Company name and mailing address. List contact person(s) and telephone number(s) of person(s) who can give information, including price quotes. List the mailing address for queries, and Internet URL if available. List the Company's (FEID) Federal Identification Number (the number the Company reports its taxes under) or the owner's Social Security Number if the Company is a sole Proprietorship or Partnership. This is **required** for Internal Revenue Service reports.

COMMODITY CODE

Refer to the Commodity Code list to determine which commodity code(s) most closely identifies the product or service your company provides and list in the Primary Commodity Code block. If there are other products or services that your company provides, list up to five (5) additional codes. The Commodity Code list contains the majority of all commodities or services that the City solicits bids or proposals for on a regular basis. If the product or service you provide is not listed here, the City probably does not solicit bids for it on a regular basis; however, if your commodity or service is not listed, submit a separate list clearly identifying your commodity or services, and the City **may** include it in the future.

Do not list commodities or services that you cannot provide a responsive bid for if solicited. Failure to respond to Invitations (submission of a bid or proposal or a NO-BID statement) indicates a lack of interest and after three times may lead to removal from the bidders list. **It is important that you promptly notify us if there is a change of address.** Many commodities and services are only solicited occasionally or at lengthy intervals, three (3) to eight (8) years. Since bids are only solicited when there is a requirement, inclusion in the City of Palm Coast bidders list does not guarantee that the bidder will receive a bid request for their products or services. Please also visit our website at palmcoastgov.com/governments/departments/purchasing and/or call fax a request to 386-986-3724.

Mail this page to 160 Cypress Point Parkway, Suite B-106, Palm Coast, Florida 32164, or fax to 386-986-3724, or e-mail brothwell@palmcoastgov.com. **SUBMIT FORM ONLY ONCE.** If you wish to submit additional information, mail under separate cover. Do not fax literature!

STATE OF FLORIDA BUSINESS REGISTRATION

All vendors doing business with the City should be registered with the State of Florida. If the company is an out of state company, it should have a foreign registration with the State of Florida to do business in Florida. Companies can register online at www.sunbiz.org for a nominal fee.

IRS CERTIFICATION

Under Penalties of perjury, I certify that:

1. The number shown of this form is my correct taxpayer identification number (or I am waiting for one to be issued to me), and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply to mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends.

Sign Here	Signature of U.S. Person ►	Date ►
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COMMODITY CODES

8721	Accounting & Auditing Services	99837	Electrical Supplies
91501	Advertising Agencies	91438	Electrical Contractors
91807	Advertising Specialties & Novelties	91840	Employee Benefit Program Providers
99803	Aircraft Engines & Parts	96130	Employment Agencies
03520	Airlines & Air Carriers, nec	93831	Engineering Services, Licenses, Professional, nec
57005	Aluminum Sign Blanks & Accessories	96631	Envelope Converters
90607	Architectural Services, Licenses, Professional	92535	Environmental Engineering & Studies Services
96207	Art & Graphic Design Services	97535	Equipment Rental Services
91813	Asbestos Removal Contractors – Certified	98814	Erosion Control Materials
75510	Asphalt Paving Products	91244	Excavation Contractors, includes Tractor & Site Work
96209	Auctioneering Services – Florida Registered	95838	Farm & Garden Equipment & Supplies
88011	Audio-Visual Equipment, Supplies & Service	77015	Fasteners: Bolts, Nuts, Rivets, Washers, etc.
95714	Automobiles & Light Trucks	98815	Fencing Suppliers, & Installers
07006	Auto, Truck, & Motorcycle Rental & Leasing	99840	Fertilizers & Other Agricultural Chemicals
92917	Automotive Shop Equipment	91849	Financial Consultants
97515	Automotive Shop Equipment	94648	Financial Services, Third Party Lease/Purchase
94625	Banks & Depository Institutions	93633	Fire Trucks & Apparatus
99817	Boats, Marine & Diving Equipment & Supplies	93632	Fire Protection Equipment & Supplies
97521	Boats, Used & Salvage	36020	Floor Coverings, all types
71510	Books, Periodicals, & Newspapers	99844	Food & Grocery Products
21015	Brick & Structural Clay Products	96136	Food Service Equipment & Supplies
90922	Building Construction > \$200,000 – Bonding Required	91852	Food Service Providers
90923	Building Construction < \$200,000 – Bonding Materials	57838	Forestry Services & Supplies, includes Land Mgmt.
90900	Building Construction Services		
97108	Building Materials: Brick, Stone, & Related Materials	40509	Fuel Supplier: Gasoline, Diesel, Aviation
91819	Building Materials: Lumber, Plywood, etc.	55736	Fueling Systems, Pumps, Tanks, Equipment & Service
15513	Building Maintenance Services, nec	99846	Furniture: Office
91821	Business Consulting	28539	Generators & Motors (not automotive)
91427	Carpentry Services	91447	Glass & Glazing Services
91009	Carpet & Upholstery Cleaning Services	68052	guns, Ammunition & Related Supplies
481302	Cellular Service Providers, not equipment	99850	Hardware, all types
33533	Chemicals, nec	92645	hazardous Wastes Services
50525	Chlorine, & Related Chemicals	99852	Heating, Ventilation, & Air Conditioning Contractor
99826	Clothing and Apparel, nec	99852	Heating & Air Conditioning Contractor
80540	Coastal Engineering Services	90646	Highway & Street Construction
93442	Commercial Laundry Equipment & Supplies	91551	Information Systems Consultants (no equipment sales)
05264	Commercial Photography Services	95861	Insurance Carriers, Brokers, Agents & Services, all types
70070	Commercial Printing, all types	96248	Interior Design Services
96207	Commercial Art & Graphic Design	47520	Janitorial Chemicals & Supplies
20827	Communications Services, nec	91039	Janitorial Services
91522	Communications Consultants (Radio, Telephone, etc.)	93846	Laboratory Apparatus & Furniture
55919	Communications Equipment & Accessories (not telephone)	98852	Landscape Services, includes Mowing
74017	Compressors, Equipment & Services, (except HVAC)	90656	Landscape Architects
95823	Computer Facilities Management	93442	Laundry Services & Dry Cleaning
91828	Computer Maintenance & Repair, Mainframe	99859	Laundry Equipment & Suppliers, all types
99829	Computer Maintenance & Repair, Micro	96149	Legal Counsel
91830	Computers, Peripherals, & Software, Mainframe	99860	Library Equipment & Supplies
91829	Computers, Peripherals, & Software, Micro	42056	Library Furniture
91430	Concrete Masonry Work, including Sidewalks	42048	Library Shelving
91455	Concrete, Portlands & Masonry	3274	Lime
92930	Concrete, Ready-mix, Block & Brick	91048	Locksmiths & related Products & Services
75030	Concrete Precast Products	95856	Managed Health Care Providers
65834	Concrete Pipe	91875	Management Consulting Services, nec
97524	Construction Equipment	5052	Marine & Underground Construction
95220	Correctional Institution Equipment & Supplies	42068	Mattresses, Pillows, & Bed Linens
96224	Courier Services, all types	45059	Measuring & Controlling Devices, nec
96124	Court Reporting Services	92567	Mechanical Engineering Services, nec
6371	Deferred Compensation Providers	92939	Medical & Emergency Equipment & Supplies
94828	Dentist Offices	99857	Medical Laboratories
99052	Detective & Investigative Services	95262	Mental Health Service Providers
91558	Direct Mail Services	90921	Metal Building, all types

5714	Draperies, Blinds, Window Coverings, & Upholstery	3441	Metal-Fabricated, all types
5912	Drug Stores & Pharmacies	3399	Metals-Primary Suppliers (iron, steel, alum., etc)
9611	Economic Consultant	92966	Refuse Collection Services, includes recycling collection
96155	Mined or Quarried Materials, all types	14560	Roofing Contractors
99999	Mold Remediation & Drying	77072	Roofing, Siding & Insulation Materials
327208	Monuments & Grave Markers	75077	Sand, Gravel, Rock related products
94664	Mortgage bankers	99889	School Equipment & Supplies
07012	Motorcycles & Parts & Supplies	72554	Security Systems & Services
5112	Office Supplies (not equipment or furniture)	57054	Sheet Metal Work, all types
93959	Office Equipment (not computers or furniture)	90086	Shoes, all types
99874	Oil, Grease & Related Petroleum Products	80150	Signs, all types
64043	Packaging Materials, nec	79050	Sod, Hay, Seeds, Shrubs & Trees, etc.
91461	Painting Contractors (not auto)	99891	Sporting, Athletic, Playground & Recreation Goods
96755	Paints, Varnishes, & Supplies (all types)	65062	Sports Lighting Equipment & Fixtures
70069	Paper Mills & Distributors	99080	Surveying Services
4119	Paratransit Services	91576	Telephone Service Providers, Local & Long Distance
94050	Passenger Transportation Services, all types	72555	Telephone Equipment & Accessories, includes cellular
91885	Personnel & Human Resource Consultants	90783	Testing Services, Engineering (not medical)
91059	Pest Control Services	99882	Tires & Tubes, Sales & Service
99876	Photo Equipment, Film & Supplies	99893	Tires, Sale of Surplus
65804	Pipe: Metal, all types	95387	Title Abstract Services
65858	Pipe: Polyethylene & PVC	95954	Towing Services, Car & Truck
92672	Planning & Zoning Consultants (land use, impact fees,	55089	Traffic Signals, Supplies & Services
98154	Plumbing Supplies	92593	Traffic Engineering Services
91468	Plumbing Contractors	12090	Trailers, all types
57895	Potable Water Services	95290	Training & Development Consultants
99881	Printing Trades Equipment & Supplies	99820	Transit Vehicles: Bus, Coach, Paratransit
8743	Public Relations Services	96178	Travel Agencies
91573	Public Safety Equipment & Supplies	96239	Trucking & Hauling Services (materials, not people)
72056	Pumps & Pumping Equipment	07048	Trucks: Bucket
95883	Real Estate Agencies	07048	Trucks: Catch Basin & Vacuum
91889	Real Estate Appraiser Services	07051	Trucks: Medium & Heavy Duty
57096	Recycled Metal Products	20085	Uniforms, all types
0120	Recycled Paper Products	98587	Voting Machines, Equipment & Maintenance
64066	Recycled Plastic Products	98184	Water, Sewer & Utility Equipment & Supplies
92677	Recycled Products, nec	96896	Water, Sewer, & Utility Construction & Supplies
92677	Recycling Centers & Processors	54596	Water Well Drilling & Supplies
57864	Recycling Equipment & Supplies	96897	Wrecking & Demolition Work
74059	Refrigeration Equipment & Supplies		