

**Please Return To:**  
 City of Derby, Finance Division,  
 611 N. Mulberry, Derby, KS 67037  
 Phone: (316) 788-3132 Fax: (316) 788-6067

**VENDOR'S APPLICATION FORM (Part 1)**  
 (TYPE OR PRINT ALL INFORMATION)

**Check One:**

New Application     Reapplying     Updating Information

**Date:** \_\_\_\_\_

<b>Preferred Method of Contact:</b> <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> E-Mail <input type="checkbox"/> Mail	
<b>Fax #:</b>	<b>E-Mail:</b>
<b>1. Business Name and Mailing Address for Bidding Forms and Purchase Orders</b>	<b>2. Mailing Address for Payments if different from Item 1</b>
_____ _____ _____ _____	_____ _____ _____ _____

KEY PERSONNEL TO BE CONTACTED BY CITY STAFF	
Inside person for sales, quotes, orders and delivery information:	
Name: _____	Phone # _____
Inside person for Invoice Copies, Changes, or Corrections	
Name: _____	Phone # _____

Tax ID# or Social Security # <i>(Required)</i> _____	Firm Licensed by City (if applicable-Plumbing, Electrical, etc.) Class _____
Minority Owned Business- Yes _____ No _____	License No. _____

I hereby certify that information supplied herein is correct:

\_\_\_\_\_ Signature

Print or Type Name and Title

FOR FINANCE DIVISION USE ONLY			
VENDOR #	DATE RECD.	DATE EXCL.	DATE REIN.

**GENERAL INFORMATION**

Persons or firms interested in being added to the City of Derby's Vendor list shall file this application with the Finance Division.

After placement on the bidding list, **a supplier's failure to respond (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 list for the particular item) to any bid, proposal or quotation request will be understood by the City of Derby to indicate lack of interest and may result in the removal of the supplier's name from the bidder's list for the items concerned.**

Please notify the City of Derby's Finance Division immediately of any changes or errors. This includes change of name, address and/or telephone number, change in personnel listed on this application, and additions or deletions of items you are interested in providing.

**CITY OF DERBY  
VENDOR APPLICATION (Part 2)**

**NOTE:** Please ensure you have completed Part 1 of the Vendor Application before completing this portion of the application.

**COMMODITY LIST**

To specify which area(s) of business or service you wish to be notified of when a Request for Bid or Quotation becomes available, place a checkmark in the box to the left of the Commodity Description. You may choose as many commodities as you wish.

<b>001 Advertising/Promotional/Specialty Sales</b>		
<input type="checkbox"/>	101	Banners and Flags
<input type="checkbox"/>	102	Nameplates/Tags
<input type="checkbox"/>	103	Trophies, Plaques, and Awards
<input type="checkbox"/>	104	Decorations
<input type="checkbox"/>	105	Promotional Supplies (lapel pins, keyrings, etc)

<b>002 Automotive Sales- Major Transportation</b>		
<input type="checkbox"/>	201	Leasing/Renting (All Types)
<input type="checkbox"/>	202	New Passenger Cars/Vehicles
<input type="checkbox"/>	203	New Trailers
<input type="checkbox"/>	204	New Trucks
<input type="checkbox"/>	205	Used Vehicles (All Types)
<input type="checkbox"/>	206	Police Motorcycles

<b>003 Automotive/Vehicular Services, Parts, Accessories and Additives</b>		
<input type="checkbox"/>	301	Automotive Batteries
<input type="checkbox"/>	302	Automotive Belts, Hoses, Filters
<input type="checkbox"/>	303	Automotive Parts & Accessories
<input type="checkbox"/>	304	Automotive Shop Equipment & Supplies
<input type="checkbox"/>	305	Fuel, Oil, Grease, and Lubricants
<input type="checkbox"/>	306	Tires and Tubes- Sales and Service
<input type="checkbox"/>	307	Automotive Glass-Installation & Repair
<input type="checkbox"/>	308	Automotive Electrical
<input type="checkbox"/>	309	Automotive- Body Repair
<input type="checkbox"/>	310	Automotive-Repair
<input type="checkbox"/>	311	Tarps /Custom Canvas-Trucks, etc.
<input type="checkbox"/>	312	Fuel Supply-gasoline/diesel
<input type="checkbox"/>	313	Protective Coating for Truck Beds/Trailers
<input type="checkbox"/>	314	Decal/City Logo for Cars & Heavy Equip
<input type="checkbox"/>	315	Auto upholstery repair

<b>004 Chemicals</b>		
<input type="checkbox"/>	401	Fertilizers & Herbicides
<input type="checkbox"/>	402	Janitorial Cleaning Compounds-Detergents, Solvents, and Related Items
<input type="checkbox"/>	403	Sewer Root Control Chemicals
<input type="checkbox"/>	404	Snow/Ice Control Chemicals
<input type="checkbox"/>	405	Swimming Pool Chemicals
<input type="checkbox"/>	406	Water Treatment Chemicals
<input type="checkbox"/>	407	Lab Supplies & Testing
<input type="checkbox"/>	408	Polymers
<input type="checkbox"/>	409	Asphaltic Cleaners

<b>005 Communications Equipment</b>		
<input type="checkbox"/>	501	Audio/Visual Accessories
<input type="checkbox"/>	502	Cellular Telephone Access Services
<input type="checkbox"/>	503	Cellular Telephone & Accessories Sales
<input type="checkbox"/>	504	Local Area Network Services
<input type="checkbox"/>	505	Pager Sales
<input type="checkbox"/>	506	Radio Sales, Two Way
<input type="checkbox"/>	507	Telephone Long-Distance Service
<input type="checkbox"/>	508	Video Production Services
<input type="checkbox"/>	509	Paging/Intercom System Sales & Service
<input type="checkbox"/>	510	Sound System Sales & Service
<input type="checkbox"/>	511	Dictation & Transcription Units
<input type="checkbox"/>	512	PA Equipment Sales/Rentals
<input type="checkbox"/>	513	Recording Equipment
<input type="checkbox"/>	514	Telephone Equipment

<b>006 Computer Services and Supplies</b>		
<input type="checkbox"/>	601	Computer Accessories
<input type="checkbox"/>	602	Computer Hardware Sales & Services
<input type="checkbox"/>	603	Data Processing Services & Hardware
<input type="checkbox"/>	604	Computer Consulting Services

<b>007 Construction and Heavy Equipment Sales and Service</b>		
<input type="checkbox"/>	701	Accessories-Blades, Buckets and Booms
<input type="checkbox"/>	702	Heavy Equipment Sales: Backhoes, Bull Dozers, etc.
<input type="checkbox"/>	705	Concrete Equipment and Accessories
<input type="checkbox"/>	706	Heavy Equipment -Supplies
<input type="checkbox"/>	707	Jackhammers and Related Hydraulic
<input type="checkbox"/>	708	Equipment- Rental
<input type="checkbox"/>	709	Equipment- Sales and Service
<input type="checkbox"/>	710	Propane/Kerosene
<input type="checkbox"/>	711	Rigging (Machinery Moving)
<input type="checkbox"/>	712	Heavy Equipment Repair

<b>008 Construction Materials</b>		
<input type="checkbox"/>	801	Concrete Products
<input type="checkbox"/>	802	Concrete, Pre-Mixed
<input type="checkbox"/>	803	Fencing Materials (other than lumber)
<input type="checkbox"/>	804	Lumber
<input type="checkbox"/>	805	Commercial Garage Doors & openers
<input type="checkbox"/>	806	Floor Coverings
<input type="checkbox"/>	807	Rebar
<input type="checkbox"/>	808	Building Block-Standard & Lightweight
<input type="checkbox"/>	809	Interlocking Concrete
<input type="checkbox"/>	810	Door Frames & Doors
<input type="checkbox"/>	811	Window Products and Service

<b>009 Construction-Labor Services</b>
901 Concrete Contractors
902 Construction/Building Contractors
903 Demolition/Excavation Contractors
904 Electrical Contractors
905 Floor Covering Contractors
906 Mechanical (Heating/AC) Contractors
907 Painting Contractors
908 Plumbing Contractors
909 Garage Door Installation & Repair
910 Engraving/Sandblasting

<b>036 Construction Projects</b>
3601 Bridges
3602 Sanitary Sewers
3603 Storm Sewers
3604 Underground Piping
3605 Wastewater Treatment Plants
3606 Water Treatment Plants
3607 Waterlines
3608 Natural Gas Lines

<b>017 Electrical</b>
1701 Electronic Components Misc
1702 Exit Lighting
1703 Lighting Supplies: Bulbs, Globes & Batteries
1704 Fixtures
1705 Electric Components Misc
1706 Electrical Supplies- pipe, wire, fittings, etc.

<b>010 Engineering/Surveying</b>
1001 Drafting Instruments and Supplies
1002 Engineering/Surveying Specialty Equip.
1003 Metal Detectors
1004 Plotting
1005 Surveying Equipment
1006 Blueprints

<b>037 Facility Services &amp; Supplies</b>
3701 Access System/Controls
3702 Building Maintenance/Cleaning Contractors
3703 Heating & Air Conditioning Maintenance
3704 HVAC Controls
3705 Pest Control Contractors
3706 Plumbing Repair Services
3707 Security/Fire Systems
3708 Air Filters-HVAC
3709 Toilet Partitions-Sales & Installation
3710 Appliance Repair
3711 Data/AV Cabling

<b>011 Firefighting Equipment</b>
1101 Apparatus
1102 Fire Extinguisher
1103 Fire Fighting Specialty Equipment
1104 Fire Hose Nozzles/Fittings & Related Equipment
1106 Fire Hydrant Locking/Security Devices
1107 Fire Hydrants
1108 Testing of Equipment
1109 Breathing Air Testing

<b>012 Food Items</b>
1201 Concessionaires
1202 Food Preparation Equipment
1203 Food Sales- General
1204 Vending Machine Equipment and Services
1205 Coffee Service
1206 Bottled Water
1207 Ice Machine-Sales & Service
1208 Ice Machine Supplies

<b>038 Fuel Equipment</b>
3801 Fuel Dispensing Equip
3802 Fuel Dispensing Repair
3803 Fuel Dispensing Testing
3804 Petroleum Products
3805 Tanks & Equipment
3806 Fuel Supply

<b>013 Hardware and Related Items</b>
1301 Batteries- (Non-Automotive)
1302 Bearing/Sprockets and Related Equipment
1303 Bolts, Chains, Nuts, Pins, Fasteners, Cables Bands, and Clamps
1304 Hand Tools (Power/Air/Hydraulic)
1305 Other Hardware and Related Items
1306 Rakes, Shovels, and Related Equipment
1307 Storage Supplies-barrels & bins
1308 Locks and Safes

<b>014 Industrial Equipment</b>
1401 Air Compressors
1402 Electric Motors and Related Equipment
1403 Generators
1404 Hoists
1405 Ladders
1406 Welding Equipment and Supplies
1407 Dock Supplies
1408 Shelving/Lockers
1409 Pressure Washers
1410 Industrial Equipment Repair
1411 Metal Working Machines

<b>015 Janitorial/Cleaning Equipment</b>
1501 Brooms, Mops, Brush, & Equipment
1502 Paper Products-Towels, Tissues
1503 Trash Cans/Ashtrays
1504 Vacuum Equipment
1505 Carpet Cleaning Equip-Sales & Service

<b>016 Lawn, Garden, Tree Sales</b>
1601 Aerators
1602 Allterrain Equipment/Vehicles
1603 Brush/Tree Clippers/Trimmers
1604 Chain Saw Sales and Service
1605 Fertilizer Applicators/Spray Equipment
1606 Grass Seed, Sod
1607 Ground Cover
1608 Irrigation Installation
1609 Irrigation Parts
1610 Lawn and Garden Tools-Hand
1611 Mowing Equipment Sales-Commercial Type
1612 Mowing Equipment Sales-Yard Type
1613 Nursery Stock- Plants & Flowers
1614 Nursery Stock- Trees
1615 Tree/Stump Removal Equipment
1616 Top Soil

<b>023 Professional Services</b>
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<b>018</b>	<b>Metals</b>
1801	Aluminum
1802	Bars, Strips, Tubing
1803	Fabricated Items
1804	Iron
1805	Sheet Metal

<b>019</b>	<b>Office Supplies</b>
1901	Copier Equipment-Sales and Service
1902	Envelopes, Plain or Printed
1903	Furniture- Office
1904	General Office Supplies
1905	Paper Supplies
1906	Facsimile Equipment-Sales & Service
1907	Printers-Sales & Service
1908	Time Clocks

<b>020</b>	<b>Park and Playground Needs</b>
2001	Aglime/Shale
2002	Bandshells/Stages
2003	Bleachers/Stands
2004	Fountains, Ornamental
2005	Picnic/Park Tables, Benches
2006	Playground Apparatuses
2007	Playground Surfaces
2008	Restroom Fixtures
2009	Restroom Supplies
2010	Scoreboards
2011	Goals, Nets, & Posts for Sporting Activities
2012	Gazebos

<b>021</b>	<b>Police Equipment</b>
2101	Alcohol Breath Analyzers
2102	Ammunition
2103	Bomb/Weapon Detectors
2104	Bullet Proof Protection Devices
2105	Fire Arms
2106	Immobilization Devices
2107	Police Specialty Equipment
2108	Radar Equipment
2109	Surveillance Equipment
2110	Fire Arm Repair/Maintenance Supplies
2111	Police Bicycles-Sales & Service
2112	Crime Scene Collection & Packaging Supplies

<b>022</b>	<b>Printing &amp; Mailing Services</b>
2201	Decals and Stamps
2202	Printing
2203	Binding
2204	Mailing Services & Custom Packaging
2205	Postage machines -Supply & Service

2301	Accounting Services
2302	Appraising Services
2303	Architect/Engineering
2304	Attorney/Legal Services
2306	Dry Cleaning Services
2307	Graphic Designers
2308	Land Surveying Services
2309	Landscaping Services
2310	Moving and Packing Services
2311	Mowing and Weed Control Services
2312	Municipal Insurance Services
2314	Photographic Contractors-Aerial Map
2315	Sign Hangers/Installers
2316	Street Sweeping Contractors
2317	Towing Services
2318	Tree Removal Services
2319	Project Management
2320	Plumbing Repair Services
2321	Upholstery Work/Repair
2322	Advertising Services
2323	Convention & Tourism Services
2324	Custom Cabinetry & Fixtures
2325	HR Training
2326	HR Related Professional Services
2327	Natural Disaster Cleanup
2328	ADA Consultation and ADA Services

<b>024</b>	<b>Protective Coating/Paints/Accessories</b>
2401	Paint and Supplies-Sales
2402	Blinds, Shades -Sales and Installation
2403	Wallpaper and Related Products- Sales & Installation

<b>025</b>	<b>Pump Needs</b>
2501	Centrifugal
2502	Parts and Accessories
2503	Positive Placement
2504	Pump Controls
2505	Sewage Pumps
2506	Slurry/Submersible
2507	All Other Pump Types
2508	Pump Repair

<b>031</b>	<b>Veterinarian Services/Animal Feed</b>
3101	Animal Feed & Supplies
3102	Veterinarian Services
3103	Animal Tranquilizing Equipment

<b>035</b>	<b>Records Management &amp; Storage</b>
3501	Shredding Equipment
3502	Shredding/Recycling Services
3503	Storage Rental
3504	Check Processing Equipment
3505	Document Imaging

<b>026</b>	<b>Road/Street Maintenance</b>
2601	Crack Sealant Products
2602	Rail Road Grade Crossing Materials
2603	Reflective Glass Bead/Specialty Paints
2604	Road Maintenance-Asphalt
2605	Road Maintenance Materials-AB-3 Rock,
2606	Sealing Chips, Sand, Gravel, and Chat
2607	Road Maintenance Equipment and Parts
2608	Culverts & fittings

<b>027</b>	<b>Safety Equipment</b>
2701	Confined Space Equipment
2702	Coveralls
2703	Emergency Light Bars, Sirens, Speakers
2704	First Aid Supplies
2705	Hand, Face, Eye Protection (goggles, etc.)
2706	Hard Hats
2707	Medical Supplies
2708	Rain Gear
2709	Rubber Boots
2710	Safety Vest/Protective Clothing

<b>028</b>	<b>Swimming Pool Equipment</b>
2801	Swimming Pool Accessories (not chemicals)
2802	Swimming Pool Systems Sales and Repairs
2803	Lifeguard apparel
2804	Lifeguard-Rescue Equipment

<b>029</b>	<b>Traffic Control</b>
2901	Barrels/Barricade/Cones/Drums/Flashers
2902	Counters/Detectors
2903	Electric Signs
2904	Flasher Bulbs and Batteries
2905	Traffic Reflective Materials
2906	Street Sign Posts
2907	Street Sign Brackets, Anchors, and Corner Bolts
2908	Traffic Signal Supports
2909	Traffic Signals and Lamps, Controllers, and Detectors
2910	Stencils-Streets/Highway/Playground
2911	Hot Tape (Thermoplastics)
2912	Sign Blanks
2913	Sign Faces
2914	Sign Material (roll goods)

<b>030</b>	<b>Uniform -Sales &amp; Service</b>
3001	Dry Cleaning Services
3002	Uniforms-Purchase
3003	Gloves- Dress, Work, and Police
3004	T-shirts/Apparel/Caps
3005	Badges for Law Enforcement and Fire
3006	Embroidered Emblems

<b>032</b>	<b>Wastewater Specialty Equipment</b>
3201	Bar Screens
3202	Clarifiers
3203	Cleaning Services
3204	Digesters
3205	Flow Meters
3206	Grit Equipment
3207	Holding Tanks
3208	Infiltration/Inflow Analysis Equipment
3209	Lift Stations-Sales, Service, Installation
3210	Odor Control Systems
3211	Recycling Systems
3212	Screw Pumps (CPC)
3213	Telemetry System
3214	Ultraviolet Disinfection Equipment
3215	Wastewater Flow Monitoring Studies and sampling program

<b>033</b>	<b>Water/Sewer Maintenance Equipment</b>
3301	Chemical Metering Injectors
3302	Cholorinators
3303	Fire Hydrants
3304	Foundry, Casting Sales (Grates, Curb Inlets)
3305	Manholes
3306	Pipe, Clay
3307	Pipe, Copper
3308	Pipe, Plastic
3309	Sewage Cameras -TV
3310	Sewer Cleaning Systems
3311	Sewer Meter Tiles, Clamps, & Couplings
3312	Water Tapping Equipment
3313	Water Valves and Boxes

<b>034</b>	<b>Waste Management</b>
3401	Waste Disposal and Recycle Services
3402	Portable Restrooms

<b>040</b>	<b>Miscellaneous Items (Write Ins)_</b>

