



Alhambra School District No. 68
4510 N. 37th Ave., Phoenix, 85019
602-336-2299 Ext. 2920

Dear Vendor:

If you wish to be included on our Vendor List/Bidders List, please complete the attached registration form and return it with a completed W-9 form.

It is imperative that you return the completed form if you wish to be on our Bidders List. This list will be used for specific procurements, especially formal Invitations for Bids, Requests for Proposal and Requests for Quotations. Bidders will be retained on this list as long as they are responsive to solicitations, and give no cause for removal, such as failure to meet contract obligations, or failure to respond to two (2) consecutive solicitations of similar items.

Please return both the completed registration form and W-9 form to:

purchasingemail@alhambraesd.org

Alhambra School District No. 68
Attn: Purchasing Department
4510 N. 37th Ave.
Phoenix, AZ 85019

The District requests all prospective vendors that may have questions, contact us via e-mail at purchasingemail@alhambraesd.org.

Thank you for your assistance and cooperation.

Sincerely,

Alicia Oropeza
Supervisor, Purchasing/Warehouse

Alhambra School District No. 68
Purchasing Department
4510 N. 37th Ave.
Phoenix, AZ 85019

VENDOR REGISTRATION APPLICATION

Name of Organization: _____

Federal Taxpayer I.D. No. _____ OR _____ Social Security No.

DUNS #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Website Address: _____

Contact Person(s): _____	Position: _____
_____	_____
_____	_____

Remittance Address: _____

(if different from mailing)

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Using the attached list, please fill-in below the class code(s) of the commodities/services that you wish to furnish the District. If the commodity or service you offer is not listed, please call Alicia Oropeza, Purchasing Supervisor, at (602) 336-2299 Ext. 2872. The information will be used to identify and/or notify potential vendors about applicable Requests for Quotation (RFQ), Invitations for Bid (IFB) and Requests for Proposal (RFP).

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Alhambra School District No. 68
VENDOR REGISTRATION APPLICATION

I certify that:

1. I am duly authorized to certify the information requested herein.
2. To the best of my knowledge, the elements of information provided herein are accurate and true as of this date.
3. Filing of Vendor Registration Application supplies information only and does not constitute an assumed obligation by the Alhambra School District No. 68 to guarantee contractual awards or agreements to my organization.
4. I understand that it is our responsibility to advise the Purchasing Department in writing of any changes of information (i.e. addresses, contacts, phone/fax numbers, classification codes, etc.) on this form.
5. My organization shall not provide any product or service without first having in our possession an authorized purchase order from the District. I understand that payment for any product or service provided without an authorized purchase order in NOT the responsibility of the District and that I will be required to obtain payment from the individual requestor.
6. My organization shall provide the purchase order number on all invoices submitted to the District. I understand that invoices received without this information may not be paid in a timely manner.
7. All District invoices shall be submitted directly to the District Accounts Payable Department and not to the requesting school or department.

Signature of Authorized Representative

Date

Type or Printed Name

Title/Position

TO BE COMPLETED BY PURCHASING DEPARTMENT

Date entered: _____ Entered by: _____

Comments:

Mail returned by Post Office – No forwarding Address: _____

Alhambra School District No. 68

COMMODITY CODES

Code	Classification Name/Description
100	Accounting Services
150	Advertising Services - Legal, Personnel, Sales
200	Appliances, Sales, Repair & Services
250	Appraisal Services
300	Aprons
350	Architectural Services
400	Armored Car Service
450	Art Equipment
451	Art Equipment Repairs
452	Art Supplies
500	Athletic Equipment
501	Athletic Supplies
502	Athletic Uniforms
550	Auction Services
600	Audio Visual Equipment
601	Audio Visual Repairs
602	Audio Visual Supplies
650	Auditor Services
700	Automotive, Batteries
701	Automotive, Busses
702	Automotive, Oil/Grease
703	Automotive, Passenger Cars
704	Automotive, Service & Repairs
705	Automotive, Supplies
706	Automotive, Tire Retreating
707	Automotive, Tires
708	Automotive, Tools
709	Automotive, Tractors
710	Automotive, Trailers
711	Automotive, Trucks larger than 1 ton
712	Automotive, Trucks less than 1 ton
713	Automotive, Upholstery
714	Automotive, Washing
715	Automotive, Windshields

Code	Classification Name/Description
716	Automotive, Hitches
717	Automotive, Liftgates
718	Automotive, Toolboxes
719	Automotive, Accessories
750	Awards, Plaques & Trophies
800	Background Screening (fingerprints, etc.)
850	Banking Services
900	Beverages
950	Bleachers, Sales & Service
1000	Boards - Bulletin, Chalk & White Marker
1025	Bonding, Surety
1050	Bookbinding, Rebinding & Repair
1100	Building, Structures
1150	Bus, School
1151	Bus, School, Sale of
1200	Calculators, Classroom & Graphing
1250	Carts, Passenger & Utility
1300	Catering Services
1325	Child Safety Restraint Systems
1350	Chemicals, Herbicide Supplies
1351	Chemicals, Pest Control
1375	Cleaning Services, Carpet/Tile
1376	Cleaning Services, Air Duct
1400	Clothing & Footwear, Students
1401	Clothing, Custom Imprinted/Embroidered
1450	Communication, Cabling Services - Data, Video, Voice
1451	Communication, Consultant Services
1452	Communication, Equipment Repairs
1453	Communication, Facsimile Machines
1454	Communication, Pagers & Services
1455	Communication, Parent Notification
1456	Communication, Telephone Systems & Repair Services
1457	Communication, Two-Way Radios
1500	Computer, Forms
1501	Computer, Networking
1502	Computer, Repair and Maintenance
1503	Computer, Software
1504	Computer, Software, Homework Generating Program
1505	Computer, Supplies
1506	Computer, Hardware

Code	Classification Name/Description
1507	Computer, Software, Special Education
1508	Computer, Network Security
1525	Conference Registrations
1550	Construction, Management Services
1600	Consultants, Administrator Training
1601	Consultants, Compensation
1602	Consultants, Computer
1603	Consultants, Construction
1604	Consultants, Curriculum
1605	Consultants, Energy Management
1606	Consultants, Engineering Services
1607	Consultants, Environment
1608	Consultants, ESL
1609	Consultants, Financial
1610	Consultants, Grant Writing
1611	Consultants, Human Resources
1612	Consultants, Insurance
1613	Consultants, Leasing
1614	Consultants, Medical Management
1615	Consultants, Public Awareness
1616	Consultants, Special Needs
1617	Consultants, Staff Development
1618	Consultants, Technology
1619	Consultants, Test Analysis
1620	Consultants, Asbestos Testing
1621	Consultants, Translation Services
1622	Consultants, Tutoring Services
1623	Consultants, Interpreting Services
1624	Consultants, Parent Training
1625	Consultants, Retirement Planning Services
1640	Continuing Education, Classes
1641	Continuing Education, Seminars & Supplies
1650	Contractors, Asbestos Abatement
1651	Contractors, Cabinetry/Casework
1652	Contractors, Carpet
1653	Contractors, Ceiling
1654	Contractors, Cleaning
1655	Contractors, Concrete
1656	Contractors, Demolition
1657	Contractors, Drywall/Carpentry

Code	Classification Name/Description
1658	Contractors, Electrical
1659	Contractors, Excavation
1660	Contractors, Fencing
1661	Contractors, Flooring
1662	Contractors, General
1663	Contractors, Grading
1664	Contractors, HVAC
1665	Contractors, Insulation
1666	Contractors, Landscaping
1667	Contractors, Masonry
1668	Contractors, Mechanical
1669	Contractors, Metal Fabrication
1670	Contractors, Painting
1671	Contractors, Paving
1672	Contractors, Plastering
1673	Contractors, Plumbing
1674	Contractors, Roofing
1675	Contractors, Sheetmetal
1676	Contractors, Stucco/Texturing
1677	Contractors, Tile-Ceramic & Vinyl
1678	Contractors, Water, Sewer, Storm Drains
1679	Contractors, Welding
1680	Contractors, Window Coverings (Internal & External)
1681	Contractors, Utility Locating
1682	Contractors, Gas Line Inspection & Repair
1683	Contractors, Water Damage/Leak Extraction
1684	Contractors, Mold & Mildew Removal & Restoration
1700	Cooperative Learning Programs
1750	Counseling, Services for Students & Families
1800	Curriculum, External Facilitator Services
1801	Curriculum, Language Acquisition Software
1802	Curriculum, Language Arts & Mathematics Software
1803	Curriculum, Language Arts Enrichment Programs
1804	Curriculum, Management Software
1805	Curriculum, Supplemental Materials
1806	Curriculum, Textbooks, New
1807	Curriculum, Textbooks, Used
1900	Doors/Gates
1950	Dry Cleaning Services
2000	Elevator, Installation

Code	Classification Name/Description
2025	Entertainment (e.g. D.J's, Magic shows, clowns, etc.)
2026	Entertainment, School Assemblies
2050	Environmental, Hazardous Materials
2051	Environmental, Soil Testing
2052	Environmental, Water Testing
2100	Fencing, Rental & Installation
2101	Fencing, Supplies
2150	Field Trip Vendors
2200	Filing Systems
2250	Fire Alarm Systems & Repair Services
2251	Fire Extinguishers, Systems & Services
2252	Fire Prevention, Sprinkler Systems
2300	Flags and Banners
2350	Floor Covering, Carpeting, Linoleum, Tile, Wood, misc.
2351	Floor Covering, Installation
2352	Floor Covering, Refinishing
2375	Florist
2400	Freight Services, Air/Truck/Ship
2450	Fuel Storage Equipment & Repair Services
2451	Fuel, Conversion, Diesel, Gasoline
2452	Fuel, Underground Storage Tank
2500	Fundraising, Products & Services
2550	Furniture, Art
2551	Furniture, Cafeteria Tables
2552	Furniture, Classroom
2553	Furniture, Computer
2554	Furniture, Early Childhood
2555	Furniture, Library
2556	Furniture, Modular
2557	Furniture, Office
2558	Furniture, Outdoor
2559	Furniture, Science
2560	Furniture, Storage Cabinets
2561	Furniture, Tables
2600	Governing Board Development & Training
2650	Groceries, Retail Food Products, Supplies & Misc.
2700	Grounds Maintenance Services
2750	Health Supplies, Materials & Equipment
2751	Health Services (Nursing)
2752	Health, Dental Service & Supplies

Code	Classification Name/Description
2753	Health, Education Supplies
2775	Hearing Officer (Student & Employee)
2800	Home Economics, Supplies, Materials & Equipment
2850	ID System and Service
2851	ID Supplies, Student
2900	Instructional Aids & Materials
2901	Instructional Supplies
2950	Insurance, General Liability
2951	Insurance, Group - Health, Dental, Life, Vision, Disability
2952	Insurance, Medicaid
2953	Insurance, Pet Health Care
2954	Insurance, Risk Management
2955	Insurance, Student
2956	Insurance, Workers' Compensation
3000	Internet Services
3050	Janitorial, Services
3051	Janitorial, Supplies & Equipment
3100	Lamps, Fluorescent & Incandescent
3150	Landscaping, Rock, Sand & Gravel
3151	Landscaping, Supplies, Materials & Equipment
3200	Laundry Services
3225	Lease, Employees
3226	Lease, Financing
3250	Legal Services, Employee Relations
3251	Legal Services, General Law
3252	Legal Services, Public Finance/Bond
3300	Library Automation
3301	Library, Books & Reference Materials
3302	Library, Software
3303	Library, Supplies, Material & Equipment
3350	Lock and Key Services & Equipment
3400	Locker, Book
3401	Locker, Athletic
3450	Lodging, Motel/Hotel/Camps
3550	Magazine/Periodical, Subscription Service
3600	Mail Process Service
3601	Mailing, Equipment
3650	Maintenance of Gas Lines
3651	Maintenance Supplies, General Purpose

Code	Classification Name/Description
3652	Maintenance, Air Conditioning/Heating/Ventilation Supplies, Equip. & Svcs
3653	Maintenance, Equipment Repairs & Services
3654	Maintenance, Hardware Supplies
3655	Maintenance, Irrigation Supplies & Equipment
3656	Maintenance, Lumber
3657	Maintenance, Metal Supplies & Equipment
3658	Maintenance, Painting Supplies & Sundries
3659	Maintenance, Plumbing Supplies & Equipment
3660	Maintenance, Tools & Equipment
3661	Maintenance, Welding Supplies & Equipment
3662	Maintenance, Electrical Supplies & Equipment
3663	Maintenance, Glass & Window Replacement
3664	Maintenance, Grating Supplies & Service
3665	Maintenance, Parking Lot & Street Sweeping
3666	Maintenance, Plumbing Services
3700	Maps, Globes, Atlases & Charts
3750	Modular Classrooms
3800	Moving Services
3850	Music, Compact Discs, Records, Tapes & Misc. Media
3851	Music, Furniture and Equipment
3852	Music, Instrument Repair Services
3853	Music, Instruments & Supplies
3854	Music, Piano Tuning & Repairs
3855	Music, Pianos
3856	Music, Sheet
3900	Newspapers & Tabloids
3950	Novelties, Decorations, Party Items
3951	Novelties, Imprinted Items (Pencils, Pens, Mugs, etc.)
4000	Nutrition, Bread Products
4001	Nutrition, Dairy Products
4002	Nutrition, Equipment, Large
4003	Nutrition, Equipment, Small Wares & Small Equipment
4004	Nutrition, Food
4005	Nutrition, Fresh Produce
4006	Nutrition, Meal Ticket Accounting System
4007	Nutrition, Repair, Low-Temperature Refrigerator & Freezer
4008	Nutrition, Repair, Kitchen Equipment
4050	Office Equipment, Calculators

Code	Classification Name/Description
4051	Office Equipment, Copy Machines
4052	Office Equipment, Fax Machines
4053	Office Equipment, Repair & Maintenance Services
4054	Office Equipment, Typewriters
4055	Office Equipment, Typewriters Repair & Maintenance
4056	Office Equipment, Word Processors
4057	Office, Supplies
4058	Office Equipment, Paper Shredders
4059	Office Equipment, Currency & Coin Counters
4100	Officiating, Athletic Services
4150	Packaging, Supplies & Materials
4200	Paper Products - disposable paper goods
4201	Paper, Computer
4202	Paper, Copy/Bond
4203	Paper, Envelopes
4204	Paper, Instructional
4205	Paper, Janitorial
4250	Pest Control, Service
4300	Photography, Developing/Finishing Services
4301	Photography, Student & Sports Teams
4302	Photography, Supplies & Equipment
4350	Pizzas
4400	Planners, Teacher and/or Student
4450	Playground & Outdoor Recreation Equipment/Structures
4500	Printer, Laser - Cartridges & Printer Service
4501	Printers, Laser, Supplies & Service
4550	Printing, Reprographics/Blueprinting Services
4551	Printing, Screen Printing Services
4552	Printing, Services
4553	Printing, Supplies & Equipment
4554	Printing, Temporary Employee Services
4598	Professional Services
4599	Professional Services – Graphic Design
4600	Promotional/Advertising Materials & Supplies
4601	Promotional, Tobacco/Alcohol Prevention
4602	Promotional, Character Education
4603	Promotional, Bullying Prevention
4650	Pumping, Services
4700	Ramps, Portable
4750	Recruitment, Certified Staff
4800	Recycling Services

4801	Refuse, Services
4850	Rental Services, Equipment & Furniture
4851	Rental Services, Storage Units
4852	Rental Services, Vehicles
4900	Restaurants & Misc. Food Vendors
4950	Science Equipment and Supplies
4951	Science, Telescopes
4952	Science, Planetariums
5000	Scoreboards, Athletic
5050	Security - Equipment, Supplies & Service
5100	Sewing Machines, Sales & Repair Services
5150	Shade Structures
5200	Shelving
5250	Shredding Services, Document
5300	Signs
5350	Software, Transportation Routing & Planning System
5375	Solar Products & Services
5400	Special Needs Students, Alternative Education Student Placement
5401	Special Needs Students, Bilingual Education
5402	Special Needs Students, Equipment & Supplies
5403	Special Needs Students, Private School Services
5425	Staff Development, Tuition Classes
5450	Stage
5451	Stage, Curtains, Lighting & Riggings
5500	Stairs and Ramps, Portable
5550	Student Information Systems (example: SASI)
5600	Superintendent Searches
5650	Testing Services, Educational
5651	Testing Supplies
5652	Testing, Drug, Alcohol, Controlled Substances
5700	Therapist Services, Hearing
5701	Therapist Services, Occupational
5702	Therapist Services, Physical
5703	Therapist Services, Psychological
5704	Therapist Services, Speech
5705	Therapist Services, Vision
5715	Time Clock Systems Equipment and Repairs
5725	Training, CPR & First Aid
5726	Training, Chemical Awareness
5750	Transportation, Motor Carrier Bus Service
5751	Transportation, Special Needs Students

Code	Classification Name/Description
5752	Transportation, Professional Services Training
5753	Transportation Dept. Services, General
5800	Travel Agents
5801	Travel, Services
5850	Tree Trimming Services
5900	Uniforms, Band
5901	Uniforms, Employee
5902	Uniforms, Student
5925	Utility/Golf Carts, Service & Repair
5926	Utility/Golf Carts, Supplies
5927	Utility/Golf Carts, Tires
5928	Utility/Golf Carts, Upholstery
5929	Utility/Golf Carts, Sales
5950	Vending Machines, Products & Equipment
5975	Video Production
6000	Vision Services, Students
6050	Vocational, Equipment
6051	Vocational, Supplies
6100	Wall, Coverings
6150	Warehouse Services
6151	Warehouse Supplies & Equipment
6152	Warehouse, Racking/Shelving
6200	Water Treatment Supplies & Equipment
6201	Water, Bottled - including Equipment & Supplies
6202	Water, Drinking Fountain/Cooler Parts & Service
6250	Window, Coverings - Internal & External
6251	Window, Service and Cleaning
6275	Yearbooks