



**Dear Sir or Madam:**

**Thank you for considering the City of Kansas City, Missouri as a buyer of your goods or services. We hope we will become long-lasting business partners.**

**If you desire to do business directly with the City (*and do not want to be a subcontractor to another City supplier*) you must be in compliance with all the provisions of the Affirmative Action Codes. This is the SUPPLIER APPLICATION for the City of Kansas City, Missouri, including the necessary instructions for its completion. It is a form used by all City departments to develop the information needed to enter your company into the city-wide automated supplier file. The Accounts Division of the Finance Department administers the file on behalf of all City departments.**

**The City:**

- **Will not process an incomplete or unsigned application.**
- **Has no obligation to return an incomplete application or notify you that your application was not processed.**
- **May use your application and any subsequent information requested to select suppliers who will receive bids and/or proposals.**
  - 1. If you have questions concerning Part I, Supplier Application, contact the Finance Department for assistance at (816) 513-1199.**
  - 2. If you have questions concerning Part II, Procurement, contact the Procurement Services Division for assistance at (816) 513-0850.**

**If you are a company located within the City limits of the City of Kansas City, Missouri, or you want to do business within the City limits, you must be current in the payment of all City taxes and have all required licenses. Tax and license status will be checked, and delinquent or missing accounts may be grounds for rejecting applications.**

**If you need assistance with a Business License or Taxes, please call the Finance Department, Revenue Division at (816) 513-1120.**

**Please return the completed application package to:**

**Procurement Services Division  
1<sup>st</sup> Floor, Room 102W, City Hall  
414 East 12<sup>th</sup> Street  
Kansas City, Missouri 64106  
Email: [GeneralServices.ProcurementServices@kcmo.org](mailto:GeneralServices.ProcurementServices@kcmo.org)**



## Supplier Application City of Kansas City, Missouri

**DO NOT WRITE IN THIS BLOCK (For City's use only)**  
VENDOR NO: \_\_\_\_\_

**PLEASE PRINT OR TYPE. SEE INFORMATION AND INSTRUCTIONS BEFORE COMPLETING FORM.**

**1. Correspondence Address:**

**1A. Accounts Payable (Remit to)(if different from #1)** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Attn:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Attn:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**2. Federal EIN, SSN & BUS LIC Information:**

**EIN:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**KCMO Business License #:** \_\_\_\_\_

**3. Business, Telephone, Fax, E-Mail:**

**Phone:** \_\_\_\_\_

**800 #:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**4. TYPE OF ORGANIZATION (Check one then complete and attach IRS Form W-9; Make sure the company name on the W-9 is the same as shown above).**

Sole Proprietor DBA \_\_\_\_\_

Partnership \_\_\_\_\_

Incorporated \_\_\_\_\_

LLP \_\_\_\_\_

Non-Profit Corp./Govt. Entity \_\_\_\_\_

Foreign Corporation (*outside United States - Complete and attach IRS Form W-8*) LLC \_\_\_\_\_

**State of Incorporation:** \_\_\_\_\_

Are you registered with the Missouri Secretary of State? If yes, please provide the registration # \_\_\_\_\_

**5. CLASS CODES:** See attached list, Part II, of NIGP Commodity/Service Class Codes. Please an X before each class of commodities or services your company would like to provide to the City and return with this application.

**6. Please complete the Human Relations Division's requirements, Part II, and return with the application.**

**7. CERTIFICATION:** I certify that the information supplied herein (*including all pages attached*) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible from bidding for furnishing materials, supplies or services to the City of Kansas City, Missouri.

**Name and title of person authorized to sign (type or print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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



**FORM  
RD-C3  
12/12**

**City of Kansas City, Missouri – Revenue Division  
Authorization to Release  
A Revenue Clearance Letter**

**Phone: (816) 513-1120  
Fax: (816) 513-1264  
Email: [revenue@kcmo.org](mailto:revenue@kcmo.org)**

**Federal ID (FEIN)** \_\_\_\_\_

**Name (Business Name and DBA)** \_\_\_\_\_

**Address (include City, State & Zip)** \_\_\_\_\_

**Check this box if you wish to receive this letter by fax**      **Fax Number:** \_\_\_\_\_

\_\_\_\_\_  
**Request Submitted by (Print Name)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Phone Number**

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

**Please Allow (7) Business Days for Processing**

**Please Send Form(s) To:**

**Kansas City's Business Customer Service Center  
1118 Oak Street  
Kansas City, MO 64106**



FORM  
RD-C1  
12/12

**City of Kansas City, Missouri – Revenue Division  
Authorization to Release  
A Revenue Clearance Letter**

I authorize the City of Kansas City, Missouri, Finance Department, Revenue Division to release a Revenue Clearance Letter for:

Name of Taxpayer: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

(Print)

Address: \_\_\_\_\_

Check this box and complete this section to send the Clearance Letter to a contractor.

I authorize the City to provide a copy of the Taxpayer's Revenue Clearance to the following:

Name (*Print*)

Business Name

Title

Address

City, State and Zip Code

Phone Number

Fax Number

E-Mail Address

I authorize the City to provide the Taxpayer's Revenue Clearance Letter to all City departments that the Taxpayer is in compliance with the tax ordinances administered by the Commissioner of Revenue.

Please send me 1<sup>st</sup> Revenue Clearance Letter to: *Finance/Accounts Payable (816) 513-1264*

*Print name of City Department/Contact Person/E-mail/Fax Number*

This authorization shall expire one (1) year from the date on the bottom of this form. The City's Commissioner of Revenue Division personnel (hereinafter "the City") are hereby held harmless from any and all liability relating to unauthorized disclosure of confidential tax information resulting from release of information under all applicable confidentiality laws including any damages sustained by wrongful transmission of confidential tax information to any other person.

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE EXAMINED THIS AUTHORIZATION, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS TRUE, CORRECT AND COMPLETE.**

I hereby certify that I am the Taxpayer named herein or that I have the authority to execute this authorization on behalf of the Taxpayer and hold harmless agreement.

Name (*Print*)

Title (*if Applicable*)

Signature

Phone Number

Date

**A FACSIMILE OF THIS DOCUMENT SHALL CONSTITUTE AN ORIGINAL.**



The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

# PROCUREMENT

## Part II

(1 of 4)

		DO NOT WRITE IN THIS BLOCK (For City's use only)	
		VENDOR NO:	
<b>PURCHASE ORDER ADDRESS</b>		<b>TYPE OF BUSINESS (Check all that apply):</b>	
COMPANY NAME:		<input type="checkbox"/> Dealer/Wholesaler	
Address:		<input type="checkbox"/> Mfg./Producer	
City:		<input type="checkbox"/> Service	
State:		<input type="checkbox"/> Constr. Contractor	
Zip:		<input type="checkbox"/> Mfg. Rep.	
Phone:		<input type="checkbox"/> Prof. Services	
Fax:		<input type="checkbox"/> Other (specify)	
Purchase Order:		Is this company a 51% minority-owned business? Yes <input type="checkbox"/> No <input type="checkbox"/>	
E-Mail:		Is this company a 51% woman-owned business? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Attn:		Are you certified with the City of Kansas City, MO as D/M/WBE? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Title:		Are you certified with the City of Kansas City, MO as SLBE? Yes <input type="checkbox"/> No <input type="checkbox"/>	

## NIGP COMMODITY/SERVICE CLASS CODE LIST

**INSTRUCTIONS:** Place an X before the class(es) of commodity and/or service that your company would like to provide to the City.  
Return these sheets with your SUPPLIER APPLICATION.

- |  |   |
|--|---|
| <input type="checkbox"/> 005 Abrasives   | <input type="checkbox"/> 175 Chemical laboratory equipment and supplies                                   |
| <input type="checkbox"/> 010 Acoustical tile, insulating materials, and supplies                   | <input type="checkbox"/> 180 Chemical raw materials (in large quantities--janitorial, laundry)            |
| <input type="checkbox"/> 015 Addressing, copying, mimeograph, and spirit duplicating               | <input type="checkbox"/> 190 Chemicals and solvents, commercial (in bulk)                                 |
| <input type="checkbox"/> 019 Agricultural crops and grains including fruits, melons, nuts          | <input type="checkbox"/> 192 Cleaning compositions, detergents, solvents, strippers (prepackaged)         |
| <input type="checkbox"/> 020 Agricultural equipment, implements, and accessories                   | <input type="checkbox"/> 193 Clinical laboratory reagents and tests (blood grouping, diagnostic)          |
| <input type="checkbox"/> 022 Agricultural implement and accessory parts                            | <input type="checkbox"/> 195 Clocks, watches, timepieces, jewelry and precious stones                     |
| <input type="checkbox"/> 025 Air compressors and accessories                                       | <input type="checkbox"/> 200 Clothing, athletic, casual, dress, uniform, weather-related, work            |
| <input type="checkbox"/> 031 Air conditioning, heating, and ventilating: Equipment                 | <input type="checkbox"/> 201 Clothing accessories (See Class 800 for Shoes and Boots)                     |
| <input type="checkbox"/> 035 Aircraft and airport, equipment, parts, and supplies                  | <input type="checkbox"/> 204 Computer hardware and peripherals for microcomputers                         |
| <input type="checkbox"/> 037 Amusement, decorations, entertainment, toys, etcetera                 | <input type="checkbox"/> 206 Computer hardware and peripherals for mini and mainframe computers           |
| <input type="checkbox"/> 040 Animals, birds, marine life, poultry, and accessory items (live)      | <input type="checkbox"/> 207 Computer accessories and supplies  |
| <input type="checkbox"/> 045 Appliances and equipment, household type                              | <input type="checkbox"/> 208 Computer software for microcomputers (preprogrammed)                         |
| <input type="checkbox"/> 050 Art equipment and supplies  | <input type="checkbox"/> 209 Computer software for mini and mainframe computers (preprogrammed)           |
| <input type="checkbox"/> 052 Art objects   | <input type="checkbox"/> 210 Concrete and metal culverts, pilings, septic tanks, accessories and supplies |
| <input type="checkbox"/> 055 Automotive accessories for automobiles, buses, trucks, etcetera       | <input type="checkbox"/> 220 Controlling, indicating, measuring, monitoring, recording instruments        |
| <input type="checkbox"/> 060 Automotive and trailer maintenance items and repair/replacement parts | <input type="checkbox"/> 225 Coolers, drinking water (water fountains)                                    |
| <input type="checkbox"/> 065 Automotive and trailer bodies, accessories and parts                  | <input type="checkbox"/> 232 Crafts, general  |
| <input type="checkbox"/> 070 Automotive vehicles and related transportation equipment              | <input type="checkbox"/> 233 Crafts, specialized  |
| <input type="checkbox"/> 075 Automotive shop equipment and supplies                                | <input type="checkbox"/> 240 Cutlery, dishes, flatware, glassware, trays, utensils and supplies           |
| <input type="checkbox"/> 080 Badges, emblems, name tags and plates, jewelry, etcetera              | <input type="checkbox"/> 245 Dairy equipment and supplies   |
| <input type="checkbox"/> 085 Bags, bagging, ties, and erosion control equipment                    | <input type="checkbox"/> 250 Data processing cards and paper  |
| <input type="checkbox"/> 090 Bakery equipment, commercial  | <input type="checkbox"/> 255 Decals and stamps  |

# PROCUREMENT

## Part II

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- 095 Barber and beauty shop equipment and supplies
- 100 Barrels, drums, kegs, and containers
- 105 Bearings (except wheel bearings and seals—See Class 060)
- 110 Belts and belting: Automotive and industrial
- 115 Biochemicals, research
- 120 Boats, motors, and marine and wildlife supplies
- 125 Bookbinding supplies
- 135 Bricks and other clay products, refractory materials, stone products
- 140 Broom, brush, and mop manufacturing machinery and supplies
- 145 Brushes (not otherwise classified)
- 150 Builders' supplies
- 155 Buildings and structures: Fabricated and prefabricated,
- 160 Butcher shop and meat processing equipment
- 165 Cafeteria and kitchen equipment, commercial
- 318 Fare collection equipment and supplies
- 320 Fastening, packaging, strapping, tying equipment and supplies
- 325 Feed, bedding, vitamins, and supplements for animals
- 330 Fencing
- 335 Fertilizers and soil conditioners
- 340 Fire protection equipment and supplies
- 345 First aid and safety equipment (except nuclear and welding)
- 350 Flags, flag poles, banners, and accessories
- 360 Floor coverings, floor covering installation and removal equipment
- 365 Floor maintenance machines, parts, and accessories
- 370 Food processing and canning equipment and supplies
- 375 Foods: Bakery products (fresh)
- 380 Foods: Dairy products (fresh)
- 385 Foods: Frozen
- 390 Foods: Perishable
- 393 Foods: Staple grocery and grocer's miscellaneous items
- 395 Forms, continuous: Computer paper, form labels, snap-out forms
- 400 Foundry castings, equipment, and supplies
- 405 Fuel, oil, grease and lubricants
- 410 Furniture: Health care and hospital facility
- 415 Furniture: Laboratory
- 420 Furniture: Cafeteria, chapel, dormitory, household, library, lounge
- 425 Furniture: Office
- 430 Gases, containers, equipment: Laboratory, medical, welding
- 257 Defense system equipment, weapons, and accessories
- 260 Dental equipment and supplies
- 265 Draperies, curtains, and upholstery material (including automobile)
- 269 Drugs and pharmaceuticals
- 271 Drugs, pharmaceuticals, and sets (for large-volume parenteral admin.)
- 279 Eighteenth (18th) century reproduction goods
- 280 Electrical cables and wires (not electronic)
- 285 Electrical equipment and supplies (except cable and wire)
- 287 Electronic components (not for testing or analyzing — See Class 730)
- 290 Energy collecting equipment and accessories: Solar and wind
- 295 Elevators and escalators, building type
- 305 Engineering equipment, surveying equipment, drawing instruments
- 310 Envelopes, plain or printed
- 315 Epoxy-based formulations for adhesives, coatings, related agents
- 520 Leather and related equipment, products, accessories and supplies
- 525 Library and archival equipment, machines, and supplies
- 530 Luggage, brief cases, purses, and related items
- 540 Lumber and related products
- 545 Machinery and hardware, industrial
- 550 Markers, plaques, and traffic control devices
- 553 Manufacturing components and supplies
- 555 Marking and stenciling devices
- 556 Mass transportation - transit bus
- 557 Mass transportation - transit bus accessories and parts
- 558 Mass transportation - rail vehicles and systems
- 559 Mass transportation - rail vehicle parts and accessories
- 560 Material handling and storage equipment and allied items
- 565 Mattress manufacturing machinery and supplies
- 570 Metals: Bars, plates, rods, sheets, strips, structural shapes, tubing
- 575 Microfiche and microfilm equipment, accessories, and supplies
- 578 Miscellaneous products
- 580 Musical instruments, accessories, and supplies
- 590 Notions and related sewing accessories and supplies
- 593 Nuclear equipment components, accessories, and supplies
- 595 Nursery stock, equipment, and supplies
- 600 Office machines, equipment, and accessories
- 605 Office mechanical aids, small machines, and apparatuses
- 610 Office supplies: Carbon paper and ribbons, all types

# PROCUREMENT

## Part II

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- 435 Germicides, cleaners, and related sanitation products
- 440 Glass and glazing supplies
- 445 Hand tools (powered and non-powered), accessories and supplies
- 450 Hardware and related items
- 460 Hose, accessories, and supplies: Industrial, commercial, and garden
- 465 Hospital and surgical equipment, instruments, and supplies
- 470 Hospital, nursing home or residential specialized equipment
- 475 Hospital, surgical, and related medical accessories and sundry items
- 485 Janitorial supplies, general line
- 490 Laboratory equipment and accessories (for general analytical/research use)
- 493 Laboratory equipment and accessories: Biochemistry, chemistry
- 495 Laboratory and field equipment and supplies: Biology, botany, geology
- 500 Laundry and dry-cleaning equipment - commercial
- 505 Laundry and dry-cleaning compounds and supplies
- 510 Laundry textiles and supplies
- 515 Lawn maintenance equipment (non-agricultural applications)
- 680 Police equipment and supplies
- 685 Poultry equipment and supplies
- 690 Power generation equipment, accessories, and supplies
- 691 Power transmission equipment/electrical, mechanical, air, and hydraulic
- 700 Printing plant equipment and supplies (except papers)
- 710 Prosthetic devices, hearing aids, auditory testing equipment
- 715 Publications and audiovisual materials (prepared materials only)
- 720 Pumping equipment and accessories
- 725 Radio communication, telephone, and telecommunications equipment
- 730 Radio communications and telecommunication testing, measuring
- 735 Rags, shop towels, and wiping cloths
- 740 Refrigeration equipment and accessories
- 745 Road and highway building materials (asphaltic)
- 750 Road and highway building materials (not asphaltic)
- 755 Road and highway equipment and parts: Asphalt, concrete handling
- 760 Road and highway equipment: Earth handling, grading, moving, packing
- 765 Road and highway equipment (except asphalt, concrete)
- 770 Roofing
- 775 Salt (sodium chloride) (See Class 393 for table salt)
- 780 Scales and weighing apparatus (see Classes 175-08 for laboratory balances)
- 785 School equipment and supplies
- 790 Seed, sod, soil, and inoculants
- 615 Office supplies, general
- 620 Office supplies: Erasers, inks, leads, pens, pencils, etcetera
- 625 Optical equipment, accessories, and supplies
- 630 Paint, protective coatings, varnish, wallpaper, and related products
- 635 Painting equipment and accessories
- 640 Paper and plastic products, disposable
- 645 Paper (for office and print shop use)
- 650 Park, playground, recreational area and swimming pool equipment
- 652 Personal hygiene and grooming equipment and supplies
- 655 Photographic equipment and supplies (not including graphic arts)
- 658 Pipe and tubing
- 659 Pipe and tubing fittings
- 660 Pipes, tobaccos, smoking accessories; alcoholic beverages
- 665 Plastics, resins, fiberglass: Construction, forming, laminating, molding
- 670 Plumbing equipment, fixtures, and supplies
- 675 Poisons: Agricultural and industrial
- 863 Tires and tubes
- 864 Train controls, electronic
- 865 Twine and string
- 870 Venetian blinds, awnings, and shades
- 875 Veterinary equipment and supplies
- 880 Visual education equipment and supplies (except projection lamps)
- 883 Voice response systems
- 885 Water and wastewater treating chemicals
- 890 Water supply, groundwater, sewage treatment, and related equipment
- 895 Welding equipment and supplies
- 898 X-ray and other radiological equipment and supplies (medical)
- 905 Aircraft and airport operations services
- 906 Architectural services, professional
- 907 Architectural and engineering services, non-professional
- 908 Bookbinding, rebinding, and repairing
- 909 Building construction services, new
- 910 Building maintenance, installation and repair services
- 912 Construction services, general
- 913 Construction services, heavy
- 914 Construction services, trade (new construction)
- 915 Communications and media-related services
- 918 Consulting services

# PROCUREMENT

## Part II

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- 795 Sewing coons and textile machinery, and accessories
- 800 Shoes and boots
- 801 Signs, sign materials, sign making equipment, and related supplies
- 803 Sound systems, components, and accessories: Group intercom, music
- 804 Spacecrafts, accessories and components
- 805 Sporting goods, athletic equipment and athletic facility equipment
- 810 Spraying equipment (except household, nursery plant, and paint)
- 815 Steam and hot water fittings, accessories, and supplies
- 820 Steam and hot water boilers, and steam heating equipment
- 825 Stockman equipment and supplies
- 830 Tanks (metal, wood, synthetic materials): Mobile/portable/stationary)
- 832 Tape (not data processing, measuring, optical, sewing, sound/video)
- 840 Television equipment and accessories
- 845 Testing apparatus and instruments (not for electrical or electronic)
- 850 Textiles, fibers, household linens, and piece goods
- 855 Theatrical equipment and supplies
- 860 Tickets, coupon books, sales books, strip books, etc.
- 920 Data processing, computer, and software services
- 924 Educational services
- 925 Engineering services, professional
- 926 Environmental and ecological services
- 928 Equip. maint., repair services for all vehicles, trailers, trucks
- 929 Equip. maint., reconditioning, and repair--agricultural and heavy industrial
- 931 Equip. maint., reconditioning, and repair--appliance, athletic, cafeteria
- 934 Equip. maint., reconditioning, and repair--laundry, lawn, painting, plumbing
- 936 Equip. maint., reconditioning, and repair--general equipment
- 938 Equip. maint., reconditioning, and repair--hospital, lab, testing
- 939 Equip. maint., reconditioning, and repair--office, photographic, radio
- 940 Equip. maint., repair, construction, and related services--railroad
- 941 Equip. maint., reconditioning, and repair--power generation
- 944 Farming and ranching services, animal and crop
- 945 Fishing, bunting, trapping, game propagation, and related services
- 946 Financial services
- 947 Forestry services
- 948 Health-related services (for human services, See Class 952)
- 952 Human services
- 953 Insurance, all types
- 954 Laundry and dry-cleaning services
- 956 Library services (See Class 908 for bookbinding, rebinding, repairing)
- 958 Management services
- 959 Marine construction services: Marine equipment maintenance
- 961 Miscellaneous services, No. 1
- 962 Miscellaneous services, No. 2
- 963 Non-biddable miscellaneous items
- 965 Printing preparations: Etching, photoengraving, and preparation
- 966 Printing and related services
- 967 Production and related services
- 968 Public Works and related services 971 Real property rental or lease
- 975 Rental or lease services of equipment--agricultural, aircraft, automotive
- 977 Rental or lease services of equipment--appliances, cafeteria, film, furniture
- 979 Rental or lease services of equipment--engineering, hospital, lab, scales
- 981 Rental or lease of equipment--general equipment
- 983 Rental or lease services of equipment--clothing, janitorial, laundry, lawn
- 984 Rental or lease services of computers, data processing & word processing
- 985 Rental or lease set-vices of equipment--office, photographic, printing
- 988 Roadside, grounds, recreational and park area services
- 989 Sampling and sample preparation services (for testing)
- 990 Security, fire, safety, and emergency services
- 992 Testing and calibration services
- 998 Sale of surplus and obsolete items