

# DEKALB COUNTY

## Board of Health

Re: Bidder's List Application

Dear Applicant:

Thank you for your interest in doing business with the DeKalb County Board of Health (the Board). The Board's Bidder List (BBL) is used to develop mailing lists for open solicitation opportunities. This package includes information helpful in successfully completing your application(s), including:

- Board Bidder's List application
- Detailed instructions for the completion of the application
- The National Institute of Governmental Purchasing (NIGP) Commodity Code Index

After you have completed the application(s) for your company, return it to:

DeKalb County Board of Health  
Division of Internal Services  
Office of Purchasing  
Post Office Box 40  
Decatur, GA 30031

Please keep a copy of the application(s) for your records. You will receive notification when your company has been placed on the BBL. This notification will include your vendor number; please make note of this number and reference it on all correspondence to the Board.

If your company changes its address, phone number, contact or commodity information, you must notify the Board. You may do this quickly and easily via fax at 404.508.7810. Please include your old information, new information and your vendor number. For your protection, no oral notifications will be accepted.

We value the participation of all interested vendors in the DeKalb County Board of Health's competitive bidding system and encourage all companies to register on the Board Bidder's List.

Sincerely,



Lisa McWhorter  
Procurement Officer 2

Enclosure

## INSTRUCTIONS BOARD BIDDER'S LIST APPLICATION

Please follow the instructions to complete the Bidder's List Application Form. Complete the form using a typewriter or print, using ink. All signatures must be in ink and original, stamps are unacceptable.

1. **Federal Employer Identification Number (EIN):** Enter your Federal EIN where indicated (nine digits). The DeKalb County Board of Health, Purchasing Office prefers all businesses, including vendors outside of the United States, to have and submit their EIN to do business with the Board.

If you are operating as an individual and do not have a FEIN and wish to use your Social Security Number, please enter your SSN in the second space provided. Please do not return the application without one of these numbers affixed.

2. **Applicant's Company Name/Main Address:** Enter name and address of company, main office or principal place of business.
3. **Previous Company Name/Address:** If your business has operated under another name or at another address, enter the appropriate information.
4. **Mail Bid Request To:** If you wish to have bid invitations send to an address other than your principal place of business (ex: Branch Office), enter the address in the space provided, otherwise, leave blank.
5. **Category:**

- A. **Manufacturer or Producer** means a person (or concern) owning, operating, or maintaining a factory or establishment that produces, on the premises, the materials, supplies, articles, or equipment of the general character of those items listed on item number 9.
- B. **Regular Dealer (Type 1)** means a person (or concern) who owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles, or equipment of the general character list in item number 9 are bought, kept in stock, and sold to the public in the usual course of business.
- C. **Regular Dealer (Type 2)** in the case of supplies of particular kinds (at present, petroleum, lumber and timber products, coal, machine tools, raw cotton, green coffee, or hay, grain, feed, and straw), means a person (or concern) satisfying the requirements of article 101 (b) of the regulations, as amended from time to time, prescribed by the Secretary of Labor under the Walsh-Healy Public Contracts Act (41 U.S. Code 35-45).
- D. **Service Establishment** means a concern (or person) which owns, operates, or maintains any type of business which is principally engaged in the furnishing of non-personal services, such as (but not limited to) repairing, cleaning, redecorating, or rental of personal property, including the furnishing of necessary repairs parts or other supplies as part of the services performed.
- E. **Definition Relating to Type of Ownership:**

**Minority Business Enterprise:** A minority business enterprise is defined as a "business, at least 51 percent of which is owned and controlled by minority group members or, in case of publicly owned businesses, at least 51 percent of the stock of which is owned and controlled by minority group members." For the purpose of this definition, minority group members are Blacks, Hispanics, Asian-Americans, American-Indians, American-Eskimos and American-Aleuts.

**Women Business Enterprise:** A Women Business Enterprise is defined as a business concern (1) which is at least 51 percent owned by one or more females, or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more females; and (2) whose management and daily business operations are controlled by one or more of the females who own it.

**Board Bidder's List Application**  
**Instructions**  
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F. **Definition Relating to Size of Business:** Small Business Concern – A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is bidding on Government contracts and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria, as prescribed by the Small Business Administration. (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures.)

6. **Primary Business:** Check one box that describes the primary business function of your firm. Please do not check more than one box.
7. **Organized As:** Check the appropriate space. If a corporation, enter the date and state of incorporation. If an individual or partnership, enter the date of entry into business in the area for which you are making application.
8. **Primary Contact Person:** Enter the name of the person to be your primary contact with Board Purchasing, along with their official title, area code and telephone number, Toll-free number (if applicable), and the fax number for your company.
9. **Commodity Information:** Self explanatory. Please fill in all information.
10. **Names of Owner, Members, or Officers of Concern, Partnership or Corporation:** Self-explanatory.
11. **Name, Signature, and Title of Persons Authorized to Sign Bids and Contracts:** Please **type** in the name of the person(s) authorized by your company to sign bids and/or contracts, together with their official title, area code, and telephone number; then have the person(s) whose name(s) appear(s) **manually sign** beside the typed name(s). Bids received bearing a signature other than those shown on the application may result in rejection of the bid.
12. **Board Contracts** are established for selected commodities and services for use by all Programs for a term period of time.  
  
If you wish to bid on Board Contracts, check "Yes"; if not, check "No".
13. The coding structure is based on an alpha/numeric listing of general classes of commodities and services (classes 005-942) identified by a 3-digit number. Each 3-digit class is further broken down into item codes which define specific commodities and services (item codes 01-99) identified by a 2-digit number. Item codes are further broken down into groups identified by a 2-digit number and groups are broken down further into detail identified by a 4-digit number. The class-item index is provided for your careful review and selection which best represents the products or services for which you would like to be registered on the Board Bidder's List. Please see Attachment A for this listing.
14. **Applicant's Statement:** A person authorized by your company is required to read and sign this statement. Please include signer's title and date of signature.

NOTE: The Acceptance of your application and the assignment of an I.D. number does not imply approval or acceptance of the quality level of products you represent or the ability of your company to perform. Award of a contract or issuance of a purchase order is contingent upon your compliance with specifications and terms and conditions contained in each "Invitation to Bid".

To Insure that the information contained in the "Bidder's Mailing List" is current, it is imperative that all future changes be conveyed to the Purchasing Officer in writing.

To maintain your eligibility to receive bid invitations, you should respond regularly to inquiries received or provide a meaningful reason for periodic failure to offer a monetary bid. A simple "**no bid**" is not a valid response and may adversely affect your status as a bidder when the computerized bid lists are periodically purged of invalid data and non-responsive vendors. A vendor is subject to removal from the mailing list, for a specific commodity, when his or her performance indicates a lack of monetary bid response to three or more consecutive bid invitations.

**DEKALB COUNTY BOARD OF HEALTH  
BIDDER'S LIST APPLICATION**

Type or print in ink. Fill in each section front and back.



**RETURN TO:**

DeKalb County Board of Health  
Division of Internal Services  
Purchasing Office  
Post Office Box 987  
Decatur, Georgia 30030

Initial Application

Revision

**1. Enter FEIN/SSN:**

Federal Employer ID Number:

\_\_\_\_\_

Social Security Number:

\_\_\_\_\_

**2. Applicant's Company Name/Address:**

\_\_\_\_\_

Street or P.O. Box

\_\_\_\_\_

City

State

Zip

**3. Previous Company Name/Address:**

\_\_\_\_\_

Street or P.O. Box

\_\_\_\_\_

City

State

Zip

**4. Mail Bid Request To:**

\_\_\_\_\_

Street or P.O. Box

\_\_\_\_\_

City

State

Zip

**5. Category:**

Manufacturer or Producer

Regular Dealer (Type 2)

Small Business

Regular Dealer (Type 1)

Service Establishment

Minority Business Enterprise

Women Business Enterprise

**6. Primary Business: (check one)**

1. Construction Firm
2. Authorized Dealer
3. Surplus Dealer
4. Jobbers
5. Service Firm
6. Retail Dealer
7. Manufacturer
8. Factory Representative

**7. Organized As: (check one)**

1. Individual
2. Partnership
3. Corporation

Month

Day

Year

State

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. Primary Contact Person:**

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Telephone Number  
\_\_\_\_\_  
Fax Number  
\_\_\_\_\_  
Toll-Free Number  
\_\_\_\_\_  
Internet Address

**9. Commodity/Service Information:**

Principal Line of Business: \_\_\_\_\_  
\_\_\_\_\_  
Are your products manufactured in Georgia?  
YES NO If no, in which state? \_\_\_\_\_  
Approximate Inventory Normally Stocked:  
\$ \_\_\_\_\_  
Does your company have access to the Internet?  
YES NO

**10. Name of Owner, Members or Officers of Concern, Partnership or Corporation:**

President \_\_\_\_\_ Vice President \_\_\_\_\_  
Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_  
Owner(s) or Partners \_\_\_\_\_

**11. Name, Signature and Title of Persons to sign bid(s) and contract(s). This must be kept current. (SIGNATURE IS REQUIRED)**

Name	Signature	Title	Telephone Number
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_____	_____	_____	_____
_____	_____	_____	_____

**12. Do you wish to bid on Board Contracts? YES NO**

**13. Commodity Code Selection for Addition to Bid Lists.** Select the 7-Digit Subclass titles that contain products and/or services that you wish to bid from the Alpha/Numeric Class/Subclass Index and enter in numeric order in the space below, except for Class 269 (Generic Drugs on Statewide Contracts) which requires registration at the 3-digit Class level only. If prior application is on file and you wish to correct that application, enter the codes that are to be corrected followed by "A" for add and "D" for delete in the (\*) column; otherwise, leave blank. If additional space is needed, please attach a separate sheet.

**14. Applicant's Statement**

I, the undersigned, hereby certify that the above and foregoing information is a full, true and correct statement of facts, and subject to the Open Records Act of Georgia.

\_\_\_\_\_  
Signature of Person Authorized to Sign  
This Application

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**DEKALB COUNTY BOARD OF HEALTH**  
**Class Item Index**

<b>CLASSIFICATION AND NIGP CODE</b>		
Please check each product/service classification your company provides. (NOTE: Classes are generalized)		
	005	Abrasives
	010	Acoustical Tile, Insulation Materials & Supplies
	015	Addressing, Copying Mimeograph & Spirit Duplicating Machine Supplies, Chemical Inks, Paper, etc
	045	Appliances & Equipment (household type)
	050	Art Equipment & Supplies
	080	Badges
	085	Bags, Bagging, Ties & Erosion Control Equipment
	145	Brushes (not otherwise classified)
	165	Cafeteria & Kitchen Equipment, Commercial
	175	Chemical Laboratory Supplies & Equipment
	190	Chemical & Solvent, Commercial (Bulk Packaging)
	192	Cleaning Compositions, Detergents, Solvents & Strippers (Pre-Packaged)
	193	Clinical Laboratory Reagents & Tests (Blood Grouping, Diagnostic, Drug Monitoring, etc.)
	200	Clothing, Apparel, Uniforms & Accessories
	204	Computer Hardware & Peripherals for Microcomputers
		Computers & Information Processing Systems (Hardware, Software, Peripherals, Accessories,
	205	Supplies, & Related Materials)
	220	Controlling, Indicating, Measuring, Monitoring & Recording Information
	232	Crafts, General
	233	Crafts, Specialized
	250	Data Processing Cards & Paper
	255	Decals & Stamps
	260	Dental Equipment & Supplies
	265	Draperies, Curtains, Upholstery Material (including Automobile)
	270	Drugs, Pharmaceutical & Biological (for Human Therapeutic Use)
	271	Drugs, Pharmaceutical & Sets
	280	Electrical Cables & Wires (not Electronic)
	285	Electrical Equipment & Wires (Except Cable & Wire)
		Electronic Components, Replacement Parts & Accessories: Miscellaneous Electronic Equipment
	287	(not for Testing or Analyzing)
	300	Embossing & Engraving
	310	Envelopes: Plain or Printed
	320	Fastening, Packaging, Strapping, Typing Equipment & Supplies
	340	Fire Protection Equipment & Supplies
	345	First Aid & Safety Equipment & Supplies
	350	Flags, Flag Poles, Banners & Accessories
	360	Floor Covering, Floor Covering Installation & Removal
	365	Floor Maintenance Machines, Parts & Accessories
	395	Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms & Folders for Forms
	410	Furniture: Health Care & Hospital Facilities
	415	Furniture: Laboratory

## ATTACHMENT A

420	Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge & School
425	Furniture: Office
430	Gases, Container Equipment: Laboratory, Medical & Welding
435	Germicides, Cleaner & Related Sanitation Products for Health Care Personnel
445	Hand Tool (Powered & Non-Powered) Accessories & Supplies
450	Hardware & Related Items
460	Hose, Accessories & Supplies: Industrial, Commercial & Garden
465	Hospital & Surgical Equipment, Instruments & Supplies
470	Hospital Equipment & Supplies: Mobility, Speech Impaired & Restraint Items
475	Hospital, Surgical & Related Medical Accessories & Sundry Items
485	Janitorial Supplies, General Line & Supplies
490	Laboratory Equipment Accessories (for General Analytical Use): Nuclear, Optical & Physical
493	Lab Equipment & Accessories: Chemistry, Biochemistry, Environmental Science, etc.
495	Lab & Field Equipment & Supplies: Biology, Botany, Geology, Microbiology, Zoology, etc.
515	Lawn Maintenance Equipment, Machines & Supplies
525	Library & Archival Equipment, Machines & Supplies
530	Luggage, Brief Cases, Purses & Related Items
550	Markers, Plaques, Signs & Traffic Control Devices
555	Marking & Stenciling Equipment
560	Material Handling & Storage Equipment & Allied Items
570	Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing & Fabricated Items
575	Microfiche & Microfilm Equipment, Accessories & Supplies
578	Miscellaneous Products
600	Office Machines, Equipment & Accessories
605	Office Mechanical Aids, Small Machines & Apparatus
610	Offices Supplies, Carbon Paper & Ribbons (All types)
615	Office Supplies, General
620	Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc.
625	Optical Equipment, Accessories & Supplies
630	Paint, Protective Coatings, Varnish, Wallpaper & Related Items
635	Painting Equipment & Accessories
640	Paper & Plastic Products
645	Paper (for Office & Print Shop Use)
655	Photographic Equipment & Supplies (not including Graphic Arts, Microfilm, X-ray)
665	Plastics, Resins, Fiberglass; Forming Laminating & Molding Equipment
675	Poisons: Agricultural & Industrial
700	Printing Plant Equipment & Supplies (except paper)
705	Printing Preparations: Etching, Photoengraving, Typesetting & Preparing Mats, Negatives, Plates
710	Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, etc.
715	Publications & Audiovisual Materials (Prepared Material Only, Not Equipment, Supplies or Production)
720	Pumping Equipment & Accessories
725	Radio Communications, Telephone & Telecommunications Equipment, Accessories & Supplies
730	Radio Communications & Telecommunications Testing, Measuring & Analyzing Equipment: Accessories & Supplies
735	Rags, Shop Towels & Wiping Cloths
740	Refrigeration Equipment & Accessories
775	Salt (Sodium Chloride)

## ATTACHMENT A

780	Scales & Weighing Apparatus (See Class 175 for Laboratory Balances)
785	School Equipment & Supplies
800	Shoes & Boots
803	Sound Systems, Components & Accessories: Group Intercom, Music, Public Address, etc.
810	Spraying Equipment (Except Household, Nursery, Plant & Paint)
815	Steam & Hot Water Fittings, Accessories & Supplies
832	Tape (not Data Processing)
840	Television Equipment & Supplies
845	Testing Apparatus & Instruments (not for Electrical or Electronic Measurements)
870	Venetian Blinds, Awnings & Shades
880	Visual Education Equipment & Supplies (except Projection Lamps - see Class 285)
898	X-ray & Other Radiological Equipment & Supplies (Medical)
906	Architect-Engineer & Other Professional Design Services (not for Construction Coverage)
908	Bookbinding, Rebinding & Repairing
909	Building Construction Services, New
910	Building Maintenance & Repair Services (including Janitorial Services)
915	Communications & Media Related Services
918	Consulting Services
920	Data Processing Services & Software
924	Educational Services
928	Equipment Maintenance, Reconditioning and Repair Services for Automobiles, Trucks, Trailers, Transit buses and other Vehicles
931	Equipment Maintenance, Reconditioning & Repair Services (Appliances, Athletic, Cafeteria, Furniture, Musical Instruments & Sewing Machines)
936	Equipment Maintenance, Reconditioning & Repair Services (General Equipment)
938	Equipment Maintenance, Reconditioning & Repair Services (Hospital, Laboratory & Testing)
939	Equipment Maintenance, Reconditioning & Repair Services (Office, Photographic & Radio/Television Equipment)
946	Financial Services
948	Health Related Services (for Human Services - see Class 952)
952	Human Services
961	Miscellaneous Professional Services
964	Personnel, Temporary Employment Agency Services
966	Printing, Publishing, Silk Screening Production & Typesetting
977	Rental/Lease Services of Equipment (Appliances, Cafeteria, Film, Furniture, Hardware, Musical, Sewing, Window & Floor Covering)
979	Rental/Lease Services of Equipment (Engineering, Hospital, Laboratory, Precision Instruments, Refrigeration, Scales & Testing Equipment)
981	Rental/Lease of Equipment (General Equipment)
983	Rental/Lease of Equipment (Janitorial, Laundry, Lawn, Painting, Spraying & Textile Equipment)
985	Rental/Lease of Equipment (Office, Photographic, Printing, Radio/TV/Telephone Equipment)
990	Security, Fire Safety & Emergency Services
998	Sales of Surplus & Obsolete Items