

**FOR SUPPORT SERVICES USE ONLY**

Vendor No. \_\_\_\_\_  
Date Approved \_\_\_\_\_



# Vendor Application

Return to:

**Office of Support Services  
Morehead State University  
Support Services Complex  
Morehead, KY 40351**

Applicant's Firm Name \_\_\_\_\_

Applicant's Address for Bids:

Applicant's Address for Purchase Orders:

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

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

Address \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City State Zip

City State Zip

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

FAX No. \_\_\_\_\_

FAX No. \_\_\_\_\_

Federal Employer Identification No. \_\_\_\_\_

Federal Employer Identification No. \_\_\_\_\_

Social Security No. (if individual) \_\_\_\_\_

Social Security No. (if individual) \_\_\_\_\_

**Applicant's Payment Address** (if different):

Applicant's payment name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number of years in business under current name \_\_\_\_\_

Number of years in business under previous name(s) \_\_\_\_\_

Previous company name(s) and address(es) \_\_\_\_\_

Number of years in business under current management \_\_\_\_\_

**Type of Ownership:**

- (01)  Individual
- (02)  Partnership
- (03)  Corporation, incorporated in \_\_\_\_\_ (state)
- (04)  Non-Profit Organization
- (05)  Government Agency
- (06)  Sole Proprietorship
- (07)  Other \_\_\_\_\_

**Check one of the following: (applicable to corporations only)**

- (1)  As a foreign (out-of-state) corporation, we are registered with the Secretary of State, Commonwealth of Kentucky, and authorized to do business in the state.
- (2)  As a domestic corporation, we are in good standing with the Secretary of State, Commonwealth of Kentucky.

**List the name, office address, and telephone number of each person authorized to sign bids for your firm and their official capacity:**

Name	Address	Telephone No.	Title

Name	Address	Telephone No.	Title

**Customer References:** (preferably federal, state, or municipal government)

Name	Address	Telephone No.

Name	Address	Telephone No.

Name	Address	Telephone No.

**Business Type** (check one)

- (D) Distributor
- (G) General Contractor
- (MF) Manufacturer
- (O) Other

*Additional information concerning your firm which you feel may be of interest to the Office of Support Services; product lines, brand names to be supplied, manufacturers' represented, etc. Attach additional information if necessary.*

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In order to be placed on the correct bidder's list, indicate by an "X" in the blank space provided on the commodity(s) or service(s) on which you wish to bid. **SEE COMMODITY AND SERVICE LISTING.**

## Business Classification

Please list any federal, state, or local agency that the classification is certified by, if applicable:

Name	Address	Telephone No.

Mark only one classification. Refer to "Definitions" for assistance in determining correct classification.

- |  |  |
|--|--|
| (01) <input type="checkbox"/> Small Business               | (06) <input type="checkbox"/> Woman-Owned Large Business               |
| (02) <input type="checkbox"/> Large Business               | (07) <input type="checkbox"/> Disadvantaged Woman-Owned Small Business |
| (03) <input type="checkbox"/> Disadvantaged Small Business | (08) <input type="checkbox"/> Disadvantaged Woman-Owned Large Business |
| (04) <input type="checkbox"/> Disadvantaged Large Business | (09) <input type="checkbox"/> Handicapped-Owned Business               |
| (05) <input type="checkbox"/> Woman-Owned Small Business   | (10) <input type="checkbox"/> Other _____                              |

- (01) SMALL BUSINESS:** A business concern that is organized for profit, is independently owned and operated, is not dominant in the field of operations in which it is bidding, and meets the size standards as prescribed in the code of Federal Regulations, Title 13, Part 121. Consult your local or district Small Business Administration (SBA) office if further clarification is needed.
- (02) LARGE BUSINESS:** A business concern that exceeds the small business size code standards established by SBA.
- (03) DISADVANTAGED SMALL BUSINESS:** a business concern (a) that is at least 51 percent owned by one or more socially and economically disadvantaged individuals (as defined below), or a publicly owned business, having at least 51 percent of its stock owned by one or more socially and economically disadvantaged individuals; and (b) has its management and daily business operations controlled by one or more such individuals. Socially and economically disadvantaged individuals include Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, and other minorities or individuals found to be disadvantaged by the SBA.
- (04) DISADVANTAGED LARGE BUSINESS:** A concern that meets the definition of socially and economically disadvantaged individuals, but which is not a small business by the SBA's standards.
- (05) WOMAN-OWNED SMALL BUSINESS:** A small business that is at least 51 percent owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" means actively involved in the day to day management.
- (06) WOMAN-OWNED LARGE BUSINESS:** A concern that meets the definition of woman-owned and operated, but which is not a small business by the SBA's standards.
- (07) DISADVANTAGED WOMAN-OWNED SMALL BUSINESS:** A concern that meets the definitions of both (03) and (05) above.
- (08) DISADVANTAGED WOMAN-OWNED LARGE BUSINESS:** A concern that meets the definitions of both (04) and (06) above.
- (09) HANDICAPPED-OWNED BUSINESS:** A small business which is certified as being at least fifty-one percent controlled by one or more permanently handicapped persons.
- (10) OTHER:** A concern that does not meet any of the above definitions.

Morehead State University is committed to providing equal educational opportunity to all persons regardless of race, color, national origin, age, religion, marital status, sex, or educationally-unrelated handicaps in its educational programs, activities, employment policies, and admission of students to any program of study as required by Title IX, Title VI, and Section 504.

Application submitted by (must be signed in ink):

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Date

## Commodity & Service Listing

0005	Abrasives	0205	Computer hardware, peripherals accessories purchase only
0010	Acoustical tile, insulating materials, and supplies	0206	Computer hardware (lease/rental only)
0020	Agricultural implements and accessories	0207	Computer hardware, peripherals and accessories (installment purchase/lease purchase only)
0022	Agricultural major implement and accessory parts	0210	Computer, raised flooring
0025	Air compressors, accessories parts	0215	Computer software, packaged, for microcomputers
0031	Air conditioning, heating and ventilating: equipment, parts and accessories (see related items in Class 0740)	0216	Computer software, packaged, for minicomputers
0040	Animals, bees, livestock, and poultry	0217	Computer software, packaged, for mainframes
0045	Appliances and equipment, household type	0218	Computer supplies (except paper, see Class 0395)
0050	Art equipment and supplies	0219	Concrete, aluminum and corrugated metal culverts, pipes, and other products
0055	Automobile and truck accessories	0220	Controlling, indicating, and recording instruments and supplies
0060	Automotive: parts and maintenance items	0225	Coolers, drinking water
0065	Automotive: bodies and special body accessories for trucks, medium and heavy duty (except buses, see Class 0070)	0230	Copy equipment, accessories and supplies
0070	Automotive: major transportation equipment	0232	Crafts, general
0072	Automotive: trailers	0233	Crafts, specialized
0074	Automotive: cycles and off-road mini vehicles	0240	Cutlery, dishes, flatware, glassware, trays, utensils, and supplies
0075	Automotive: shop equipment and supplies	0245	Dairy equipment and supplies
0080	Badges and other identification equipment and supplies	0265	Draperies, curtains, and upholstery material (including automobiles)
0085	Bags, bagging, ties, and erosion control equipment	0269	Drugs/pharmaceuticals
0090	Bakery equipment, commercial	0270	Nonprescription and miscellaneous pharmaceuticals (for human and therapeutic use)
0100	Barrels, drums, kegs, and containers	0272	Drugs/pharmaceuticals (for non-humane use)
0103	Batteries, primary and rechargeable nickel cadmium	0280	Electrical cables and wires (not electronic)
0105	Bearings (except wheel bearings and seals, see Class 0060)	0281	Electrical, lighting and fixtures
0110	Belts and belting: conveyor, elevator, power transmission, and v-belts	0286	Electrical equipment and supplies (except cable and wire, see Class 0280 and Lighting, see Class 0281)
0115	Biochemicals, research	0287	Electronic components, replacement parts, and accessories: and miscellaneous electronic equipment (except for testing, measuring, or analyzing, see Class 0730)
0120	Boats, motors, and marine and wildlife supplies	0290	Energy collecting equipment and accessories: solar and wind
0125	Bookbinding supplies	0295	Elevators, building type
0135	Bricks and other clay products, refractory materials, and stone products	0300	Embossing and engraving
0140	Broom, brush, and mop manufacturing machinery and supplies	0315	Epoxy bases formulations, 2-component (for 1-component, oil-modified epoxy coatings, see Class 0630)
0145	Brushes (not otherwise classified)	0320	Fasteners, fastening devices, package stitching, strapping, and tying equipment and supplies
0150	Builders' supplies	0325	Feed and bedding (for animal and fowl)
0155	Buildings, fabricated	0330	Fencing
0160	Butcher shop and meat processing equipment	0335	Fertilizers and soil conditioners
0165	Cafeteria and kitchen equipment, commercial	0340	Fire protection equipment and supplies
0175	Chemical laboratory equipment and supplies		
0180	Chemical raw materials (in quantities primarily for janitorial and laundry products manufacturing)		
0190	Chemicals, commercial, in bulk amounts		
0195	Clocks, timers, watches, and jewelers' and watchmakers' tools and equipment		
0200	Clothing and apparel		

_____ 0345	First aid and safety equipment and supplies (except for nuclear, see Class 0490 and welding, see Class 0894)	_____ 0570	Metals: bars, plates, rods, sheets, strips, structural shapes, tubing, and fabricated items
_____ 0350	Flags, flag poles, banners, and accessories	_____ 0575	Microfiche, microfilm, microfilming equipment, and supplies
_____ 0360	Floor covering, floor covering installation and removal equipment and supplies	_____ 0578	Miscellaneous (not itemized in other classes)
_____ 0365	Floor maintenance machines, parts, and accessories	_____ 0580	Musical instruments and supplies
_____ 0371	Foods, beverages	_____ 0590	Notions and sewing supplies, all kinds
_____ 0373	Foods, dairy products	_____ 0595	Nursery stock, equipment, and supplies
_____ 0375	Foods, bakery products	_____ 0600	Office machines, equipment and accessories (except copy machines, see Class 0230; postal machines, see Class 0682; and typewriters, see Class 0867, accessories and supplies)
_____ 0376	Foods, meats, poultry, and seafood products	_____ 0605	Office mechanical aids, small machines, and apparatuses
_____ 0377	Foods: staples, edible	_____ 0610	Office supplies: ribbons and cartridges, all types
_____ 0378	Foods: fruits and vegetables	_____ 0620	Office supplies
_____ 0385	Foods: freeze-dried, and frozen, prepared, ready-to-eat (convenience)	_____ 0625	Optical equipment and supplies
_____ 0395	Forms, continuous (computer paper) and snap-out; and binders	_____ 0630	Paint, protective coatings, varnish, wallpaper, and related products
_____ 0400	Foundry castings, equipment and supplies	_____ 0635	Painting equipment and accessories
_____ 0405	Fuel, oil, grease and lubricants	_____ 0640	Paper and plastic products, disposable
_____ 0406	Fuel, coal, stoker	_____ 0645	Paper (for office and print shop use)
_____ 0410	Furniture: hospital specialized	_____ 0650	Park, playground, and swimming pool equipment
_____ 0415	Furniture: laboratory specialized	_____ 0655	Photographic equipment and supplies (except including graphic arts, see Class 0700 and microfilm, see Class 0575)
_____ 0420	Furniture (except office, see Class 0425 and Hospital, see Class 0410)	_____ 0660	Physical impairment devices, hearing aids, and auditory testing equipment
_____ 0425	Furniture: office	_____ 0665	Plastics (except dishes, see Class 0240) and forming, laminating, and molding equipment
_____ 0430	Gases: hospital and laboratory; and equipment (see Class 0675 for fumigant gases)	_____ 0670	Plumbing equipment, fixtures, and supplies
_____ 0440	Glass and glazing supplies	_____ 0675	Poisons, agricultural and industrial
_____ 0445	Hand tools (not otherwise classified)	_____ 0680	Police equipment and supplies
_____ 0450	Hardware, shelf hardware, and allied items	_____ 0682	Postal equipment and supplies
_____ 0461	Hospital equipment, respiratory therapy	_____ 0685	Poultry equipment and supplies
_____ 0465	Hospital equipment, general and specialized	_____ 0696	Printing
_____ 0475	Hospital sundries and supplies	_____ 0700	Printing plant equipment, graphic arts and supplies (except papers, see Class 0645)
_____ 0485	Janitorial supplies, general line	_____ 0705	Printing preparations: etching, photo engraving, typesetting and preparing mats, negatives, and plates
_____ 0490	Laboratory equipment and accessories (for general analytical and research use); nuclear, optical and physical	_____ 0708	Printing, web offset
_____ 0500	Laundry equipment, commercial	_____ 0715	Publications and audiovisual materials (prepared materials only, not equipment and supplies, see Class 0700; or printing, see Class 0696)
_____ 0501	Laundry equipment, household	_____ 0720	Pumps and pump accessories (except automotive engine, see Class 0075; laboratory, HVAC, see Class 0031)
_____ 0505	Laundry supplies	_____ 0725	Radio and telecommunications equipment and accessories
_____ 0515	Lawn equipment (see Class 0020 and large tractor crop mowers and fertilizer distributors)	_____ 0730	Radio, television, and electronic testing, measuring, and analyzing equipment and accessories (also see Class 0840)
_____ 0520	Leather, shoe findings, harness, and saddles		
_____ 0525	Library machines and supplies (except furniture, see Class 0420 or binding materials, see Class 0125)		
_____ 0527	Linens, household (see Class 0850)		
_____ 0540	Lumber, plywoods, pressboards, sheetrock, shingles, sidings, and stakes		
_____ 0545	Machinery and heavy hardware		
_____ 0550	Markers, plaques, signs, and traffic control devices		
_____ 0555	Marking devices, stencils		
_____ 0560	Material handling equipment and allied items (see Class 0850 for quilted covers and pads for furniture, appliances, etc.)		

\_\_\_\_\_ 0735 Rags, shop towels, and wiping cloths  
 \_\_\_\_\_ 0740 Refrigeration equipment and accessories  
 \_\_\_\_\_ 0745 Road and highway building materials  
 (asphaltic)  
 \_\_\_\_\_ 0750 Road and highway building materials (not  
 asphaltic)  
 \_\_\_\_\_ 0755 Road, highway and construction equipment  
 and parts; asphalt and concrete handling and  
 processing  
 \_\_\_\_\_ 0760 Road highway and construction equipment:  
 packing, grading, moving, earth handling, etc.  
 \_\_\_\_\_ 0765 Road, highway and construction equipment  
 accessories and parts specialized (including  
 attachments)  
 \_\_\_\_\_ 0770 Roofing (except wood, see Class 0540)  
 \_\_\_\_\_ 0775 Salt [sodium chloride] (except table, see  
 Class 0377)  
 \_\_\_\_\_ 0780 Scales and weighing apparatus (see Class  
 0175 for laboratory balances)  
 \_\_\_\_\_ 0785 School and higher education equipment and  
 supplies  
 \_\_\_\_\_ 0790 Seed, sod, soil, and inoculants  
 \_\_\_\_\_ 0795 Sewing room and textile machinery and  
 accessories  
 \_\_\_\_\_ 0803 Sound systems, components, and  
 accessories: group intercom, music, public  
 address, etc.  
 \_\_\_\_\_ 0805 Sporting and athletic goods  
 \_\_\_\_\_ 0810 Spraying equipment (except household, see  
 Class 0485; nursery plant, see Class 0595;  
 and paint, see Class 0635)  
 \_\_\_\_\_ 0815 Steam and hot water specialties, accessories,  
 and supplies  
 \_\_\_\_\_ 0820 Steam boilers, steam heating, and power  
 plant equipment  
 \_\_\_\_\_ 0825 Stockman equipment and supplies  
 \_\_\_\_\_ 0830 Tanks (metal, wood and synthetic materials),  
 mobile, portable, and stationary  
 \_\_\_\_\_ 0832 Tape (except measuring, see Class 0305;  
 optical, see Class 0625; sewing, see Class  
 0590; sound, see Class 0715; or video, see  
 Class 0840)  
 \_\_\_\_\_ 0840 Television/video equipment and accessories  
 \_\_\_\_\_ 0845 Testing apparatus and instruments (except  
 for electrical or electronic measurements, see  
 Class 0730)  
 \_\_\_\_\_ 0850 Textiles, fibers, household linens, and piece  
 goods  
 \_\_\_\_\_ 0855 Theatrical equipment and supplies  
 \_\_\_\_\_ 0860 Tickets, coupon books, sales books, script  
 books, etc.  
 \_\_\_\_\_ 0863 Tires and tubes  
 \_\_\_\_\_ 0864 Tobacco and accessories  
 \_\_\_\_\_ 0865 Twine  
 \_\_\_\_\_ 0867 Typewriters, memorywriters, accessories, and  
 supplies  
 \_\_\_\_\_ 0870 Venetian blinds, awnings, and shades  
 \_\_\_\_\_ 0875 Veterinary equipment and supplies  
 \_\_\_\_\_ 0880 Visual education equipment and supplies  
 (except projection lamps, see Class 0286)

\_\_\_\_\_ 0883 Waste and refuse equipment and parts  
 \_\_\_\_\_ 0885 Water treating chemicals  
 \_\_\_\_\_ 0890 Water supply and sewage treatment  
 equipment (except for air conditioning and  
 steam boiler, see Class 0031)  
 \_\_\_\_\_ 0894 Welding equipment, gases, and supplies  
 \_\_\_\_\_ 0898 X-ray and other radiological equipment and  
 supplies (medical)

## Services

\_\_\_\_\_ 0901 Accounting and auditing services  
 \_\_\_\_\_ 0902 Advertising/public relations services  
 \_\_\_\_\_ 0903 Aerial and aircraft services  
 \_\_\_\_\_ 0904 Agricultural and conservation services  
 \_\_\_\_\_ 0907 Appraisal services  
 \_\_\_\_\_ 0908 Artistic services  
 \_\_\_\_\_ 0909 Auctioneering services  
 \_\_\_\_\_ 0910 Building maintenance and repair  
 \_\_\_\_\_ 0912 Cleaning services  
 \_\_\_\_\_ 0913 Computer services  
 \_\_\_\_\_ 0914 Construction services  
 \_\_\_\_\_ 0921 Educational services  
 \_\_\_\_\_ 0924 Engineering services  
 \_\_\_\_\_ 0925 Environmental services  
 \_\_\_\_\_ 0926 Evaluation and diagnostic services  
 \_\_\_\_\_ 0932 Financial services  
 \_\_\_\_\_ 0934 Food and beverage service  
 \_\_\_\_\_ 0938 Health physics  
 \_\_\_\_\_ 0942 Industrial engineering services  
 \_\_\_\_\_ 0943 Insurance  
 \_\_\_\_\_ 0946 Janitorial services  
 \_\_\_\_\_ 0947 Laboratory services  
 \_\_\_\_\_ 0948 Land reclamation  
 \_\_\_\_\_ 0949 Landscape services  
 \_\_\_\_\_ 0950 Laundry and drycleaning services  
 \_\_\_\_\_ 0951 Lease of capital equipment (for more than  
 one year)  
 \_\_\_\_\_ 0952 Legal services  
 \_\_\_\_\_ 0956 Maintenance and repair services  
 \_\_\_\_\_ 0957 Management services  
 \_\_\_\_\_ 0961 Miscellaneous services  
 \_\_\_\_\_ 0962 Moving services  
 \_\_\_\_\_ 0965 Natural resources services  
 \_\_\_\_\_ 0966 Nursing services  
 \_\_\_\_\_ 0970 Photographic services  
 \_\_\_\_\_ 0971 Physician services  
 \_\_\_\_\_ 0976 Rental of supplies  
 \_\_\_\_\_ 0979 Recreational services  
 \_\_\_\_\_ 0980 Rental of capital equipment (for less than one  
 year)  
 \_\_\_\_\_ 0982 Security and guard services  
 \_\_\_\_\_ 0986 Student health services  
 \_\_\_\_\_ 0987 Survey services  
 \_\_\_\_\_ 0990 Telecommunications services  
 \_\_\_\_\_ 0991 Temporary services (plumbers, carpenters,  
 electricians, etc.)  
 \_\_\_\_\_ 0992 Testing, physiology services  
 \_\_\_\_\_ 0994 Training services  
 \_\_\_\_\_ 0995 Travel agencies  
 \_\_\_\_\_ 0997 Typesetting services  
 \_\_\_\_\_ 0999 Vehicle towing services