



City of Mission Viejo

200 Civic Center
Mission Viejo, CA 92691
Phone 949/470-3059

purchasing@cityofmissionviejo.org

Vendor Approval Application

Please type or print in black ink. All vendor information must be complete and this application must be signed. A completed and signed W9 form must accompany this application.

Business Information:

*Company Name _____

*Address _____ *Suite _____

*City _____ *State _____ *Zip _____

*Phone () _____ *Fax () _____

*Sales Representative / Contact Name _____

E-Mail Address _____ Website _____

Federal Tax ID Number _____ State Tax ID Number _____

Social Security Number _____ Type of Business _____

Year Established _____ Year Incorporated _____

Standard Terms:

Net 30 _____ 2% 10 Net 30 _____ Other _____

Current California Contractors License(s):

Type _____ Number _____

Type _____ Number _____

Company Ownership:

Sole Proprietorship _____ Partnership _____ Corporation _____ Other _____

Principal Ownership:

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

*Information is subject to disclosure under the Public Record Act

References:

Please list three companies with whom you are currently doing business

Company Name Phone ()

Address Suite

City State Zip

Company Name Phone ()

Address Suite

City State

Company Name Phone ()

Address Suite

City State Zip

Certification:

Under penalty of perjury, I certify that all information provided on this application is true and correct.

Signature of Company Officer Title

Please Print Name Date

Please indicate which products and/or services your company can provide and for which you wish to be considered.

Commodities

- | | |
|---|--|
| 01500 Adding / Copy / Duplicating Machine Supplies | 25500 Decals / Stamps |
| 01600 Advertising Specialties / Promotional Products | 26500 Drapery / Curtains / Upholstery |
| 03100 Air Conditioning / Heating Supplies | |
| 04500 Appliances / Equipment | 28000 Electrical Cables / Wires |
| 05000 Art Equipment / Supplies | 28700 Electronic Components / Parts /Access / Equipment |
| 06000 Automotive Maintenance Items / Repair / Parts | 30000 Embossing / Engraving |
| 07000 Automobiles / Trucks / Motorcycles Trailers / Vans | 30500 Engineering / Surveying / Drawing Supplies & Equip |
| | 31000 Envelopes Plain / Printed |
| 08000 Badges / Emblems / Name Tags / Plates | |
| 08500 Bags / Bagging / Ties / Sand Bags / Erosion Control | 32500 Feed / Bedding / Vitamins for Animals |
| 10000 Barrels / Drums / Kegs / Containers | 33000 Fencing / Gates: Chain Link or Wood |
| | 33500 Fertilizers / Soil Conditioners |
| 15000 Builders Supplies | 34500 First Aid / Safety Equipment |
| 15049 Millwork / Counters / Cabinets | 34550 Fitness Equipment |
| | 35000 Flags / Flag Poles / Banners & Accessories |
| 19500 Clocks / Timers / Recorders & Parts / Accessories | 36000 Floor Coverings - Installation & Removal |
| 20000 Clothing / Apparel / Uniforms & Accessories | 36500 Floor / Carpet Cleaning Machines / Parts / Access |
| | 39300 Foods: Staple Grocery & Miscellaneous |
| 20500 Computers & Information Systems Supplies | 39500 Forms / Labels: Continuous / Custom |
| 20502 Computer Cables, premade | |
| 20531 Direct Access Storage Devices | 40500 Fuel / Oil / Grease / Lubricants |
| 20536 Memory Add-On Units / Memory Upgrades | |
| 20539 Modems / Data Communications | 42000 Furniture / Furnishings: Library |
| 20541 Optical Character Readers / Scanners | 42500 Office: Desks / Chairs / Bookcases / File Cabinets |
| 20545 Power Supplies / Surge Protectors | 42554 Modular Panel Systems |
| 20547 Printers / Plotters | 42594 Workstations / Modular Systems Furniture |
| 20552 Printer Ribbons / Toners | 44500 Hand tools: Powered / Non-powered |
| 20554 Software Applications | 45000 Hardware and Related Items |
| 20579 Printer Supplies & Accessories | |
| 20587 Terminals & CRTs | 48500 Janitorial Supplies |
| | |
| 22500 Coolers / Drinking Water | 51500 Lawn Maintenance Equipment / Parts/Accessories |
| 23200 Crafts / Craft Supplies & Accessories | 52500 Library / Archival Equipment / Machines / Supplies |

54000 Lumber and Related Products
 54500 Machinery / Hardware: Industrial
 55000 Markers / Plaques / Signs / Traffic Control Devices
 55600 Mass Transportation: Transit
 57500 Microfiche/ Microfilm Equipment/ Accessories/ Supplies
 57800 Miscellaneous Products
 58000 Musical Instruments / Accessories / Supplies
 59500 Nursery Stock / Plants / Equipment / Supplies

60000 Office Machines / Equipment / Accessories

60015 Calculators
 60030 Cash Registers / Drawers
 60036 Check Machines
 60038 Copiers / Duplicators
 60052 Dictating Machines / Accessories
 60063 Folding / Inserting Machines
 60071 Mailing Machines
 60087 Typewriters / Accessories / Parts / Supplies

61500 Office Supplies - General
 62500 Optical Equipment / Accessories / Supplies

63000 Paint / Protective Coatings / Wallpaper
 63500 Painting Equipment / Accessories

64000 Paper / Plastic Products - Disposable

64015 Paper Bags
 64025 Corrugated Boxes / Sheets
 64050 Paper Cups / Plates / Tissue / Towels
 64060 Plastic / Styrofoam Products
 64500 Paper - Copier / Color / Specialty

65000 Park / Playground / Swimming Pool Equipment
 65500 Photographic Equipment / Supplies
 67000 Plumbing Equipment / Fixtures / Supplies

68000 Police Equipment / Supplies
 68077 Radar Instruments

71500 Publications / Audiovisual Materials
 72000 Pumping Equipment / Accessories

72500 Radio Communications / Phone / Telecommunications Equipment

72521 Facsimile Machines
 72536 Microwave Equipment
 72545 Pagers - Radio
 72549 Radio Frequency Scanner
 72551 Radio Telephones - Cellular
 72555 Telephone Equipment / Parts
 72578 Two-Way Radio Receivers / Transmitters
 72584 Wide Area Telecommunications Services

73000 Radio Communications / Telecommunications Testing Equipment

74000 Refrigeration Equipment / Accessories
 74500 Road / Highway Building Materials (asphaltic)
 75000 Road / Highway Building Materials (non-asphaltic)
 75500 Road / Highway Equipment / Parts

77000 Roofing Materials

79000 Seed / Sod / Soil / Inoculants
 80000 Shoes / Boots
 80300 Sound Systems /Components /Accessories

80500 Sporting / Athletic Goods

84000 Television Equipment / Accessories
 86300 Tires / Tubes

87500 Veterinary Equipment / Supplies
 88000 Visual Education Equipment / Supplies

88500 Water Treatment Chemicals
 89000 Water Supply / Sewage Treatment Equipment

Services

90500 Aerial Photography / Surveys

90600 Architect : Engineer & Other Professional Design Services

90610 Architect - Buildings
 90629 Engineer Services
 90630 Fire Protection
 90638 General Construction
 90640 Graphic Design
 90644 Heating / Ventilating / Air Conditioning
 90646 Highways / Streets / Parking Lots
 90648 Historic Preservation
 90652 Interior Design / Space Planning
 90654 Irrigation / Drainage / Flood Control
 90656 Landscape Architecture
 90658 Lighting : Interior / Exterior
 90664 Planning : Urban
 90672 Recreation Facilities
 90684 Telephone Systems
 90686 Traffic / Transportation Engineering

90800 Bookbinding / Rebinding / Repairing

91000 Building Maintenance / Repair Services

91006 Carpentry
 91009 Carpet Cleaning / Repair / Installation
 91011 Drapery Installation / Repair
 91013 Elevator Maintenance / Repair
 91025 Flooring
 91036 Heating / Air Conditioning Services
 91039 Janitorial / Custodial Services
 91042 Lighting Maintenance
 91048 Locksmith Services
 91051 Masonry & Concrete
 91054 Painting
 91059 Pest Control
 91060 Plumbing
 91065 Remodeling / Alterations
 91066 Roofing; Installation / Repairs
 91067 Swimming Pool Repairs / Maintenance
 91070 Waterproofing / Weatherproofing Services
 91076 Welding Services
 91081 Window Washing / Tinting Services

91500 Communications / Media-Related Services

91503 Advertising / Public Relations
 91505 Answering / Paging Services
 91507 Audio Recording
 91508 Audio Tape Duplicating
 91528 Electronic Information / Mailing Services
 91538 Film Processing / Duplicating Services
 91548 Graphic Arts Services
 91558 Mailing Services
 91568 Microfiche / Microfilming Services

91576 Reproduction (copy machine) Services
91577 Telephone Services: Long Distance / Local
91584 Video Recording
91590 Video Tape Duplicating

92000 Data Processing Services / Software

92004 Applications Software
92020 Consulting Services
92038 Optical Scanning Services
92045 Software Maintenance / Support
92400 Educational Services / Consulting / Training
92420 Examination / Testing

93000 Equipment Maintenance / Repair : Auto / Marine

93100 Appliances / Furnishings
93400 Irrigation / Plumbing
93600 General Equipment : Air Conditioning/ Heating /
Electrical / Fire Protection / Fitness Equipment /
Hand Tools / Pumps / Security Systems
93900 Office / Business Machines / Radio / Television

94600 Financial Services

94615 Appraisal Services : Real Estate
94620 Auditing Services
94630 Cash / Securities / Bonding Services
94656 Investment Management Services
95400 Laundry / Dry Cleaning Services
95490 Uniform Rental

96100 Miscellaneous Professional Services

96105 Attorney / Litigation Services
96115 Catering / Concessions / Vending
96117 Construction Management
96119 Conservation / Resource Management
96121 Cost Estimating
96132 Environmental Impact Studies
96134 Feasibility Studies
96140 Horticulture Services
96148 Laboratory / Field Testing Services
96150 Legal Services
96155 Photography Services
96160 Public Opinion Surveys
96172 Transcription Services
96175 Translation Services
96186 Veterinary Services
96194 Zoning : Land Use Studies

96200 Miscellaneous Services

96206 Animal Care
96209 Auctioneering Services
96214 Blue Printing Services
96221 Cleaning Services : Steam / Pressure
96224 Courier / Delivery Services
96230 Entertainment Services
96235 Fitness Training / Instruction
96240 Hazardous Material Services
96247 Insurance / Risk Management Services
96248 Interior Design / Decorating Services
96256 Moving / Hauling Services
96257 Non-Profit Service Organization
96258 Oil Removal Services
96260 Performing Arts
96265 Records Management Services
96270 Recycling Services
96275 Restoration/Preservation Services
96288 Transportation Services

96400 Personnel, Temporary

96600 Printing / Silk Screening / Typesetting

96612 Printed Forms
96650 Printing: Books / Catalogs / Magazines
96652 Printing : Publications (4 color)
96655 Printing : Business Cards / Checks / Letterhead
96685 Silk Screen Printing
96689 Typesetting

96800 Public Works Construction / Related Services

96820 Building Construction
96839 Excavating
96842 General Construction
96851 Lighting : Street : Construction / Repair
96852 Major Streets : Intersection Improvements
96854 Major Streets : New Construction
96856 Major Streets : Resurfacing
96859 New Street Construction (not major)
96862 Parking Lot Construction
96866 Residential Street Resurfacing
96867 Sandblasting
96870 Sidewalk Construction
96876 Street Reconstruction
96877 Surveying (not aerial)
96880 Traffic Sign Installation
96882 Traffic Signal Installation

97100 Rental / Lease : Real Property

97500 Automobiles / Trucks / Trailers
97700 Office Furnishings
97900 Engineering Equipment / Supplies
98100 General Equipment
98300 Janitorial / Lawn Equipment
98500 Office Machines / Computers / Coolers / Copiers /
Radios / Sound Equipment / Televisions
98600 Storage Facilities

98800 Roadside / Grounds / Park Area Services

98803 Athletic Field Maintenance
98805 Chemical Vegetation Control Services
98814 Erosion Control Services
98815 Fence Installation / Repair
98826 Flood Control Services
98832 Grading (not road building)
98833 Graffiti Removal
98836 Grounds Maintenance
98852 Landscaping (design)
98853 Landscaping (maintenance)
98855 Lighting (maintenance)
98856 Litter Removal Services
98863 Park Area Construction / Renovation
98865 Parking Lot / Street Maintenance Services
98868 Paving : Driveways / Parking Lots
98872 Pest Control
98880 Sign Manufacture / Installation
98888 Tree Trimming Services
98890 Weed Abatement Services
99000 Security / Fire / Safety / Emergency Services
99800 Sale of Surplus / Obsolete Items

List here any additional commodities or services for which you wish
to be considered: