

STATE OF WEST VIRGINIA
PURCHASING DIVISION

VENDOR REGISTRATION AND DISCLOSURE STATEMENT

Dear Vendor:

Before a vendor is eligible to sell goods and/or services to the State of West Virginia, the *West Virginia Code* (§5A-3-12) requires all vendors to have on file with the State Purchasing Division a completed Vendor Registration & Disclosure Statement.

Vendors supplying sole source goods and/or services to West Virginia State agencies, or aggregate competitive purchases of one thousand dollars (\$1,000) or less annually are required to complete the Vendor Registration & Disclosure Statement (WV-1A form). If the amount for competitive purchases exceed one thousand dollars (\$1,000) in any one year, a \$45.00 annual fee is required. Payment of this fee includes a year's subscription to the *West Virginia Purchasing Bulletin*, which is published twice monthly, advertising purchases expected to exceed ten thousand dollars (\$10,000).

Please complete this form in its ENTIRETY and return to the requesting State agency below for their completion of Part II. The agency will forward this form to the State Purchasing Division for processing. Incomplete forms will not be processed and will be returned to the vendor. Please return all correspondence to:

STATE AGENCY:

ADDRESS:

Pages 1 and 2 which consist of information related to vendor organizational structure must be completed. Whenever a change occurs in the information submitted as required, such change shall be reported immediately in the same manner as required in the original disclosure affidavit (WV Code §5A-3-12). If you have any questions concerning the *Vendor Registration & Disclosure Statement*, please call the Purchasing Division at (304) 558-0059.

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION

Part I: To Be Completed by the Vendor and Return to the State Agency Listed Above

1. Legal Name of Company/Individual _____
 Bidding Address _____

 City/State/Zip _____
 Contact Person _____
 Telephone Number _____ FAX Number _____

2. Vendor Classified As:

<input type="checkbox"/> Individual	<input type="checkbox"/> Governmental Entity
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Non-Profit Organization
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other (Explain) _____
<input type="checkbox"/> Estate/Trust	_____
<input type="checkbox"/> Corporation	_____
<input type="checkbox"/> Public Service Corp	_____

3. If you have a Federal Employer's Identification Number enter it. All partnerships, corporations, sole owners, or companies with employees must have an FEIN.

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3a. Individuals enter Social Security Number.

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4. Are you registering as a new vendor? _____ No _____ Yes

5. Are you updating the organizational status previously submitted? _____ No _____ Yes

6. Do you wish to receive the *West Virginia Purchasing Bulletin*? _____ No _____ Yes
 If so, please remit the required \$45.00 annual fee.

7. By providing the following information, I represent that this enterprise is a small business as defined by the *Code of Federal Regulations*, Title 13, Part 121, as appended - which contains detailed industry definitions and related procedures - and/or the characteristics of the enterprise's control, operation and/or ownership are accurately reflected in the information provided. *Check all that apply.*

<input type="checkbox"/> Disabled Small Business Ownership [1]	<input type="checkbox"/> Veteran Small Business Ownership [4]
<input type="checkbox"/> Minority Small Business Ownership [2]	<input type="checkbox"/> Woman Small Business Ownership [5]
<input type="checkbox"/> Small Business Ownership [3]	

The information gathered in question 4 is for data collection efforts only.

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PURCHASING DIVISION

VENDOR REGISTRATION AND DISCLOSURE STATEMENT

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION
Part I: To Be Completed by the Vendor

8. Are you completing this form to register a branch/division/subsidiary? _____ No _____ Yes
If yes, please list the parent company's name, address, and FEIN.

Company Name: _____

Address: _____

9. Has the vendor done business under another name? If so, list the name and address under which the business was conducted.
Name _____ Address (St. & No.), City & State _____

10. List the name, title and resident location of all officers. Attach an additional sheet if space is needed.

Name	Position	Resident Address (St. & No.), City & State
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. Has the vendor or those owning a controlling interest of the vendor or those serving as managers or officers of the vendor done business within the preceding ten years under a different name or under a different form of business organization under which such business was conducted:
_____ No _____ Yes

12. List one or more banking institutions to serve as reference for the vendor.

13. What is the latest Dun & Bradstreet rating on the vendor (if there is any such rating)?

14. Is the vendor acting as an agent for some other individual, firm or corporation? If yes, attach statement of the principal authorizing such representation. _____ No _____ Yes

15. List the three digit commodity code number(s) from the list on pages 3 and 4 which best describe the product(s)/service(s) furnished by your company. (Attach additional page, if necessary)

As authorized agent of the vendor named herein, I do solemnly swear that the above information is true and complete.

Vendor Signature

Title

Dated this _____ day of _____, 19____

Part II: FOR STATE USE ONLY - To Be Completed by the State Agency and Returned to the Purchasing Division

1. Please provide a brief, but concise description of the goods and/or services the vendor is providing. _____

2. Are the goods and/or services provided by this vendor competitive? _____ No _____ Yes

3. Will the goods and/or services provided by this vendor exceed \$1,000? _____ No _____ Yes

State Agency Procurement Officer Signature and Telephone Number

Purchasing Division
Vendor Registration
State Capitol Complex
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

Commodity Code Listing

CLASS	DESCRIPTION	CLASS	DESCRIPTION
005	ABRASIVES	245	DAIRY EQUIPMENT & SUPPLIES
010	ACOUSTICAL TILE, INSULATING MATERIALS, & SUPPLIES	250	DATA PROCESSING CARDS & PAPER
015	ADDRESSING, COPYING, MIMEOGRAPH MACHINES	920	DATA PROCESSING SERVICES & SOFTWARE
020	AGRICULTURAL EQUIPMENT	255	DECALS & STAMPS
022	AGRICULTURAL, PARTS	260	DENTAL EQUIPMENT & SUPPLIES
025	AIR COMPRESSORS & ACCESSORIES	265	DRAPERIES, CURTAINS, UPHOLST. MATERIALS (& AUTO)
031	AIR CONDITIONING, HEATING, & VENTILATING EQUIPMENT	271	DRUGS, PHARMACEUTICAL, & SETS
035	AIRCRAFT & AIRPORT, EQUIPMENT, PARTS & SUPPLIES	924	EDUCATIONAL SERVICES
905	AIRCRAFT OPERATIONS SERVICES	280	ELECTRICAL CABLES & WIRES (NOT ELECTRONIC)
040	ANIMALS	285	ELECTRICAL EQUIP. & SUPPLIES (EXCEPT CABLE & WIRE)
045	APPLIANCES & EQUIPMENT, HOUSEHOLD TYPE	287	ELECTRONIC COMPONENTS, REPLACE. PARTS, & ACCESS.
906	ARCHITECT-ENGINEER & PROF. DESIGN SERVICES	295	ELEVATORS, BUILDING TYPE
050	ART EQUIPMENT	300	EMBOSSING & ENGRAVING
052	ART OBJECTS	290	ENERGY COLLECTING EQUIPMENT: SOLAR & WIND
715	AUDIOVISUAL MATERIALS (PREPARED)	305	ENGINEERING EQUIP., SURVEYING EQUIP., DRAWING
055	AUTOMOTIVE ACCESSORIES	310	ENVELOPES, PLAIN OR PRINTED
065	AUTOMOTIVE BODIES, PARTS	315	EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS
060	AUTOMOTIVE PARTS	929	EQUIPMENT MAINTENANCE, ETC., AG, AUTO, INDUSTRIAL
075	AUTOMOTIVE SHOP EQUIPMENT	931	EQUIPMENT MAINTENANCE, ETC., APPLIANCE, FURNITURE
070	AUTOMOTIVE VEHICLES & TRANSPORTATION EQUIPMENT	934	EQUIPMENT MAINTENANCE, ETC., GENERAL
080	BADGES, EMBLEMS, NAME TAGS & PLATES, JEWELRY, ETC.	938	EQUIP. MAINTENANCE, ETC., LAUNDRY, LAWN, PLUMBING
085	BAGS, BAGGING, TIES, & EROSION CONTROL EQUIPMENT	936	EQUIPMENT MAINTENANCE, ETC., MEDICAL
090	BAKERY EQUIPMENT	939	EQUIPMENT MAINTENANCE, ETC., OFFICE, PHOTO, TV
375	BAKERY PRODUCTS	318	FARE COLLECTION EQUIPMENT & SUPPLIES
095	BARBER & BEAUTY SHOP EQUIPMENT & SUPPLIES	320	FASTENING EQUIPMENT
100	BARRELS, DRUMS, KEGS, & CONTAINERS	325	FEED, BEDDING, VITAMINS & SUPPLEMENTS FOR ANIMALS
105	BEARINGS (WHEEL BEARINGS & SEALS - SEE CLASS 060)	330	FENCING
110	BELTS & BELTING: CONVEYOR, ELEVATOR, POWER TRANS.	335	FERTILIZERS & SOIL CONDITIONERS
115	BIOCHEMICALS, RESEARCH	946	FINANCIAL SERVICES
270	BIOLOGICALS FOR HUMAN USAGE	340	FIRE PROTECTION EQUIPMENT & SUPPLIES
120	BOATS, MOTORS, & MARINE & WILDLIFE SUPPLIES	345	FIRST AID & SAFETY EQUIP. (NOT NUCLEAR OR WELDING)
125	BOOKBINDING SUPPLIES	350	FLAGS, FLAG POLES, BANNERS, & ACCESSORIES
908	BOOKBINDING, REBINDING, & REPAIRING	360	FLOOR COVERING, INSTALLATION, REMOVAL & SUPPLIES
135	BRICKS & OTHER CLAY PRODUCTS, REFRACTORY MATERIALS	365	FLOOR MAINTENANCE MACHINES
140	BROOM, BRUSH, & MOP MFC MACHINERY & SUPPLIES	370	FOOD PROCESSING & CANNING EQUIPMENT & SUPPLIES
145	BRUSHES (NOT OTHERWISE CLASSIFIED)	380	FOODS: DAIRY PRODUCTS
150	BUILDER'S SUPPLIES	385	FOODS: FREEZE-DRIED, FROZEN, READY-TO-EAT
910	BUILDING MAINTENANCE & REPAIR SERVICES	390	FOODS: PERISHABLES
155	BUILDINGS & STRUCTURES: FABRICATED & PREFABRICATED	393	FOODS: STAPLES
160	BUTCHER SHOP & MEAT PROCESSING EQUIPMENT	395	FORMS, CONTINUOUS: COMP. PAPER, LABELS & FOLDERS
165	CAFETERIA & KITCHEN EQUIPMENT, COMMERCIAL	400	FOUNDRY CASTINGS, EQUIPMENTS, AND SUPPLIES
175	CHEMICAL LABORATORY EQUIPMENT & SUPPLIES	405	FUEL, OIL, GREASE & LUBRICANTS
180	CHEMICAL RAW MATERIALS	415	FURNITURE, LABORATORY
190	CHEMICALS & SOLVENTS, COMMERCIAL (IN BULK)	425	FURNITURE, OFFICE
192	CLEANING COMPOSITIONS, DETERGENTS (PREPACKAGED)	420	FURNITURE: CAFE., CHAPEL, DORM., HOUSE, SCHOOL
193	CLINICAL LABORATORY REAGENTS & TESTS	410	FURNITURE: HEALTH CARE & HOSPITAL FACILITY
195	CLOCKS, TIMERS, WATCHES, & EQUIPMENT	430	GASES, CONTAINERS, EQUIPMENT: LAB., MED., WELDING
200	CLOTHING, APPAREL, UNIFORMS, & ACCESSORIES	435	GERMICIDES, HEALTH CARE
915	COMMUNICATIONS & MEDIA SERVICES	440	GLASS & GLAZING SUPPLIES
205	COMPUTER SYSTEMS: HARDWARE, SOFTWARE, & SUPPLIES	450	HARDWARE & RELATED ITEMS
210	CONCRETE & METAL CULVERTS, PILINGS, PIPE, SUPPLIES	948	HEALTH RELATED SERVICES (HUMAN SER. SEE CLASS 952)
220	CONTROLLING, INDICATING, MEASURING, SUPPLIES	745	HIGHWAY BUILDING MATERIALS, ASPHALT
225	COOLERS, DRINKING WATER (WATER FOUNTAINS)	750	HIGHWAY BUILDING MATERIALS, NOT ASPHALT
232	CRAFTS, GENERAL	460	HOSE, ACCESSORIES: IND., COMMERCIAL, GARDEN
233	CRAFTS, SPECIALIZED	465	HOSPITAL & SURGICAL EQUIP., INSTRUMENTS, & SUPPLY
240	CUTLERY, DISHES, FLATWARE, GLASSWARE, TRAYS, SUPPLIES	470	HOSPITAL EQUIPMENT, INVALID

Commodity Code Listing

CLASS	DESCRIPTION	CLASS	DESCRIPTION
475	HOSPITAL, SURGICAL & MEDICAL ACCESSORIES	720	PUMPING EQUIPMENT & ACCESSORIES
952	HUMAN SERVICES	730	RADIO COMM. & TELECOMMUNICATION TESTING, EQUIP.
545	INDUSTRIAL MACHINERY & HARDWARE	725	RADIO COMMUNICATION, TELEPHONE, & TELECOMM.
485	JANITORIAL SUPPLIES, GENERAL LINE	735	RAGS, SHOP TOWELS, & WIPING CLOTHS
495	LABORATORY & FIELD EQUIPMENT: BIO., BOT., ETC.	971	REAL PROPERTY RENTAL OR LEASE
493	LABORATORY EQUIPMENT: BIOCHEM., CHEM., ENV. SCI.	740	REFRIGERATION EQUIPMENT & ACCESSORIES
490	LABORATORY EQUIPMENT: NUCLEAR, OPTICAL, PHYSICAL	975	RENTAL, LEASE OF EQUIP. - AG., AIR., AUTO.
505	LAUNDRY & DRY CLEANING COMPOUNDS AND SUPPLIES	977	RENTAL, LEASE OF EQUIP. - APPLIANCES, FILM, FURN.
500	LAUNDRY & DRY CLEANING EQUIPMENT	985	RENTAL, LEASE OF EQUIP. - OFFICE, PHOTO, PRINT, TV
954	LAUNDRY & DRY CLEANING SERVICES	979	RENTAL, LEASE OF EQUIP. - ENG. LAB., REFRIG.
510	LAUNDRY TEXTILES & SUPPLIES	981	RENTAL, LEASE OF EQUIP. - GENERAL EQUIPMENT
515	LAWN MAINTENANCE EQUIPMENT, ACCESSORIES (NON-AG)	983	RENTAL, LEASE OF EQUIP. - JANITORIAL, LAUNDRY
520	LEATHER & RELATED EQUIPMENT, PRODUCTS, ACCESS.	765	ROAD & HIGHWAY EQUIP. (EXCEPT ASPHALT, CONCRETE)
525	LIBRARY & ARCHIVAL EQUIPMENT, & SUPPLIES	755	ROAD & HIGHWAY EQUIP., ASPHALT AND CONCRETE
956	LIBRARY SERVICES	760	ROAD & HIGHWAY EQUIPMENT, EARTH HANDLING
530	LUGGAGE, BRIEF CASES, PURSES & RELATED ITEMS	988	ROADSIDE, GROUNDS, & PARK AREA SERVICES
540	LUMBER & RELATED PRODUCTS	770	ROOFING (EXCEPT WOOD - SEE CLASS 540)
550	MARKERS, PLAQUES, SIGNS, & TRAFFIC CONTROL DEVICES	775	SALT (SODIUM CHLORIDE) (SEE CLASS 393 FOR TABLE SALT)
555	MARKING & STENCILING DEVICES	780	SCALES & WEIGHING APPARATUS (175-08 LAB. BALANCE)
557	MASS TRANSIT, BUS ACCESSORIES	785	SCHOOL EQUIPMENT & SUPPLIES
556	MASS TRANSIT, BUSES	990	SECURITY, FIRE, SAFETY, & EMERGENCY SERVICES
559	MASS TRANSIT, RAIL VEHICLE ACCESSORIES & PARTS	790	SEED, SOD, SOIL, & INOCULANTS
558	MASS TRANSIT, RAIL VEHICLES	795	SEWING ROOM & TEXTILE MACHINERY, & ACCESSORIES
560	MATERIAL HANDLING EQUIPMENT	800	SHOES & BOOTS
565	MATTRESS MANUFACTURING MACHINERY & SUPPLIES	803	SOUND SYSTEMS, COMPONENTS, ACCESSORIES: I-COM, PA
570	METALS: BARS, PLATES, RODS, SHEETS, STRIPS, ETC.,	805	SPORTING & ATHLETIC GOODS
575	MICROFICHE & MICROFILM EQUIP., ACC., & SUPPLIES	810	SPRAYING EQUIP. (EXCEPT HOUSEHOLD, NURSERY, PAINT)
578	MISCELLANEOUS PRODUCTS	815	STEAM & HOT WATER FITTINGS, ACCESSORIES, & SUPPLIES
962	MISCELLANEOUS SERVICES	820	STEAM BOILERS, STEAM HEATING, & POWER PLANT EQUIP.
580	MUSICAL INSTRUMENTS, ACCESSORIES, & SUPPLIES	825	STOCKMEN EQUIPMENT & SUPPLIES
590	NOTIONS, SEWING ACCESSORIES & SUPPLIES	998	SURPLUS SALES
595	NURSERY STOCK, EQUIPMENT, & SUPPLIES	830	TANKS: MOBILE, PORTABLE, STATIONARY
600	OFFICE MACHINES	832	TAPE (NOT DP, MEASURING, OPTICAL, SEWING, SOUND)
605	OFFICE MECHANICAL AIDS & SMALL MACHINES	840	TELEVISION EQUIPMENT & ACCESSORIES
615	OFFICE SUPPLIES, GENERAL	845	TESTING APPARATUS & INSTRUMENTS (NOT ELECT.)
610	OFFICE SUPPLIES: CARBON PAPER & RIBBONS, ALL TYPES	850	TEXTILES, FIBERS, HOUSEHOLD LINENS, & PIECE GOODS
620	OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS	855	THEATRICAL EQUIPMENT & SUPPLIES
625	OPTICAL EQUIPMENT, ACCESSORIES, & SUPPLIES	860	TICKETS, COUPON BOOKS, SALES BOOKS, SCRIPT BOOKS
630	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, ETC.	893	TIRES & TUBES
635	PAINTING EQUIPMENT & ACCESSORIES	445	TOOLS, HAND (POWERED & NON-POWERED)
645	PAPER (FOR OFFICE & PRINT SHOP USE)	864	TRAIN CONTROLS, ELECTRONIC
640	PAPER & PLASTIC PRODUCTS, DISPOSABLE	865	TWINE
650	PARK, PLAYGROUND, & SWIMMING POOL EQUIPMENT	870	VENETIAN BLINDS, AWNINGS, & SHADES
964	PERSONNEL, TEMP. (EMPLOYMENT AGENCY SERVICES)	875	VETERINARY EQUIPMENT & SUPPLIES
655	PHOTO. EQUIP. (NO GRAPH. ARTS, MICRO, X-RAY)	880	VISUAL EDUCATION EQUIPMENT
660	PIPES, TOBACCOS, & SMOKING ACCESSORIES	890	WATER SUPPLY & SEWAGE EQUIP. (NOT AC, LAB.)
665	PLASTICS, RESINS, FIBERGLASS	885	WATER TREATING CHEMICALS
670	PLUMBING EQUIPMENT, FIXTURES, & SUPPLIES	895	WELDING EQUIPMENT & SUPPLIES
675	POISONS, AGRICULTURAL & INDUSTRIAL	898	X-RAY & OTHER RADIOLOGICAL EQUIP. & SUPPLIES
680	POLICE EQUIPMENT & SUPPLIES		
685	POULTRY EQUIPMENT & SUPPLIES		
700	PRINTING PLANT EQUIPMENT & SUPPLIES (EXCEPT PAPERS)		
705	PRINTING PREPARATIONS: ETCHING, MATS, NEGS., PLATES		
966	PRINTING, PUBLISHING, SILK SCREENING, TYPESETTING		
961	PROFESSIONAL SERVICES		
710	PROSTHETIC DEVICES: HEARING AIDS, AUDITORY, ETC.		
968	PUBLIC WORKS, CONSTRUCTION SERVICES		