



HOW TO DO BUSINESS WITH THE CITY OF NEWARK, NEW JERSEY

Ras J. Baraka, Mayor

Mildred C. Crump, President, Council Member-at-Large
Augusto Amador, Council Member, East Ward
Carlos M. Gonzalez, Council Member-at-Large
John Sharpe James, Council Member, South Ward
Gayle Chaneyfield-Jenkins, Council Member, Central Ward
Joseph A. McCallum, Jr., Council Member, West Ward
Eddie Osborne, Council Member-at-Large
Luis A. Quintana, Council Member-at-Large
Anibal Ramos, Jr, Council Member, North Ward

Jack Kelly, Business Administrator
Michael E. Greene, Assistant Business Administrator
Department of Administration

Jerome Wakefield, Director of Purchasing/Supervising Procurement Specialist
Department of Administration

DEPARTMENT OF ADMINISTRATION
DIVISION OF CENTRAL PURCHASING
828 BROAD STREET, 3RD FLOOR
NEWARK NJ 07102

HOW TO DO BUSINESS WITH THE CITY OF NEWARK

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Division of Central Purchasing
828-830 Broad Street, 3rd Floor
Newark, New Jersey 07102
973/733-3776
Fax 973/733-3760

TO THE VENDOR:

This guide is designed to inform prospective bidders of the procedures for selling to the City of Newark. It describes what we buy, and how you can participate in our purchasing program.

We strongly encourage Newark vendors and local vendors to respond to our solicitation and bid on our contracts for good and services. Whether your firm is large or small, you will have an equal opportunity to share in selling your goods or services to the City of Newark to fulfill our needs. Therefore, this guide is presented to assist you in doing business with the City.

Prospective bidders should especially note the step-by-step procedures for submitting a bid and complying with bid requirements. These procedures include those required by State law and rules and regulations adopted by the Municipal Council of the City of Newark. We encourage the bidders to follow these guidelines.

If you have any questions concerning procedures, please contact the Division of Central Purchasing by calling (973) 733-3776 or visiting our office at 828 Broad Street, 3rd floor, Finance Building, between the hours of 9:00am and 4:00pm.

We hope you find this guide useful and we cordially welcome your interest.

Jerome Wakefield, JD

Director of Purchasing/Supervising Procurement Specialist

SECTION 2: OUR PURCHASING PRINCIPLES

The mission of the Central Purchasing Division for the City of Newark is to professionally and ethically procure the best valued product and services, in a timely and cost efficient manner in accordance with State and local laws and regulations to enable the City and its departments to meet its objectives.

The City of Newark has developed principles to guide its personnel so that their relationship with you will be an equitable one. These principles are administered by the City's Purchasing Director and have been developed to assure uniformity of practices, to promote competition among potential suppliers and to award contracts on a competitive basis to the fullest extent possible.

1. Our purchasing activities are governed by the procedures established by the governing body and the State statutory law known as the "Local Public Contracts Law". The bidding statute purposes are to guard against favoritism, improvidence, extravagance and corruption. The goal of the bid laws is to secure for the public the benefits of unfettered competition.
2. Our objective is to procure for the using agencies of the City all materials, supplies, equipment and services, at the lowest possible cost, consistent with quality and delivery requirements.
3. Central Purchasing, in determining which companies are the lowest responsible bidders, will consider such factors as price, quality, business reputation, financial stability and whether the company is an equal opportunity employer.
4. Central Purchasing will not purchase materials, supplies, equipment and services from any officer or employee of the City, elected or appointed.
5. Central Purchasing employees will not accept, from vendors or their representatives, any gift or gratuity, or other benefit or favor of any nature. Violation of this policy can be cause for severe disciplinary action.
6. The Central Purchasing Division receives sales representatives regularly; calls can be made between 9am and 4pm Monday through Friday inclusive. When requested to do so, Central Purchasing will arrange for personnel of other using agencies to interview sales representatives.

SECTION 3: THE STEPS

HOW TO DO BUSINESS WITH THE CITY OF NEWARK: THE STEPS

STEP 1: BIDDER'S LIST AND BID SOLICITATIONS

BIDDER'S LIST

Your first step is to make sure your company's name is placed on our bidder's list.

REQUEST A BIDDER'S APPLICATION

Complete the application and return it to the Central Purchasing Office. The information stated on the application will determine which goods and/or services you can supply to the City.

The application will indicate to the Central Purchasing Office which goods or service bidder's list your name will be placed.

Once your name is placed on our bidder's list, you then will have an opportunity to bid on upcoming solicitations. You will start to receive informal bid solicitations and/or IFB (Invitation For Bid) post cards to bid on formal competitive bids, when we are in the market for your goods or services to meet the needs of the City's departments and agencies.

BID SOLICITATIONS

In the competitive acquisition of goods and services, there are two basic methods used for solicitation of bids:

1. Informal competitive bidding, non-advertised.
2. Formal competitive bidding that is advertised.

Whether the bid solicitation is formal or informal, the request will describe what we need and will include the forms on which you should submit your bid.

STEP 2: HOW TO SELL TO THE CITY OF NEWARK FOR PURCHASES OF GOODS AND SERVICES UNDER \$17,500.00

INFORMAL COMPETITIVE BIDDING

When requirements arise for the acquisition of goods or services, prospective suppliers appearing on the bidder's list are mailed a "Price Quotation" and are asked by Central Purchasing to submit quotations or proposals.

The supplier submits their offer so that it will reach Central Purchasing by the hour and date set for the bid opening. Don't forget bidding is competitive so quote your best price!

All offers are compared to determine which offer represents the best value to the City of Newark. An agreement is then awarded to the lowest responsible bidder able to supply our requirements on the basis most advantageous to the City.

Also, telephone quotes are solicited as an option when necessary for expediency of requirements.

STEP 3: HOW TO SELL TO THE CITY OF NEWARK FOR PURCHASES OF GOODS AND SERVICES OVER \$17,500.00

FORMAL COMPETITIVE BIDDING

The law provides that we advertise for bids whenever we purchase a service or goods that will cost more than \$17,500.00

Our advertisements generally appear in the Newark Star Ledger newspaper on Tuesday of every week. They can be found in the section under the title "BIDS WANTED", business section or varied sections in the body of the paper. Bids are also posted on the City of Newark's website, www.ci.newark.nj.us, under the Vendor's Opportunities section.

Once a notice of formal bid proposals are advertised in the Star Ledger newspaper on Tuesdays, you may request a bid package by calling (973) 733-3776 or you may pick up a bid package in person at the Central Purchasing Office, 828-830 Broad Street, 3rd floor, Newark, NJ 07102.

If you are on our bidder's list for the requested goods or services, you will most likely be notified by an IFB post card. However, once the bid has been advertised, the City has met the legal requirement for notification. The prospective bidder is responsible for obtaining the advertised bid proposal.

All formal bid openings are scheduled at 10:15 AM on the date specified. Mailed bid proposals must be received before 10:15 AM on the date specified; late bids will not be accepted.

On the specified hour and date, the sealed bids received are publicly opened and read.

You may be present at these public bid openings and summaries of the bids are available for your examination.

After analysis of the bids received, contracts are awarded, provided that the prices are reasonable, to the lowest responsible bidders who can complete them in accordance with the terms of the specifications and instructions.

STEP 4: THE CONTRACT

THE CONTRACT:

Formal competitively bid contracts are submitted to the Municipal Council by resolution for an award. Once the resolution is approved the Central Purchasing Office prepares contracts to be executed. The contracts are mailed to the contractor for signatures and for appropriate documents

as required for execution. On receipt of the contracts from the vendor, contracts are expedited and an official signed copy will be mailed back to the vendor.

Your contract sets forth your obligations and your rights. It mutually protects both you and the City of Newark.

One of the differences between a government contract and a private contract is the government's absolute right to terminate a contract.

In some cases, contracts are cancelled because the contractor failed to comply with certain important requirements of the contract. In such cases, the City is liable only for the items, if any, which have been already delivered and accepted. However, the City has the right to buy the goods or services from another source that it could not buy from the original contractor. The City can charge that contractor the difference, if any, between his contract price and the price that the City has to pay the new supplier.

The specifications describe what the City requires and wants. Your failure to follow all specifications will result in a rejection of your shipment. The City does not pay for rejected merchandise. In the case of a dispute involving the performance of a service, procedures to settle the dispute will be utilized.

CONSTRUCTION CONTRACTS

The Engineering Department oversees construction project contracts.

Construction project contracts are defined as the process of building, altering, repairing, improving or demolishing any public structure or building, or other public improvements of any kind to any public real property. It does not include the routine operation, routine repair or routine maintenance of existing structures, building or real property.

You may contact the Engineering Department for further information at (973) 733-8520.

STEP 5: HOW YOU GET PAID

Deliver Your Goods

The authorization for you to deliver goods or services to the City is a properly signed purchase order. The Purchasing Director or his/her authorized representative must sign the purchase order.

Know the Payment Procedure

The payment procedures to be followed are spelled out on the "Vendor Copy" of the purchase order.

Follow them carefully.

Any question regarding the purchase order should be directed to the authorized city official that signed the order or Central Purchasing's Buying unit (973) 733-3777.

Any questions regarding payment on completed orders should be directed to the City's Agency to which the order was delivered. Please refer to your purchase order number when inquiring.

Bill Us Accurately

Errors in billing cause delays in payment. Make certain that you mail your voucher to the office specified on the purchase order.

Get Paid Promptly

Deliver your goods or provide your service – know and follow the payment procedure – bill us accurately – and you will be paid within 30 (thirty) days.

SECTION 4: BONDING REQUIREMENTS

BONDING REQUIREMENT

If required, all bidders are requested to submit with their bids, a bid bond, certified check, money order or cashier's check in the amount of 10% of the bid, but in no case more than \$20,000.00. If the total amount of your bid is under \$17,500.00 then the bid bond is not required.

EXCEPTIONS:

WHEN BONDING IS NOT REQUIRED

The Business Administrator may, in the best interest of the City of Newark, authorize the Purchasing Director to eliminate or reduce the requirement of a bid bond, certified check or cashier's check or money order on some bids, as well as eliminate the requirement of a performance bond, or require a bond in less than the full amount of the contract. These actions must be approved in writing prior to the advertising for bids, proposals or estimates.

SECTION 5: SET-ASIDE AWARD

SET-ASIDE AWARD

Certified vendors who have registered under the current approved New Jersey Set-Aside Program will be eligible for special public bids, quotes and miscellaneous awards as solicited in accordance with the thresholds established for these awards. It is recommended that all vendors inquire with Central Purchasing to determine if their New Jersey Company is eligible for certification under the current guidelines established with this program for small business firms employing less than 100 employees and operating within the State.

The Mayor's Office of Affirmative Action/Set-Aside Program welcomes your participation in the City's Minority Business Enterprises (MBE's) and Women Business Enterprises (WBE's).

The following requirements are necessary in order for your business to participate:

1. Obtain a MBE and WBE Registration Form from:
The Mayor's Office of Affirmative Action/Set-Aside Program
920 Broad Street, Room B-25
Newark, New Jersey 07102
Attn: David Muhammed, Manager
2. Certification
Your company must be certified as a MBE or WBE by a governmental agency:
We accept certifications from:
 - NJ Transit
 - The State of New Jersey
Department of Commerce and Economic Development
 - NJ Department of Transportation
 - Port Authority of New York and New Jersey
3. Registration
Attach a copy of your certification to the Registration Form and mail or bring it to the above address. Once our requirements are met your company will be invited to bid on construction, equipment, goods and service contracts open to qualified MBE/WBE's. If additional information is needed you may contact the Affirmative Action Office by calling (973) 733-6394.

SECTION 6: HELPFUL HINTS TO BIDDERS

Read the Invitation Carefully

It means exactly what it says! You are expected to follow all instructions and specifications set forth in the proposal to bid. Don't assume anything. In case of doubt as to the meaning of any part of the specifications contact the Central Purchasing Office immediately before you submit your bid. Any questions for clarification must be put in writing and forwarded to the Central Purchasing Office no less than three (3) days before the bid opening. If you cannot meet the specifications, you should not submit a bid.

Complete all document requirements and do not forget to sign your bid proposal. Non-compliance in completing document requirements can result in the rejection of your bid.

Include all Costs

Be certain that all costs are included. Don't forget packing and delivery. Remember that many things can upset your cost estimates. It is important to take all cost factors into consideration when preparing your bid.

Prepare Your Bid Accurately

Your bid is your formal offer to supply the required items at the price you indicated and on the terms we specify. Don't promise deliveries you cannot fulfill. If your bid is accepted, the City will hold you to all of its terms. If you make an error, the City of Newark may not legally be able to grant relief.

Submit Your Bid on Time

The Central Purchasing Office must receive your bid on the specified hour and date set for the opening of bids. Be sure to comply with the required bid bond of 10% whenever your bid is over \$17,500.00 if applicable.

GOOD LUCK!

SECTION 7: CENTRAL PURCHASING STAFF



CENTRAL PURCHASING: 973-733-3776

Jerome Wakefield, Director of Purchasing/Supervising Procurement Specialist

Xiomara Cruz-Martinez, QPA, Executive Assistant

Bridget J. Perez, A. P. A.
Contracting Unit Supervisor
State Contracts
Competitive Contracting

Contracting Unit:

973-733-3821
Goods Contracts

973-733-8910
Rental Contracts
Revenue Contracts
Maintenance Service Agreements
On Delivery Contracts

973-733-8030
Maintenance and Repair Contracts
Services Contracts

973-733-3776
Main Number Hours 8:30 AM – 4:30 PM Monday - Friday
Bidder's List Applications
Bidder's List Management

SECTION 8: BIDDER'S MAILING LIST APPLICATION

Department of Administration
Division of Central Purchasing

828–830 Broad Street, 3rd Floor
Newark, New Jersey 07102
Phone: 973-733-3776
Fax: 973-733-3760

To be placed on the bidder's list with the City of Newark just follow these steps:

1. Obtain a Bidder's Mailing List Application from the Division of Central Purchasing by calling (973) 733-3776, or print a copy by visiting the City of Newark's website, www.ci.newark.nj.us under the Vendor's Opportunities section.
2. Fill out the Bidder's Mailing List Application attached hereto (all pages); Review the Commodity List and Contract Listing for coding for goods and services provided by your firm.
3. Mail the Bidder's Mailing List Application form to:
Department of Administration
Division of Central Purchasing
828 Broad Street – 3rd floor
Newark, NJ 07102

SECTION 9: COMMODITY/SERVICE LISTING

Class	Description
005	ABRASIVES
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
025	AIR COMPRESSORS AND ACCESSORIES
031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES
035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.
040	ANIMALS, BIRDS, MARINE LIFE, INSECTS AND POULTRY, LIVE, (INCLUDING ACCESSORY ITEMS)
045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
050	ART EQUIPMENT AND SUPPLIES
052	ART OBJECTS
055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.
060	AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS
065	AUTOMOTIVE AND TRAILER BODIES, BODY ACCESSORIES, AND PARTS
070	AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT (INCLUDING TRAILERS) (EFFECTIVE 1-1-06 THIS CLASS INACTIVATED, REFER TO CLASSES 071, 072 AND 073)
071	AUTOMOBILES, SCHOOL BUSES, SUVs, AND VANS (INCLUDING DIESEL, GASOLINE, ELECTRIC, HYBRID, AND ALL OTHER FUEL TYPES)
072	TRUCKS (INCLUDING, DIESEL, GASOLINE, ELECTRIC, HYBRID, AND ALTERNATIVE FUEL UNITS)
073	TRAILERS
075	AUTOMOTIVE SHOP AND RELATED EQUIPMENT AND SUPPLIES
080	BADGES, AWARDS, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC.
085	BAGS, BAGGING, TIES, AND EROSION SHEETING, ETC.
090	BAKERY EQUIPMENT, COMMERCIAL
095	BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES
100	BARRELS, DRUMS, KEGS, AND CONTAINERS
105	BEARINGS (SEE CLASS 060 FOR WHEEL BEARINGS)
110	BELTS AND BELTING: AUTOMOTIVE AND INDUSTRIAL
115	BIOCHEMICALS, RESEARCH
120	BOATS, MOTORS, AND MARINE EQUIPMENT
125	BOOKBINDING SUPPLIES
135	BRICKS, CLAY, REFRACTORY MATERIALS, STONE, AND TILE PRODUCTS
140	BROOM, BRUSH, AND MOP MANUFACTURING MACHINERY AND SUPPLIES

Class	Description
145	BRUSHES (SEE CLASS 485 FOR JANITORIAL TYPE)
150	BUILDER'S SUPPLIES
155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED
160	BUTCHER SHOP AND MEAT PROCESSING EQUIPMENT
165	CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL
175	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES
180	CHEMICAL RAW MATERIALS (IN LARGE QUANTITIES PRIMARILY FOR MANUFACTURING JANITORIAL AND LAUNDRY PRODUCTS)
190	CHEMICALS AND SOLVENTS, COMMERCIAL (IN BULK)
192	CLEANING COMPOSITIONS, DETERGENTS, SOLVENTS, AND STRIPPERS - PREPACKAGED
193	CLINICAL LABORATORY REAGENTS AND TESTS (BLOOD GROUPING, DIAGNOSTIC, DRUG MONITORING, ETC.)
195	CLOCKS, WATCHES, TIMEPIECES, JEWELRY AND PRECIOUS STONES
200	CLOTHING: ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER AND WORK RELATED
201	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS)
203	COMPUTER ACCESSORIES AND SUPPLIES, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY
204	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS
205	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY
206	COMPUTER HARDWARE AND PERIPHERALS FOR MAINFRAMES AND SERVERS
207	COMPUTER ACCESSORIES AND SUPPLIES
208	COMPUTER SOFTWARE FOR MICROCOMPUTERS, SYSTEMS, INCLUDING CLOUD-BASED (PREPROGRAMMED)
209	COMPUTER SOFTWARE FOR MAINFRAMES AND SERVERS (PREPROGRAMMED)
210	CONCRETE AND METAL PRODUCTS, CULVERTS, PILINGS, SEPTIC TANKS, ACCESSORIES AND SUPPLIES
220	CONTROLLING, INDICATING, MEASURING, MONITORING, AND RECORDING INSTRUMENTS AND SUPPLIES
225	COOLERS, DRINKING WATER (WATER FOUNTAINS)
232	CRAFTS, GENERAL
233	CRAFTS, SPECIALIZED
240	CUTLERY, COOKWARE, DISHES, GLASSWARE, SILVERWARE, UTENSILS, AND SUPPLIES
245	DAIRY EQUIPMENT AND SUPPLIES
250	DATA PROCESSING CARDS AND PAPER
251	DATA PROCESSING CARDS AND PAPER, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY
255	DECALS AND STAMPS
257	DEFENSE SYSTEM AND HOMELAND SECURITY EQUIPMENT, WEAPONS AND ACCESSORIES
260	DENTAL EQUIPMENT AND SUPPLIES

Class	Description
265	DRAPERIES, CURTAINS, AND UPHOLSTERY MATERIAL (INCLUDING AUTOMOBILE UPHOLSTERY)
269	DRUGS AND PHARMACEUTICALS
271	DRUG AND FEEDING ADMINISTRATION, INFUSION, AND IRRIGATION EQUIPMENT AND SUPPLIES
279	EIGHTEENTH (18TH) CENTURY REPRODUCTION GOODS
280	ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)
285	ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
287	ELECTRONIC EQUIPMENT, COMPONENTS, PARTS, AND ACCESSORIES (SEE CLASS 730 FOR TESTING OR ANALYZING TYPE)
290	ENERGY COLLECTING EQUIPMENT AND ACCESSORIES: SOLAR AND WIND
295	ELEVATORS, ESCALATORS, AND MOVING WALKS (BUILDING TYPE)
305	ENGINEERING AND ARCHITECTURAL EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES
306	ENGINEERING AND ARCHITECTURAL EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY
310	ENVELOPES, PLAIN (SEE CLASSES 525, 615, 640, 655, 665, AND 966 FOR OTHER TYPES)
312	ENVIRONMENTAL PROTECTIVE EQUIPMENT (INSIDE AND OUTSIDE)
315	EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS, AND RELATED AGENTS
318	FARE COLLECTION EQUIPMENT AND SUPPLIES
320	FASTENERS: BOLTS, NUTS, PINS, RIVETS, SCREWS, ETC. (INCL. PACKAGING, STRAPPING AND TYING EQUIPMENT AND SUPPLIES)
325	FEED, BEDDING, VITAMINS AND SUPPLEMENTS FOR ANIMALS (SEE CLASS 875 FOR DRUGS AND PHARMACEUTICALS FOR ANIMALS)
330	FENCING
335	FERTILIZERS AND SOIL CONDITIONERS
340	FIRE PROTECTION EQUIPMENT AND SUPPLIES
345	FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEPT NUCLEAR AND WELDING)
350	FLAGS, FLAG POLES, BANNERS, AND ACCESSORIES
360	FLOOR COVERING, FLOOR COVERING INSTALLATION AND REMOVAL EQUIPMENT, AND SUPPLIES
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, AND FOLDERS FOR FORMS
400	FOUNDRY CASTINGS, EQUIPMENT, AND SUPPLIES

Class	Description
405	FUEL, OIL, GREASE AND LUBRICANTS
410	FURNITURE: HEALTH CARE, HOSPITAL AND/OR DOCTOR'S OFFICE
415	FURNITURE: LABORATORY
420	FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL
425	FURNITURE: OFFICE
430	GASES, CONTAINERS, EQUIPMENT: LABORATORY, MEDICAL, AND WELDING
435	GERMICIDES, CLEANERS, AND RELATED SANITATION PRODUCTS FOR HEALTH CARE PERSONNEL
436	GERMICIDES, CLEANERS, AND RELATED SANITATION PRODUCTS FOR HEALTH CARE PERSONNEL, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY
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 FOR THE HANDICAPPED AND DISABLED
475	HOSPITAL, SURGICAL, AND MEDICAL RELATED ACCESSORIES AND SUNDRY ITEMS
485	JANITORIAL SUPPLIES, GENERAL LINE
486	JANITORIAL SUPPLIES, GENERAL LINE, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY
490	LABORATORY EQUIPMENT, ACCESSORIES AND SUPPLIES: GENERAL ANALYTICAL AND RESEARCH FOR NUCLEAR, OPTICAL, AND PHYSICAL
493	LABORATORY EQUIPMENT, ACCESSORIES, AND SUPPLIES: BIOCHEMISTRY, CHEMISTRY, ENVIRONMENTAL SCIENCE, ETC.
495	LABORATORY AND FIELD EQUIPMENT AND SUPPLIES: BIOLOGY, BOTANY, GEOLOGY, MICROBIOLOGY, ZOOLOGY, ETC.
500	LAUNDRY AND DRY CLEANING EQUIPMENT, ACCESSORIES AND SUPPLIES, COMMERCIAL
505	LAUNDRY AND DRY CLEANING COMPOUNDS, DETERGENTS, AND SUPPLIES
510	LAUNDRY TEXTILES AND SUPPLIES
515	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TYPES)
520	LEATHER AND SHOE ACCESSORIES, EQUIPMENT, AND SUPPLIES
525	LIBRARY AND ARCHIVAL EQUIPMENT, MACHINES, AND SUPPLIES
530	LUGGAGE, BRIEF CASES, PURSES, TABLET CASES, MP3 CASES AND RELATED ITEMS
540	LUMBER, SIDING, AND RELATED PRODUCTS
545	MACHINERY AND HARDWARE, INDUSTRIAL
550	MARKERS, PLAQUES AND TRAFFIC CONTROL DEVICES
553	MANUFACTURING COMPONENTS AND SUPPLIES
555	METAL, PAPER, AND PLASTIC STENCILS AND STENCILING DEVICES

Class	Description
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, CONVEYORS, STORAGE EQUIPMENT AND ACCESSORIES
565	MATTRESS AND PILLOW MANUFACTURING MACHINERY AND SUPPLIES
570	METALS: BARS, PLATES, RODS, SHEETS, STRIPS, STRUCTURAL SHAPES, TUBING, AND FABRICATED ITEMS
575	MICROFICHE AND MICROFILM EQUIPMENT, ACCESSORIES, AND SUPPLIES
578	MISCELLANEOUS PRODUCTS (NOT OTHERWISE CLASSIFIED)
580	MUSICAL INSTRUMENTS, ACCESSORIES, AND SUPPLIES
590	NOTIONS AND RELATED SEWING ACCESSORIES AND SUPPLIES
593	NUCLEAR EQUIPMENT COMPONENTS, ACCESSORIES AND SUPPLIES
595	NURSERY (PLANTS) 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
615	OFFICE SUPPLIES, GENERAL
616	OFFICE SUPPLIES, GENERAL, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY
620	OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.
625	OPTICAL EQUIPMENT, ACCESSORIES, AND SUPPLIES
630	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, AND RELATED PRODUCTS
631	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, AND RELATED PRODUCTS, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY
635	PAINTING EQUIPMENT AND ACCESSORIES
640	PAPER AND PLASTIC PRODUCTS, DISPOSABLE
641	PAPER AND PLASTIC PRODUCTS, DISPOSABLE, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY
645	PAPER, FOR OFFICE AND PRINT SHOP USE
646	PAPER, FOR OFFICE AND PRINT SHOP USE, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY
650	PARK, PLAYGROUND, RECREATIONAL AREA AND SWIMMING POOL EQUIPMENT AND SUPPLIES
652	PERSONAL HYGIENE AND GROOMING EQUIPMENT AND SUPPLIES
655	PHOTOGRAPHIC EQUIPMENT, FILM, AND SUPPLIES (NOT GRAPHIC ARTS, MICROFILM, AND X-RAY)
658	PIPE, TUBING, AND ACCESSORIES (NOT FITTINGS)
659	PIPE AND TUBING FITTINGS
660	PIPES, TOBACCOS, SMOKING ACCESSORIES; ALCOHOLIC BEVERAGES

Class	Description
665	PLASTICS, RESINS, FIBERGLASS: CONSTRUCTION, FORMING, LAMINATING, AND MOLDING EQUIPMENT, ACCESSORIES, AND SUPPLIES
670	PLUMBING EQUIPMENT, FIXTURES, AND SUPPLIES
675	PESTICIDES AND CHEMICALS: AGRICULTURAL AND INDUSTRIAL
680	POLICE, PRISON AND SECURITY ACCESS 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 PAPER)
710	PROSTHETIC DEVICES, HEARING AIDS, AUDITORY TESTING EQUIPMENT, ELECTRONIC READING DEVICES, ETC.
715	PUBLICATIONS, AUDIOVISUAL MATERIALS, BOOKS, TEXTBOOKS (PREPARED MATERIALS ONLY)
720	PUMPING EQUIPMENT AND ACCESSORIES
725	RADIO COMMUNICATION, TELEPHONE, AND TELECOMMUNICATION EQUIPMENT, ACCESSORIES, AND SUPPLIES (SEE CLASS 840 FOR TELEVISION EQUIPMENT) (EFFECTIVE 3-1-07 THIS CLASS INACTIVATED FOR NEW)
726	RADIO COMMUNICATION EQUIPMENT, ACCESSORIES AND SUPPLIES
730	RADIO COMMUNICATION AND TELECOMMUNICATION TESTING, MEASURING, AND ANALYZING EQUIPMENT, ACCESSORIES AND SUPPLIES
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 ASPHALT AND CONCRETE HANDLING AND PROCESSING EQUIPMENT
760	ROAD AND HIGHWAY EQUIPMENT: EARTH HANDLING, GRADING, MOVING, PACKING, ETC.
765	ROAD AND HIGHWAY EQUIPMENT (EXCEPT EQUIPMENT IN CLASSES 755 AND 760)
770	ROOFING MATERIALS AND SUPPLIES
775	SALT (SODIUM CHLORIDE) (SEE CLASS 393 FOR TABLE SALT)
780	SCALES AND WEIGHING APPARATUS (SEE 175-08 FOR LABORATORY BALANCES)
785	SCHOOL EQUIPMENT, TEACHING AIDS, AND SUPPLIES
790	SEED, SOD, SOIL, AND INOCULANTS
795	SEWING 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, PUBLIC ADDRESS, ETC.
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

Class	Description
820	STEAM AND HOT WATER BOILERS AND STEAM HEATING EQUIPMENT
825	STOCKMAN EQUIPMENT AND SUPPLIES
830	TANKS (METAL, PLASTIC, WOOD, AND SYNTHETIC MATERIALS): MOBILE, PORTABLE, STATIONARY, AND UNDERGROUND TYPES
832	TAPE (NOT DATA PROCESSING, MEASURING, OPTICAL, SEWING, SOUND, OR VIDEO)
838	TELECOMMUNICATIONS AND CELLULAR EQUIPMENT, ACCESSORIES AND SUPPLIES
839	TELEPHONE EQUIPMENT, ACCESSORIES AND SUPPLIES
840	TELEVISION EQUIPMENT AND ACCESSORIES
845	TESTING APPARATUS AND INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRONIC MEASUREMENTS)
850	TEXTILES, FIBERS, HOUSEHOLD LINENS, AND PIECE GOODS
855	THEATRICAL EQUIPMENT AND SUPPLIES
860	TICKETS, COUPON BOOKS, SALES BOOKS, STRIP BOOKS, ETC.
863	TIRES AND TUBES (INCL. RECAPPED/RETREADED TIRES)
864	TRAIN CONTROLS, ELECTRONIC
865	TWINE AND STRING
870	VENETIAN BLINDS, AWNINGS, AND SHADES
875	VETERINARY EQUIPMENT AND SUPPLIES (SEE CLASS 325 FOR VITAMINS AND SUPPLEMENTS FOR ANIMALS)
880	VISUAL EDUCATION EQUIPMENT AND SUPPLIES (EXCEPT PROJECTION LAMPS -SEE CLASS 285)
883	VOICE RESPONSE SYSTEMS
885	WATER AND WASTEWATER TREATING CHEMICALS
890	WATER SUPPLY, GROUNDWATER, SEWAGE TREATMENT, AND RELATED EQUIPMENT (NOT FOR AIR CONDITIONING, STEAM BOILER, OR LABORATORY REAGENT WATER)
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 AND REPAIRING SERVICES
909	BUILDING CONSTRUCTION SERVICES, NEW (INCL. MAINTENANCE AND REPAIR SERVICES)
910	BUILDING MAINTENANCE, INSTALLATION AND REPAIR SERVICES
911	CONSTRUCTION AND UTILITIES, HIGHER EDUCATION
912	CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR SERVICES)
913	CONSTRUCTION SERVICES, HEAVY (INCL. MAINTENANCE AND REPAIR SERVICES)
914	CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)
915	COMMUNICATIONS AND MEDIA RELATED SERVICES
916	COMMUNICATIONS AND TECHNICAL SERVICES, HIGHER EDUCATION
917	CONTRACTED SERVICES AND RENTALS, HIGHER EDUCATION

Class	Description
918	CONSULTING SERVICES
920	DATA PROCESSING, COMPUTER, PROGRAMMING, AND SOFTWARE SERVICES
924	EDUCATIONAL/TRAINING SERVICES
925	ENGINEERING SERVICES, PROFESSIONAL
926	ENVIRONMENTAL AND ECOLOGICAL SERVICES
928	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AUTOMOBILES, TRUCKS, TRAILERS, TRANSIT BUSES AND OTHER VEHICLES
929	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AGRICULTURAL, CONSTRUCTION, HEAVY INDUSTRIAL, MATERIAL HANDLING, AND ROAD AND HIGHWAY EQUIPMENT
931	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR APPLIANCE, ATHLETIC, CAFETERIA, FURNITURE, MUSICAL INSTRUMENTS, AND SEWING EQUIPMENT
934	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR LAUNDRY, LAWN, PAINTING, PLUMBING, AND SPRAYING EQUIPMENT
936	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR GENERAL EQUIPMENT
938	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR HOSPITAL, LABORATORY, AND TESTING EQUIPMENT
939	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR COMPUTERS, OFFICE, PHOTOGRAPHIC, AND RADIO/TELEVISION EQUIPMENT
940	EQUIPMENT MAINTENANCE, REPAIR, CONSTRUCTION, AND RELATED SERVICES FOR RAILROADS
941	EQUIPMENT MAINT, REPAIR, AND RELATED SERVICES FOR POWER GENERATION AND TRANSMISSION EQUIP.
944	FARMING AND RANCHING SERVICES, ANIMAL AND CROP
945	FISHING, HUNTING, TRAPPING, GAME PROPAGATION, AND RELATED SERVICES
946	FINANCIAL SERVICES
947	FORESTRY SERVICES
948	HEALTH RELATED SERVICES (FOR HUMAN SERVICES SEE CLASS 952)
949	FINANCIAL SERVICES, HIGHER EDUCATION
950	GRANTS, HIGHER EDUCATION
951	HIGHER EDUCATION MISCELLANEOUS
952	HUMAN SERVICES
953	INSURANCE AND INSURANCE SERVICES, (ALL TYPES)
954	LAUNDRY AND DRY CLEANING SERVICES
956	LIBRARY AND SUBSCRIPTION SERVICES (INCLUDES RESEARCH SERVICES, INTERNET AND PERIODICAL SUBSCRIPTIONS)
958	MANAGEMENT SERVICES
959	MARINE CONSTRUCTION AND RELATED SERVICES; MARINE EQUIPMENT MAINTENANCE AND REPAIR
961	MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
962	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)
963	NON-BIDDABLE MISCELLANEOUS ITEMS

Class	Description
965	PRINTING: PREPARATIONS, ETCHING, PHOTOENGRAVING, PREPARATION OF MATS, NEGATIVES AND PLATES AND PRINTING SERVICES
966	PRINTING AND TYPESETTING SERVICES
967	PRODUCTION AND MANUFACTURING SERVICES
968	PUBLIC WORKS AND RELATED SERVICES
969	PROFESSIONAL SERVICES, HIGHER EDUCATION
971	REAL PROPERTY RENTAL OR LEASE
972	RESEARCH AND EDUCATIONAL SERVICES, HIGHER EDUCATION
975	RENTAL OR LEASE SERVICES OF AGRICULTURAL, AIRCRAFT, AIRPORT, AUTOMOTIVE, MARINE, AND HEAVY EQUIPMENT
977	RENTAL OR LEASE SERVICES OF APPLIANCES, CAFETERIA, FILM, FURNITURE, HARDWARE, MUSICAL, SEWING, AND WINDOW AND FLOOR COVERINGS
979	RENTAL OR LEASE SERVICES OF ENGINEERING, HOSPITAL, LABORATORY, PRECISION INSTRUMENTS, REFRIGERATION, SCALES, AND TESTING EQUIPMENT
981	RENTAL OR LEASE OF GENERAL EQUIPMENT (HVAC, ATHLETIC, FIRE AND POLICE PROTECTION, ETC.)
983	RENTAL OR LEASE SERVICES OF CLOTHING, JANITORIAL, LAUNDRY, LAWN, PAINTING, SPRAYING, LABORATORY AND TEXTILE EQUIPMENT
984	RENTAL OR LEASE SERVICES OF COMPUTERS, DATA PROCESSING, AND WORD PROCESSING EQUIPMENT
985	RENTAL OR LEASE SERVICES OF OFFICE, PHOTOGRAPHIC, PRINTING, RADIO/TELEVISION/TELEPHONE EQUIPMENT
988	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES
989	SAMPLING AND SAMPLE PREPARATION SERVICES (FOR TESTING)
990	SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES (INCLUDING DISASTER DOCUMENT RECOVERY)
992	TESTING AND CALIBRATION SERVICES
998	SALE OF SURPLUS AND OBSOLETE ITEMS