

**City of Paterson
Department of Business Administration
Division of Purchasing**

**Harry M. Cevallos
State Qualified Purchasing Agent
Registered Public Purchasing Specialist**

**City Hall
155 Market Street
Fourth Floor
Paterson, NJ 07505-1124
Phone: 973.821.1340
Fax: 973.821.1341**



Dear Vendor:

The City of Paterson is in the process of updating our bidding process, purchase order system and vendor files. We would like to continue utilizing your company's services and ask that you supply us with the following information:

- Email address where all purchase orders can be sent for processing.
- Processing contact: name, email address, phone number & fax number.
- Account or Customer number we should include when sending orders OR bill payments.
- Address where purchase orders can be signed and process and/or secondary remittance address for checks.

In addition, in order to comply with the Internal Revenue Service and New Jersey State Requirements, we are required to have a W-9 form on file for every vendor that we do business with. To assure that we have your correct business name, address and TIN (Taxpayer Identification Number) and/or S.S.#, we have attached a W-9 form for you to complete and return to our office, as soon as possible.

The State of New Jersey has enacted legislation (P.L. 2004, c57) that requires the City to have your New Jersey Business Registration Certificate (**BRC**) on file. Vendors who have not submitted their New Jersey Business Registration Certificate (this includes all out-of-state vendors) may have future payments held until the Certificate received.

Please completed the enclosed Vendor Information Form along with your W-9 and BRC. Please send by:

- Mail: DIVISION OF PURCHASING, 155 MARKET ST., 4TH FL., PATERSON, NJ 07505
- Fax: 973-321-1341
- Email: purchasing@patersonnj.gov (Please include your company name in subject line/update).

We look forward to continuing a positive and successful relationship with your company. If you have any questions, comments, or concerns related to Purchasing procedures or these regulations, please contact the Division of Purchasing.



City of Paterson
Division of Purchasing

155 Market Street, 4th Floor, Paterson, New Jersey 07505

Tel: 973.321.1340 Fax: 973.321.1341

VENDOR INFORMATION FORM

VENDOR NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT NAME: _____ EMAIL: _____

PHONE: _____ FAX: _____

NJ BRC # _____ TIN (EIN) # _____ SS # _____

(ONLY FOR INDIVIDUAL/SOLE PROPRIETOR)

Secondary Contact Person _____

Phone: _____ Fax: _____ Email: _____

Account/Customer (s) # _____

VENDOR SECONDARY REMITTANCE ADDRESS

ADDRESS _____

P.O. BOX _____

CITY: _____ STATE: _____ ZIP: _____

SEE ATTACHED COMMODITY CODES IN CONNECTION WITH GOODS/SERVICES PROVIDED:

# _____	# _____	# _____	# _____	# _____
# _____	# _____	# _____	# _____	# _____
# _____	# _____	# _____	# _____	# _____

CITY OF PATERSON
Commodity Code Listing

Page No: 1

Range: 031 to 998-84

Commodity Code	Description
031	AIR CONDITIONING HEATING AND VENTILATION EQUIPMENT
037	AMUSMENTS DECORATIONS ENTERTAINMENT GIFTS TOYS ETC
037-34	DECORATIONS,HOLIDAY,PARTY ETC.
037-43	GIFTS,INCLUDING GIFT CARDS & CERTIFICATES
037-78	SOUVENIRS & PRIZES: PROMOTIONAL,ADVERTISING,ETC
040	ANIMALS ETC INCLUDING ACCESSORY ITEMS
045	APPLICANCES AND EQUIPMENT
050	ART EQUIPMENT AND SUPPLIES
055	AUTOMOTIVE ACCESSORIES FOR AUTO BUSES TRAILERS AND
060	AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS
065	AUTOMOTIVE AND TRAILER BODIES EQUIPMENT AND PARTS
071	AUTOMOTIVE SCHOOLS BUSES SUVS AND VANS
072	TRUCKS INCLUDING DIESEL GASOLINE ELECTRIC HYBRID E
073	TRAILERS
075	AUTOMOTIVE SHOP AND RELATED EQUIPMENT AND SUPPLIES
080	BADGES,AWARDS,EMBLEMS,NAME TAGS AND PLATES
115	BIOCHEMICALS RESEARCH
120	BOATS, MOTORS AND MARINE EQUIPMENT
135	BRICKS CLAY REFRACTORY MATERIALS STONE AND TILE
150	BUILDERS SUPPLIES
155	BUILDINGS AND STRUCTURES FABRICATED AND PREFABRI
165	CAFETERIA AND KITCHEN EQUIPMENT COMMERICAL
175	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES
190	CHEMICAL AND SOLVETS
192	CLEANING COMPOSITIONS DETERGENTS SOLVENTS AND ST
193	CLINICAL LABORATORY REGENTS AND TESTS

Commodity Code	Description
200	CLOTHING:ATHLETIC,CASUAL,DRESS,UNIFORM WEATHER/WOR
201	CLOTHING ACCESSORIES:BAGS,GLOVES,CAPS,HATS ETC.
204	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTE
206	COMPUTER HARDWARE AND PERIPHERALS FOR MAINFRAMES A
207	COMPUTER ACCESSORIES AND SUPPLIES:BATTERIES,DISKS
208	COMPUTER SOFTWARE FOR MICROCOMPUTERS SYSTEMS CLOUD
208-18	BAR CODE SOFTWARE
208-57	LAW ENFORCEMENT SOFTWARE
208-59	LIBRARY INFO MGT.CATALOG DATABASE SOFTWARE
209	COMPUTER SOFTWARE FOR MAINFRAMES AND SERVERS
210	CONCRETE AND METAL PRODUCTS ACCESSORIES AND SUPPLI
232	CRAFTS GENERAL
250	DATA PROCESSING CARDS AND PAPER
255	DECALS AND STAMPS
257	DEFENSE SYSTEM AND HOMELAND SECURITY EQUIPMENT,ETC
265	DRAPERIES CURTAINS AND UPHOLSTERY INCLUDEING AUTOM
269	DRUGS AND PHARMACEUTICALS
280	ELECTRICAL CABLE AND WIRE NOT ELECTRIC
285	ELECTRICAL EQUIPMENT AND SUPPLIES
287	ELECTRONIC EQUIPMENT COMPONENTS PARTS AND ACCESSOR
290	ENERGY COLLECTING EQUIPMENT AND ACCESSORIES
295	ELEVATORS,ESCALATORS,MOVING WALKS- BUILDING TYPE
305	ENGINEERING AND ARCHITECTURAL EQUIPMENT
325	FEED,BEDDING,VITAMINS AND SUPPLEMENTS FOR ANIMALS
330	FENCING
335	FERTILIZER AND SOIL CONDITIONERS
340	FIRE PROTECTION EQUIPMENT AND SUPPLIES

Commodity Code	Description
345	FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES
350	FLAGS,FLAG POLES,BANNERS AND ACCESSORIES
360	FLOOR COVERINGS:INSTALLATION & REMOVAL EQUIP/SUPPL
360-27	MATES,ALL KINDS
360-90	TURF,ARTIFICAL,INDOOR AND OUTDOOR
365	FLOOR MAINTENANCE MACHINES PARTS AND ACCESSORIES
390	FOODS: PERISHABLE
393	FOODS: STABLE GROCERY/MISCELLANIOUS ITEMS
395	FORMS CONTINUOUS:COMPUTER PAPER,FORM LABELS,SNAP
405	FUEL OIL GREASE AND LUBRICANTS
410	FURNITURE HEALTH CARE HOSPITAL & DOCTORS OFFICE
415	FURNITURE LABORATORY
425	FURNITURE OFFICE
445	HAND TOOLS
450	HARDWARE AND RELATED ITEMS
485	JANITORIAL SUPPLIES
485-05	BAGS AND LINERS,PLASTIC:GARBAGE CAN LINERS ETC
515	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES
525	LIBRARY AND ARCHIVAL EQUIPMENT MACHINES AND SUPPL
540	LUMBER SIDING AND RELATED PRODUCTS
545	MACHINERY AND HARDWARE
550	MARKERS PLAQUES AND TRAFFIC CONTROL DEVICES
595	NURSERY (PLANTS) STOCK,EQUIPMENT & SUPPIES
600	OFFICE MACHINES EQUIPMENT AND ACCESSORIES
600-58	ELECTION AND VOTER EQUIPMENT AND SUPPLIES
615	OFFICE SUPPLIES
630	PAINT

Commodity Code	Description
635	PAINT EQUIPMENT AND ACCESSORIES
645	PAPER
650	PARK PLAYGROUND RECREATIONAL AREA AND SWIMMING
655	PHOTOGRAPHIC EQUIPMENT FILM AND SUPPLIES
670	PLUMBING EQUIPMENT FIXTURES AND SUPPLIES
675	PESTICIDES AND CHEMICALS
680	POLICE CORRECTIONAL FACILITY AND SECURITY ACCESS
690	POWER GENERATION EQUIPMENT ACCESSORIES AND SUPPLI
715	PUBLICATIONS AUDIOVISUAL MATERIALS BOOKS TEXTBOOKS
726	RADIO COMMUNICATION AND TELECOMMUNICATION TESTING
745	ROAD AND HIGHWAY BUILDING MATERIALS ASPHALTIC
750	ROAD AND HIGHWAY BUILDING MATERIALS NON ASPHALTIC
755	ROAD AND HIGHWAY ASPHALT & CONCRETE HANDLING EQUIP
765-57	SNOW BLOWERS,SELF PROPELLED
765-58	SNOW BLOWERS,VEHICLE OR EQUIPMENT MOUNTED
765-59	SNOW BLOWERS, WALK BEHIND
765-60	SNOW PLOWS,MOTORIZED
765-61	SNOW PLOWS AND SNOW WINGS,VEHICLE MOUNTED
765-64	SPREADERS,SELF PROPELLED
765-66	SPREADERS,TRUCK MOUNTED
765-75	SWEEPER ACCFESSORIES
765-77	SWEEPER,DRAW BROOMS,ETC
765-88	VACUUM TRUCKS
770	ROOFING MATERIALS AND SUPPLIES
775	SALT (SODIUM CHLORIDE)
785	SCHOOL EQUIPMENT,TEACHING AIDS AND SUPPLIES
790	SEED SOD SOIL AND INOCULANTS

Commodity Code	Description
790-02	ATHLETIC FIELD COMPOSITIONS,BASEBALL INFIELDS ETC
801	SIGNS,SIGN MATERIALS AND RELATED SUPPLIES
801-84	SIGNS,MESSSAGE,COMPUTERIZED
801-96	SIGNS,TRAFFIC,SOLAR POWERED,LED,FLASHING,PROGRAMM
803	SOUND SYSTEMS COMPONENTS AND ACCESSORIES
805	SPORTING GOODS ATHLETIC EQUIPMENT AND ATHLETIC FAC
805-15	ATHLETIC AWARDS
805-17	ATHLETIC FIELD MARKERS
805-18	ATHLETIC FIELD GROOMERS & EQUIPMENT
805-23	BAGS,SPORTS EQUIPMENT
805-24	BASEBALL EQUIPMENT
805-30	BASKETBALL EQUIPMENT
805-48	FOOTBALL EQUIPMENT
805-63	SCOREBOARDS
805-73	STADIUM LIGHTING EQUIPMENT & LIGHT POLES
838	TELECOMMUNICATIONS AND CELLULAR EQUIPMENT ACCESSOR
839	TELEPHONE EQUIPMENT ACCESSORIES AND SUPPLIES
840	TELEVISION EQUIPMENT AND ACCESSORIES
855	THEATRICAL EQUIPMENT & SUPPLIES
855-15	CUSTUMES AND ACCESSORIES
855-81	STAGES, ALL TYPES
860	TICKETS,COUPON BOOKS,SALES BOOKS
860-70	TICKETS,RESERVED TYPE
863	TIRES AND TUBES
875	VETERINARY EQUIPMENT AND SUPPLIES:ANIMAL CONTROL
895	WELDING EQUIPMENT AND SUPPLIES
898	X-RAY AND OTHER RADIOLOGICAL EQUIPMENT AND SUPPLIE

Commodity Code	Description
909	BUILDING CONSTRUCTION SERVICES NEW INCLUDING MAINT
910	BUILDING MAINTENANCE INSTALLATION AND REPAIR
910-03	BUILDING CLEANING SERVICES, EXTERIOR
910-09	CARPET CLEANING, INSTALLATION & REPAIR SERVICES
910-11	DRAPERY & CURTAIN INSTALLATION, MAINT., & REPAIR
910-13	ELEVATOR INSTALLATION, MAINT. & REPAIR SERVICES
910-26	FURNACE MAINTENANCE AND REPAIR SERVICES
910-27	GARBAGE AND TRASH REMOVAL, DISPOSAL AND TREATMENT
910-36	HEATING, A/C & VENTILATION MAINT., INSTALLATION
910-48	LOCKSMITH SERVICES
910-51	MASONRY, CONCRETE
910-55	OVERHEAD DOOR INSTALLATION, MAINT. & REPAIR SERVICE
910-59	PEST CONTROL SERVICES
910-60	PLUMBING MAINTENANCE AND REPAIR SERVICES
910-79	WINDOWS, METAL, INSTALLATION, MAINT., & REPAIR SERVICE
910-80	WINDOWS, WOOD, INSTALLATION, MAINT., & REPAIR SERVICES
912	CONSTRUCTION SERVICES GENERAL INCLUDE MAINT AND RE
914	CONSTRUCTION SERVICES TRADES AND NEW CONSTRUCTION
915	COMMUNICATION AND MEDIA RELATED SERVICES
915-01	ADVERTISING AGENCY SERVICES
915-02	ADVERTISING SERVICES, INCLUDING NOTICE TO BID, LEGAL
915-04	ADVERTISING SERVICES, OUTDOOR BILLBOARD ETC
915-05	ANSWERING AND PAGING SERVICES
915-15	BROADCASTING SERVICES, TELEVISION
915-20	CALL CENTER SERVICES
915-24	CABLE TELEVISION SERVICES
915-59	MAIL SERVICES, EXPRESS

Commodity Code	Description
915-71	NEWSPAPER AND PUBLICATION ADVERTISING, NON-LEGAL
915-75	TELEPHONE SERVICES, CELLULAR
915-76	TELEPHONE SERVICES, INSTALLATION, MOVES, CHANGES ETC
915-77	TELEPHONE, LONG DISTANCE/LOCAL
915-95	WARNING SYSTEM SERVICES, CITIZEN
915-96	WEB PAGE DESIGN, MANAGEMENT AND MAINTENANCE
915-97	WIRING SERVICES, DATA AND VOICE
918	CONSULTING SERVICES
920	DATA PROCESSING COMPUTER PROGRAMMING AND SOFTWARE
924	EDUCATIONAL AND TRAINING SERVICES
925	ENGINEERING SERVICES PROFESSIONAL
926	ENVIRONMENTAL AND ECOLOGICAL SERVICES
928	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AUTO
928-93	VEHICLE WASHING, WAXING, POLISHING & DISINFECTING.
929	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AGRICULTURE
936	EQUIPMENT MAINTENANCE AND REPAIR FOR GENERAL EQUIPMENT
938	EQUIPMENT MAINTENANCE AND REPAIR FOR LABORATORY & TEST
941	EQUIPMENT MAINT. REPAIR AND RELATED SERVICES FOR PUBLIC
946	FINANCIAL SERVICES
948	HEALTH RELATED SERVICES
952	HUMAN SERVICES
952-07	ALCOHOL AND DRUG TESTING SERVICES
952-37	EMERGENCY SHELTER SERVICES
952-81	COMMUNITY REDEVELOPMENT SERVICES
952-83	YOUTH SERVICES PROGRAMS
953	INSURANCE AND INSURANCE SERVICES
954	LAUNDRY AND DRY CLEANING SERVICES

Commodity Code	Description
956	LIBRARY AND SUBSCRIPTION SERVICES RESEARCH INTER
961-02	ADMINISTRATIVE SERVICES,ALL KINDS
961-05	ARBITRATION,MEDIATION AND ALTERNATIVE DISPUTE RESO
961-15	CONCESSIONS,CATERING,VENDING
961-46	INTERPRETER SERVICES
961-49	LEGAL SERVICES,ATTORNEYS
961-56	PROGRAM AND PROJECT DEVELOPMENT MGT. SERVICES
961-62	HUMAN RESOURCE SERVICES
961-68	SPORTS PROFESSIONAL SERVICES,SPORTS/RECREATION PRO
961-75	TRANSLATION SERVICES,ALL LANGUAGES
961-83	UTILITY SERVICES,ELECTRIC
961-84	UTILITY SERVICES,GAS
961-86	VETERINARY SERVICES
962-05	AMUSEMENT/ENTERTAINMENT SERVICES INCLUDES DJ
962-09	AUCTIONEERING SERVICES,ONLINE & REVERSE AUCTIONS
962-17	BUS,TAXI,LIMOUSINES & VAN TRANSPORTATION SERVICES
962-19	CAFETERIA AND RESTAURANT SERVICES
962-2	MISCELLANEOUS SERVICES NO. 2
962-24	COURIER/DELIVERY SERVICES
962-27	DOCUMENT SHREDDING SERVICES
962-35	FRAMING SERVICES,PICTURE
962-36	FIREWORKS DISPLAY AND CARNIVAL SERVICES
962-76	SEATING AND MEETING SERVICES,PUBLIC
962-84	TIRE SHREDDING,DISPOSAL AND RECYCLING SERVICES
962-85	TINTING AND COATING SERVICES,GLASS,AUTO & BLDG
962-90	UPHOLSTERING SERVICES
963	MISCELLANEOUS FEES DUES PERMITS REGISTRATION REBAT

Commodity Code	Description
963-20	ASSOCIATIONS FEES
963-24	BONDS,NOTARY
963-30	CONTRIBUTION AND DONATIONS
963-35	FEES,BANK
963-37	FEES,CONFERENCE/CONVENTION
963-41	FEES,TOURNAMENT
963-43	INTERGOVERNMENTAL AND INTER-AGENCY CONTRACTS
963-45	LICENSING FEES
963-47	MEALS REIMBURSEMENTS
963-48	MEMBERSHIP DUES
963-55	PERMITS
963-57	POSTAGE RELATED PURCHASE,POSTAGE STAMPS ETC
963-64	REGISTRATION FEES
963-85	TOLL AND SURCHARGES
965	PRINTING
966	PRINTING AND TYPESETTING SERVICES
966-07	PRINTING: BUSINESS CARDS
966-16	CONTINUOUS FORM PRINTING
966-18	PRINTING: COPY SERVICES,REPRODUCTION
966-25	PRINTING:DIGITAL
966-28	ENGRAVING & EMBOSSSED AWARDS,CERTIFICATES
966-31	PRINTING: ENVELOPES
966-36	PRINTING: FORMS
966-51	PRINTING: LETTERHEAD
966-52	PRINTING: LICENSES AND TAGS
966-78	PRINTING: RECEIPT AND VOUCHER BOOKS
966-84	PRINTING: SILK SCREEN

Commodity Code	Description
966-85	PRINTING: SNAP OUT FORM PRINTING
968	PUBLIC WORKS AND RELATED SERVICES
968-72	PUBLIC WORKS:SNOW AND ICE REMOVAL SERVICES
968-75	PUBLIC WORKS:STREETSCAPING SERVICES
968-79	TELEPHONE,UTILITY,LIGHT POLE INSTALLATION/RELOCA
968-88	TREE AND SHRUB REMOVAL SERVICES
968-90	VEHICLE TOWING AND STORAGE
971	REAL PROPERTY RENTAL OR LEASE
971-02	ATHLETIC FACILITY RENTAL OR LEASE
971-30	HOTEL, MOTEL, LODGES AND RESORT ACCOMMODATIONS
971-45	OFFICE SPACE RENTAL OR LEASE
971-55	PARKING SPACES:LOT OR GARAGE RENTAL OR LEASE
971-70	STORAGE SPACE RENTAL OR LEASE
971-82	TOILETS,PORTABLE RENTAL OR LEASE
975	RENTAL OR LEASE SERVICES OF AGRICULTURAL AIRCRAFT
975-14	RENTAL AUTOMOBILE,OTHER PASSENGER VEHICLE & EMERGE
975-44	MASS TRANSIT BUS,SCHOOL BUS RENTAL OR LEASE
975-75	SNOW PLOWS AND ACCESSORY RENTAL OR LEASE
975-78	SWEEPERS,STREET,RENTAL OR LEASE
975-86	TRUCK AND VAN,INCLUDE FIRE & GARBAGE TRUCKS RENTAL
977-63	SCAFFOLDING AND LADDERS RENTAL OR LEASE
981	RENTAL OR LEASE OF GENERAL EQUIPMENT (HVAC ATHLETI
981-72	TENTS,RENTAL OR LEASE
984	RENTAL OR LEASE SERVICES OF COMPUTER DATA PROCESSI
985	RENTAL OR LEASE SERVICES OFFICE PHOTOGRAPHIC PRINT
985-20	COOLERS,DRINKING WATER RENTAL LEASE
985-26	COPY MACHINE,PLAIN PAPER COST PER COPY RENTAL/LEAS

Commodity Code	Description
985-27	COPY MACHINES,DIGITAL RENTAL/LEASE
985-52	LIBRARY MACHINE RENTAL/LEASE
985-54	MAILING EQUIP./POSTAGE METER RENTAL/LEASE
988	ROADSIDE GROUNDS RECREATIONANDPARK AREA SERVICES
989	SAMPLING AND SAMPLE PREPARATION SERVICES/TESTING
989-75	SOIL SAMPLING AND PREPARATION SERVICES
990	SECURITY,FIRE,SAFETY,EMERGENCY & DISASTER DOCUMENT
990-05	ALARM SERVICES
990-42	FIRE ALARM & SAFETY SERVICES,INSTALLATION OF EQUIP
992	TESTING & CALIBRATION SERVICES
992-22	BALLISTICS TESTING SERVICES
992-45	GASEOUS FUEL TANK TESTING SERVICES,VEHICULAR
992-70	RADOR EQUIPMENT TESTING AND CALIBRATION SERVICES
992-75	SAFETY EQUIPMENT TESTING
992-97	X-RAY EQUIPMENT TESTING
993	TRAVEL
998	SALE OF SURPLUS AND OBSOLETE ITEMS
998-09	AUTOMOBILE,TRUCK AND BUS PARTS SALE OR SURPLUS ITE
998-29	COMPUTER,PARTS & SUPPLIES,SALE OF SURPLUS OBSOLETE
998-30	CONFISCATED AND PERSONAL,SALE OR SURPLUS OR OBSOLE
998-84	REAL ESTATE,BLDGS.,HOUSES,LAND ETC SALE OF SURPLUS
Total Commodity Codes: 290	