

**Cape Girardeau County  
Purchasing Department**

<http://www.showme.net/CapeCounty/>

**Roger L. Hudson, Co. Treasurer**  
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**Vendor Registration Application**

**Company Name and Address for Bids and Purchase Orders:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Vendor Contact Information:**

*Please type or print the name or number or the contact person for bids and purchase orders:*

Contact Person: \_\_\_\_\_

E-Mail: \_\_\_\_\_  
*E-Mail address is very important for vendor to receive notices of bids and products the County may be interested in.*

**Taxpayer Identification Number (FEIN/SSN):** \_\_\_\_\_

**Applicant's Certification:** The undersigned hereby certifies that the foregoing information is a true and correct statement of the facts and agrees to abide by the laws of the State of Missouri and the rules and regulations of Cape Girardeau County currently in effect and including any subsequent revisions thereof. Applicant acknowledges that it is his/her responsibility to keep the information current by notifying the Purchasing Department of any changes. The applicant also acknowledges that repeated failure to respond to solicitations may result in removal from the bid list.

SIGNATURE OF AUTHORIZED PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE \_\_\_\_\_  
(Please complete page 2)

## COMMODITY/SERVICE LISTING

The Purchasing Department of Cape Girardeau County is maintaining a Vendor and Commodity/Service Database. This information will be useful in developing accurate bid lists and notification. In order to identify the Commodities and/or Services you provide, the County is using a four digit code which represents broad categories of goods and services. Please **circle** all applicable Commodities and/or Services that your company supplies.

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### 0000 Office Supplies

- 0001 Pens and Pencils
- 0002 Paper
- 0003 Legal Pads
- 0004 Binders
- 0005 Folders
- 0006 Staples
- 0007 Paper Clips
- 0008 Post-it/note pads

### 1000 Janitorial Supplies

- 1001 Mops/Brooms/
- 1002 Toilet Paper
- 1003 Hand Towels
- 1004 Cleaning Supplies/Chem

### 2000 Office Equipment

- 2001 Desks
- 2002 Chairs
- 2003 File Cabinets
- 2004 Adding Machines
- 2005 \_\_\_\_\_

### 3000 Information Technologies

- 3001 Fax Machines
- 3002 Telephones
- 3003 Computers
- 3004 Monitors
- 3005 Keyboards
- 3006 Printers
- 3007 \_\_\_\_\_

### 4000 Tools/Hardware/

- 4001 Fasteners
- 4002 Paint
- 4003 Carpenter Tools
- 4004 Plumbing Tools
- 4005 \_\_\_\_\_

### 5000 Building Supplies

- 5001 \_\_\_\_\_

### 6000 Light Equipment

- 6001 Lawn Mowers
- 6002 ATV/Mules
- 6003 Tiller

### 7000 Heavy Equipment

- 7001 Tractors
- 7002 Tractor Attachments
- 7003 Road Graders
- 7004 Rollers
- 7005 Loaders
- 7006 Fork Lifts
- 7007 Backhoe
- 700x \_\_\_\_\_

### 8000 Automobile/Trucks

- 8001 Cars
- 8002 Vans
- 8003 Light Trucks
- 8004 Dump Trucks

### 9000 Road & Bridge Supplies

- 9001 Gravel
- 9002 Cold Mix
- 9003 Oil
- 9004 Fuel
- 9005 Concrete
- 9006 Culvert Pipe

### 1100 Services

- 1001 Mail
- 1002 Auto Services
- 1003 Security
- 1004 Pest Control
- 1005 Medical Services
- 1006 Legal

### 1200 Other/Misc.

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