

ARKANSAS TECH UNIVERSITY
REQUEST FOR LISTING AS BIDDER
 Procurement and Risk Management Services
 Young Building Suite 101
 203 West O Street
 Russellville, AR 72801-2222

Complete both pages of this form along with a completed W9 form and return via fax to 479-968-0633 or email to purchasing@atu.edu.
 Return with a catalog/product listing

MAIL BID INVITATIONS TO:

COMPANY NAME: _____

Dbas: _____

STREET ADDRESS: _____

PO BOX: _____

CITY, STATE, ZIP: _____

TELEPHONE NO: _____ FAX NO: _____

800 NO: _____ WEB SITE: _____

E-MAIL: _____

FEIN/TIN or SOCIAL SECURITY NO: _____

HOME OFFICE ADDRESS: _____

BUSINESS DESIGNATION (check one):

CORPORATION	PARTNERSHIP	SOLE PROPRIETORSHIP	INDIVIDUAL	OTHER (explain)

IF YOUR BUSINESS IS CLASSIFIED AS A "MINORITY", PLEASE CHECK BELOW:

AFRICAN AMERICAN	HISPANIC AMERICAN	AMERICAN INDIAN	ASIAN	PACIFIC ISLANDER	SERVICE-DISABLED VETERAN	Woman-Owned

DO YOU COLLECT ARKANSAS SALES TAX? _____ (Yes or No)

I, the undersigned, hereby agree to faithfully abide by the Purchasing Laws of the State of Arkansas and the regulations of the Department of Finance & Administration now in effect and any subsequent revisions thereof. I also understand that my **failure to submit a response to three (3) consecutive bid invitations on any one class or sub-class may cause the University to discontinue sending bid invitations** to me for that class or sub-class.

The University will be responsible only for orders placed by the Purchasing Department. **Companies that accept orders from University personnel without an official purchase order must look to the individual for payment.**

SIGNATURE: _____ **DATE:** _____

NAME: _____ **TITLE:** _____
 (typed or printed)

From the Commodity Class Index, select only those classes and sub-classes that you can furnish.

Class		Sub-Classes						
Class		Sub-Classes						
Class		Sub-Classes						
Class		Sub-Classes						
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Class		Sub-Classes						
Class		Sub-Classes						

BRAND NAMES:

ATU COMMODITY CLASS INDEX

As of October 13, 2011

Advertising and Promotional Specialties
Artist Equipment and Supplies
Athletic and Recreational Supplies and Equipment
Audio Visual Supplies and Equipment
Automobiles, Trucks and Accessories
Barber and Beauty Shop Equipment and Supplies
Building Materials
Buildings, Fabricated
Classroom Equipment
Clothing
Custodial Supplies
Data Processing Equipment and Supplies
Engineering and Surveying Equipment and Supplies
Farm and Livestock Supplies
Flags, Poles, Banners and Signs
Food Service Equipment and Supplies, Commercial
Furniture
Gases, Welding and Research
Grounds Equipment and Landscape Supplies
Household Appliances and Supplies
HVAC Equipment and Supplies
Identification Cards
Insurance
Laundry Equipment
Library Machines and Supplies
Material Handling Equipment
Medical Supplies
Miscellaneous
Musical Instruments and Supplies
Office Machines, Equipment and Accessories
Printing
Safety and First Aid Equipment and Supplies
Scientific Laboratory Equipment and Supplies
Services, Professional
Telecommunications Equipment, Voice and Data
Theatrical Equipment and Supplies
Tools

ATU COMMODITY CLASS and SUB-CLASS

As of October 13, 2011

ADVERTISING & PROMOTIONAL SPECIALTIES: (not otherwise classified)	691-00
Advertising: Clothing - silkscreened or embroidered	691-30
Advertising: Duplication of CD's, DVD's, etc.	691-40
Advertising: Pocket Portfolios & 3-ring Binders	695-50
<i>See Athletic 805-12 for Athletic Apparel</i>	
<i>See Flags 345-00 for Flags, Banners and Signs</i>	
ARTIST EQUIPMENT AND SUPPLIES: (not otherwise classified)	050-00
Art: Ceramic and Pottery	233-20
Art: Foundry Equipment and Supplies	400-00
Art: Glass Blowing	233-35
Art: Sculpturing Equipment and Supplies	050-80
ATHLETIC/RECREATIONAL SUPPLIES & EQUIPMENT: (not otherwise classified)	805-00
Athletic: Apparel	805-12
Athletic: Awards	805-15
Athletic: Baseball Equipment	805-24
Athletic: Basketball Equipment	805-30
Athletic: Field Equipment - covers, striping machines, etc	805-35
Athletic: Fitness Center Equipment - treadmills, stationary bicycles, etc	805-45
Athletic: Football Equipment	805-48
Athletic: Golfing Equipment	805-54
Athletic: Park, Playground & Swimming Pool Equipment	650-00
Athletic: Softball Equipment	805-69
Athletic: Tennis Equipment	805-78
Athletic: Track Equipment	805-81
Athletic: Trainer's Supplies	805-84
Athletic: Volleyball Equipment	805-90
Athletic: Weight Lifting Equipment	805-95
<i>See Grounds 630-20 for Field Marking Paint</i>	
AUDIO VISUAL SUPPLIES & EQUIPMENT: (not otherwise classified)	880-00
AV: CCTV Equipment	725-05
AV: Digital Cameras	655-20
AV: Intercom, Other Sound Equipment, Components, Parts	480-00
AV: Language Laboratories	480-18
AV: Microphones	480-36
AV: Music Systems and Components	480-40
AV: Photographic Equipment & Supplies	655-00
AV: Public Address Systems	480-47
AV: Radio Broadcasting Equipment	725-09
AV: Satellite Dishes	725-98
AV: Smartboards	880-50
AV: Television Broadcasting Equipment	725-55
AV: Video Equipment	725-74

AV: Wire and Cable	480-90
AUTOMOBILES, TRUCKS & ACCESSORIES: (not otherwise classified)	070-00
Auto: Fuel, Oil and Grease	405-00
Auto: Golf Carts	070-08
Auto: School Bus	070-33
Auto: Shop Equipment and Supplies	075-00
Auto: Shop Equipment Cleaners	190-50
Auto: Tires and Tubes	860-00
Auto: Trailers	070-63
Auto: Trucksters and Motorized Work Carts	070-18
Auto: Vans and Carryalls	070-90
BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES:	095-00
BUILDING MATERIALS: (not otherwise classified)	145-00
Bldg. Materials: Concrete Products and Supplies	210-00
Bldg. Materials: Door Closers, Holders, Thresholds, etc	450-26
Bldg. Materials: Electrical Equipment & Supplies	280-00
Bldg. Materials: Emergency Lighting	280-58
Bldg. Materials: Glass and Glazing Supplies	440-00
Bldg. Materials: Hardware and Allied Items	450-00
Bldg. Materials: Insulation, Acoustical Tile, etc	010-00
Bldg. Materials: Locks, Locksets, Key Blanks, etc	450-55
Bldg. Materials: Lumber, Plywood, Pressboard, Sheetrock, Siding	540-00
Bldg. Materials: Mailboxes	450-57
Bldg. Materials: Metals - Bars, Plates, Rods, Sheets, Tubing	570-00
Bldg. Materials: Paint, Varnish, Wall Coverings	630-00
Bldg. Materials: Plumbing	670-00
Bldg. Materials: Roofing - Nonwood	770-00
Bldg. Materials: Toilet Partitions and Doors	670-72
Bldg. Materials: Water Heaters, Storage (Industrial)	670-91
<i>See Grounds 670-17 for Irrigation Systems</i>	
<i>See Grounds 750-70 for Ready Mix</i>	
BUILDINGS, FABRICATED: (not otherwise classified)	150-00
Buildings: Aluminum and Steel Buildings, Portable	150-12
Buildings: Greenhouses	150-42
Buildings: Modular Buildings	150-50
CLASSROOM EQUIPMENT: (not otherwise classified)	785-00
Classroom: Blackboards, Chalkboards & Markerboards	785-15
Classroom: Bulletin Boards, Changeable Letter Boards, Directories	785-25
Classroom: Clocks, Timers and Watches	195-00

CLOTHING: (except athletic)	200-00
Clothing: Badges, Buttons, Tags and Pins - Identification	080-00
Clothing: Emblems and Shoulder Patches	200-21
Clothing: Robes for Choirs and Graduation	200-51
Clothing: Uniforms - Band	200-72
Clothing: Uniforms - Police	200-73
<i>See Advertising 691-30 for Silkscreened/Embroidered Clothing</i>	
<i>See Athletics 805-12 for Athletic Apparel</i>	
CUSTODIAL SUPPLIES:	485-00
Custodial: Floor Maintenance Machines	360-00
Custodial: Plastic Trash Bags and Liners	665-24
DATA PROCESSING EQUIPMENT AND SUPPLIES: (not otherwise classified)	205-00
DP: Bursters, Decollators, Detachers	205-04
DP: Cables, Patch and Data	480-98
DP: Fiber Optic Cable & Accessories	205-41
DP: Local Area Networks (LAN) Equipment	205-42
DP: Servers and Mainframes	205-43
DP: Server and Mainframe Drives	205-47
DP: Server and Mainframe Software	205-45
DP: Memory	205-98
DP: Microcomputers (MAC)	205-53
DP: Microcomputers (PC's)	205-52
DP: Notebook Computers	205-65
DP: Printers	205-68
DP: Software	205-54
DP: Uninterruptible Power Supply	205-92
DP: Wireless Equipment and Supplies	205-95
ENGINEERING-SURVEYING EQUIPMENT & SUPPLIES: (not otherwise classified)	300-00
Engineering: Electronic Testing, Measuring & Analyzing Equip	730-00
Engineering: Kits - Assembly - breadboard, circuit boards, etc	730-25
Engineering: Measuring Instruments - multimeters, voltmeters, etc	730-35
Engineering: Oscilloscopes	730-48
Engineering: Power Supplies	730-50
Engineering: Testing & Training Equipment - hydrostatic, metallurgical, etc	845-00
FARM AND LIVESTOCK SUPPLIES: (not otherwise classified)	825-00
Farm: Agricultural Implements, Accessories and Parts	020-00
Farm: Animals and Livestock	040-00
Farm: Fencing	325-00
Farm: Fertilizers and Soil conditioners	330-00
Farm: Seed, Sod, Soil & Inoculants	790-00
Farm: Spraying Equipment - Crop and Livestock	810-00

Farm: Veterinary Equipment and Supplies	875-00
FLAGS, POLES, BANNERS AND SIGNS:	345-00
Flags: Markers, Plaques, Signs & Traffic Control Devices	550-00
Flags: Marking Devices (stencils)	555-00
FOOD SERVICE EQUIPMENT & SUPPLIES - COMMERCIAL:	160-00
Food: Cutlery, Dishes, Flatware, Glassware and Utensils	240-00
Food: Refrigeration Equipment and Accessories	740-00
FURNITURE:	
Furniture: Auditorium & Stadium Seating	420-04
Furniture: Classroom	420-84
Furniture: Dormitory	420-16
Furniture: Hospital	410-00
Furniture: Laboratory	415-00
Furniture: Library	420-56
Furniture: Lounge	420-60
Furniture: Mattresses & Bedsprings	420-68
Furniture: Non-Office	420-00
Furniture: Office	425-00
Furniture: Work Benches, Shop Desks & Tables	450-92
GASES, WELDING AND RESEARCH: (not otherwise classified)	430-00
Gases: Laboratory - Argon, Helium, Hydrogen, Nitrogen	430-42
Gases: Rare or Highly Purified for Research	430-72
GROUNDS EQUIPMENT & LANDSCAPE SUPPLIES: (not otherwise classified)	515-00
Grounds: Concrete Products & Supplies	210-00
Grounds: Culverts & Pipe - Corrugated Metal	235-00
Grounds: Fencing	325-00
Grounds: Fertilizers & Soil Conditioners	330-00
Grounds: Irrigation Systems	670-17
Grounds: Nursery & Greenhouse Supplies	595-00
Grounds: Paint - Concrete & Asphalt Marking	630-10
Grounds: Paint - Field Marking	630-20
Grounds: Ready-Mix Concrete	750-70
Grounds: Sand & Gravel	750-77
Grounds: Seed, Sod, Soil & Inoculants	790-00
Grounds: Tractor Mowers	020-68
<i>See Flags 345-00 for Flags and Flag Poles</i>	
HOUSEHOLD APPLIANCES AND SUPPLIES: (not otherwise classified)	045-00
Household: Draperies, Curtains and Upholstery	265-00
Household: Floor Coverings	355-00

Household: Linens	850-00
Household: Venetian Blinds, Awnings & Shades	870-00
HVAC EQUIPMENT AND SUPPLIES: (not otherwise classified)	030-00
HVAC: Filters and Filter Media	030-60
HVAC: Heating Units & Ventilation Equipment & Accessories	455-00
HVAC: Steam & Hot Water Specialties & Accessories	815-00
HVAC: Steam Boilers, Steam Heating & Power Plant Equip	820-00
HVAC: Water Treating Chemicals	885-00
IDENTIFICATION CARDS:	080-10
IDs: Laminating Presses, Film ID Pouches & Supplies	665-42
INSURANCE, PROPERTY:	478-00
Insurance: Athletic	478-50
Insurance: Camps - Accident	478-04
Insurance: Employee Accident & Health	478-03
Insurance: Errors & Omissions	478-56
Insurance: International Students - Accident & Health	478-02
LAUNDRY EQUIPMENT, HOUSEHOLD:	500-00
Laundry: Dryers - not household	500-15
Laundry: Supplies	500-50
Laundry: Washer-Extractors - not household	500-87
LIBRARY MACHINES & SUPPLIES:	525-00
Library: Microfilm Equipment & Supplies	575-00
MATERIAL HANDLING EQUIPMENT: (not otherwise classified)	560-00
Matl Hdlg: Forklifts	560-75
Matl Hdlg: Tanks - Mobile, Portable, Stationary	830-00
MEDICAL SUPPLIES: (not otherwise classified)	475-00
Medical: Hospital Equipment	465-00
Medical: Scales & Weighing Apparatus	780-00
Medical: Teaching Aid Model Body Parts	495-77
Medical: X-Ray Equipment and Supplies	900-00
MISCELLANEOUS: (describe)	950-00
Retail	950-30

MUSICAL INSTRUMENTS & SUPPLIES: (not otherwise classified)	580-00
Music: Band & Choral Risers	580-05
Music: Band Instruments & Accessories	580-10
Music: Electronic Musical Instruments	250-25
Music: Organs, Pianos & Accessories	580-50
Music: Stringed Instruments	580-80
OFFICE MACHINES, EQUIPMENT & ACCESSORIES: (not otherwise classified)	600-00
Office: Calculators	600-22
Office: Cash Registers	600-30
Office: Check Machines	600-36
Office: Copy Machines (lease)	600-98
Office: Copy Machines (purchase)	600-41
Office: Fax Machines	840-30
Office: Folding & Inserting Machines	600-65
Office: Imprinted Pens & Pencils	620-40
Office: Mailing Machines	600-71
Office: Office Supplies	615-00
Office: Optical Scanners	600-50
Office: Paper and Envelopes (blank)	645-00
Office: Punching & Binding Machines	700-74
Office: Ribbons & Toner Cartridges	610-00
PRINTING - FLAT FORMS: (not otherwise classified)	695-00
Printing: Books-catalogs-magazines-pamphlets-brochures-posters	693-00
Printing: Continuous, Snap-Sets & Mailers	697-00
Printing: Envelopes	695-10
Printing: Labels	695-30
Printing: Newsprint	695-74
Printing: Optical Scanner Forms	695-82
Printing: Security Transcripts	695-83
Printing: Silk Screening - see Advertising for pocket portfolios/binders	695-80
Printing: Tickets	695-90
<i>See Services 783-54 for Mailing Services</i>	
SAFETY & FIRST AID EQUIPMENT & SUPPLIES: (not otherwise classified)	340-00
Safety: Emergency Showers & Wash Stations	340-18
Safety: Fire Protection Equipment & Supplies	335-00
Safety: Mannequins & Models for First Aid & Safety Instruction	340-68
Safety: Markers, Plaques, Signs & Traffic Control Devices	550-00
Safety: Police Equipment and Supplies	680-00
SCIENTIFIC LABORATORY SUPPLIES: (not otherwise classified)	495-00
Sci: Air Quality Monitoring Equipment	493-04
Sci: Boats, Motors, Marine & Wildlife Supplies	115-00
Sci: Camping & Outdoor Equipment	450-15

Sci: Chemical Lab Equipment & Supplies	175-00
Sci: Chromatographs	493-12
Sci: Controlling, Indicating & Recording Instruments & Supplies	220-00
Sci: Major Lab Equip - Biology/Chemistry/Environmental/Microbiology	493-00
Sci: Major Lab Equipment for Analysis & Research	490-00
Sci: Microscopes & Accessories	490-58
Sci: Nanotechnology Supplies & Equipment	493-50
Sci: Physics Equipment	490-74
Sci: Soil Testing Apparatus & Accessories	845-81
Sci: Spectrometers, Spectrophotometers, etc	490-81
Sci: Telescopes	625-89
Sci: Water Quality Monitoring Equipment	493-96
Sci: Wildlife Bands, Labels & Tags	080-80
Sci: Wildlife Tracking Equipment	725-90
<i>See Furniture 415-00 for Lab Furniture</i>	
SERVICES, PROFESSIONAL: (not otherwise classified)	783-00
Serv: Accountants and CPA's	783-04
Serv: Advertising	783-07
Serv: Agricultural	783-08
Serv: Architect	783-01
Serv: Attorneys	783-06
Serv: Auto Mechanic	783-09
Serv: Cleaning Carpets and Upholstery	783-10
Serv: Cleaning Exhaust Hoods	783-95
Serv: Collection Services	783-05
Serv: Custodial Services	783-11
Serv: Daycare	783-12
Serv: Demolition	783-15
Serv: Elevator Inspections	783-19
Serv: Engineer	783-02
Serv: Fire Alarm-Extinguisher-Suppression System Inspections	783-24
Serv: General Contracting-Asphalt	783-25
Serv: General Contracting-Carpentry	783-31
Serv: General Contracting - Major Construction Over \$20,000	783-26
Serv: General Contracting-Light Construction below \$20,000	783-29
Serv: General Contracting-Concrete	783-27
Serv: General Contracting: Electrical	783-30
Serv: General Contracting: Excavation and Dirt	783-32
Serv: General Contracting: Masonry	783-34
Serv: General Contracting: Flooring	783-33
Serv: General Contracting: HVAC	783-35
Serv: General Contracting: Painting	783-36
Serv: General Contracting: Security Systems	783-37
Serv: General Contracting: Plumbing	783-40
Serv: General Contracting: Roofing	783-45
Serv: General Contracting: Voice and Data	783-38
Serv: Hazardous Materials Removal, Hauling & Disposal	783-28
Serv: Lawn Care	783-50
Serv: Mailing Service	783-54

Serv: Marketing and Public Relations	783-03
Serv: Medical Care	783-51
Serv: Moving Service	783-55
Serv: Pest Control	783-20
Serv: Restaurants and Catering	783-60
Serv: Recycling	783-57
Serv: Security Guard	783-70
Serv: Third Party Financing	783-23
Serv: Trash	783-80
Serv: Trucking-hauling-delivery-courier	783-82
Serv: Water Treatment	783-85
Serv: Window Washing	783-90
TELECOMMUNICATIONS EQUIPMENT, VOICE & DATA:	840-00
Telecom: Emergency Telephones - elevators, etc	840-10
Telecom: Network Control & Test Equipment	840-40
Telecom: Visually Impaired Equipment	840-20
<i>See Office 840-30 for Fax Machines</i>	
THEATRICAL EQUIPMENT & SUPPLIES: (not otherwise classified)	855-00
Theatrical: Curtains, Draperies, Drops, etc.	855-22
Theatrical: Lighting	855-50
Theatrical: Lighting/Dimming Controls	855-44
TOOLS, HAND: (not otherwise classified)	445-00
Tools: Concrete Buggies, Carts, Saws, Finishers, etc	755-55
Tools: Electrician	280-81
Tools: Locksmith	450-56
Tools: Machinery & Heavy Hardware	545-00
Tools: Painting	635-00
Tools: Pressure Spray Washers	810-95
Tools: Welding	895-00

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,