



**THE ABOVE INFORMATION IS CERTIFIED TO BE TRUE TO THE BEST OF MY KNOWLEDGE.**

**SIGNATURE**

**TITLE**

**DATE**

**\*PLEASE INCLUDE A COMPANY CATALOG WITH COMPLETED APPLICATION.**

**SUBMISSION OF THIS FORM DOES NOT CONSTITUTE APPROVAL OF YOUR FIRM AS A MT. SAN JACINTO COLLEGE VENDOR, NOR DOES IT OBLIGATE THIS COLLEGE TO SOLICIT REQUESTS FOR QUOTATIONS.**

Commodity Codes	
1	001-Permits - Annual
2	015-Copy Machines & Supplies
3	017-ADA Required Supply/Equipment
4	020-Advertising
5	031-Air Conditioning, Heating, Ventilation - Equipment and Parts
6	037-Amusement, Decorations, Entertainment, Toys, etc.
7	045-Appliances and Equipment, Household Type
8	050-Art Equipment and Supplies
67	055-Audio Visual Equipment
68	056-Audio Visual Supplies
9	060-Automotive Maintenance Items and Repair/Replacement Parts
10	065-Automotive Bodies, Accessories, and Parts
11	070-Automotive Vehicles and Related Transportation Equipment
12	071-Automotive Parts and Supplies
13	075-Automotive Shop Equipment and Supplies
14	080-Badges, Emblems, Name Tags, Plates, Jewelry, etc.
149	1000-Transportation: Bus
150	1001-Transportation: Car Rental
151	1002-Transportation: Airplane, Train
152	1010-Shipping and Parcel Service
153	1100-Waste Management Services
15	130-Books and Textbooks
16	135-Bricks, Clay Products, Stone Products
17	155-Buildings and Structures: Fabricated and Prefabricated
18	156-Building/Construction: Equipment and Supplies
19	165-Cafeteria and Kitchen Equipment, Commercial
20	175-Chemical Laboratory Equipment and Supplies
21	195-Clocks, Timers, Watches, Jewelers' Tools, Equipment
22	200-Clothing, Athletic, Casual, Dress, Uniform Work
23	206-Computer Hardware, Peripherals for Microcomputers
24	207-Computer Hardware, Peripherals for Mini and Mainframe Computers
25	208-Computer Software for Microcomputers
26	209-Computer Software for Mini and Mainframe Computers
27	210-Software License
28	225-Coolers, Drinking Water (Water Fountains)
29	232-Crafts, General
30	280-Electrical Cables and Wires

Commodity Codes	
31	281-Electrical: Supplies and Parts
32	285-Electronics
33	295-Elevators and Escalators: Building Type
34	300-Engraving: Plaque, Trophy
35	310-Envelopes, Plain or Printed
36	330-Fencing, Service and Supplies
37	340-Fire Protection Equipment and Supplies
38	350-Flags, Flag Poles, Banners, and Accessories
39	360-Floor Covering, Floor Covering Installation and Equipment
40	365-Floor Maintenance Machines, Parts, and Accessories
41	390-Food Services, Supply and Equipment
42	395-Forms, Continuous: Computer Paper, Form Labels, etc.
43	410-Furniture: Classroom
44	415-Furniture: Laboratory
45	417-Furniture: Outdoor
46	420-Furniture: Cafeteria, Lounge, School
47	425-Furniture: Office
48	455-Gasoline, Sales, Service
49	456-Glass/Window: Sales, Service
50	457-Grounds: Supplies, Equipment
51	465-Hospital and Surgical Equipment, Installation, Supplies
52	470-Instructional/Classroom Supplies
53	480-Facilities: Supply and Repair Parts, Misc.
54	485-Janitorial Supplies, General Line
55	488-Key and Locks Supplies
56	490-Laboratory Equipment and Accessories
57	493-Laboratory Equipment and Accessories: Biochemistry, Chemicals
58	500-Laundry and Dry Cleaning Equipment, Accessories, Parts, Supplies
59	510-Laundry Textiles and Supplies
60	515-Lawn Maintenance Equipment, Accessories, Parts
61	525-Library and Archival Equipment, Machines, Supplies
62	530-Lighting, Lamps, Bulbs, Ballasts
63	540-Lumber and Related Products
64	545-Machinery and Hardware, Industrial
65	546-Mailroom: Supplies, Equipment
66	547-Marketing/Promotional Items
69	550-Markers, Plaques, Traffic Control Devices
70	575-Microfiche and Microfilm

Commodity Codes	
	Equipment, Accessories, Supplies
71	578-Miscellaneous Products
72	580-Musical Equipment, Accessories, Parts
73	581-Music: Sheet Music
74	590-Notions and Related Sewing Accessories, Supplies
75	593-Nursing Supplies, Equipment
76	595-Child Care Center Supplies
77	600-Office Machines, Equipment, Accessories
78	605-Office Mechanical Aids, Small Machines, Apparatuses
79	610-Office Supplies: Toner/Ink Cartridges
80	615-Office Supplies: General
81	635-Painting Equipment, Accessories
82	645-Paper: Office and Print Shop Use
83	655-Photographic Equipment and Supplies
84	670-Plumbing Equipment, Fixtures, Supplies
85	680-Police Equipment, Supplies
86	690-Postage
87	715-Publications and Audio-video Materials
88	725-Radio Communication Accessories
89	728-Telephone Equipment, Service, Accessories
90	740-Refrigeration Equipment, Accessories
91	770-Roofing
92	785-School Equipment, Supplies
93	790-Seed, Sod, Soil, Inoculants
94	801-Signs, Sign Materials, Sign Masking Equipment, Supplies
95	803-Sound Systems: Equipment, Accessories
96	805-Sporting Goods
97	810-Subscriptions, Periodicals, Magazines
98	840-Television: Equipment, Accessories
99	848-Test/Testing Materials
100	855-Theatrical Equipment, Supplies
101	860-Tickets, Coupon Books, Sales-Strips Books, etc.
102	862-Tools
103	863-Tires and Tubes
104	864-Uniform Sales/Service
105	865-Video and Audio Tapes/DVD
106	870-Venetian Blinds, Awnings, and Shades
107	890-Warehouse: Related Supplies and Equipment
108	895-Welding Equipment and Supplies

Commodity Codes	
109	904-Alarm/Security: Service
110	905-Alarm/Security: Supplies, Equipment
111	906-Architectural Services: Professional
112	908-Automotive: Repair, Services
113	909-Cable/Satellite Services
114	910-Building Maintenance/Repair Service
115	911-Catering and Food Services
116	912-Construction Services, General
117	913-Construction Services, Heavy
118	914-Construction Services, Trade New Construction
119	915-Conference Attendance and Registration
120	918-Consulting Services
121	919-Contract Agreement
122	920-Data Processing Computer and Software Services
123	924-Educational Services
124	928-Equipment Maintenance and Repair: Vehicles
125	931-Equipment Maintenance and Repair: Other
126	935-Gas (Bottled): Sales and Service
127	938-Grounds: Repair and Service
128	948-Health Related Services
129	952-Human Services
130	953-Insurance: All Types
131	954-Laundry and Dry Cleaning Services
132	955-Legal Services
133	956-Library Services
134	957-Locksmith Services
135	958-Management Services
136	959-Maintenance Agreement
137	961-Miscellaneous Services #1
138	962-Miscellaneous Services #2
139	963-Pest Control: Sales, Service
140	965-Printing Preparations
141	966-Printing and Related Services
142	967-Printing and Related Supplies, Equipment
143	968-Public Works and Related Services
144	981-Rental or Lease of Equipment
145	984-Rental or Lease of Computers
146	998-Sale of Surplus and Obsolete Items
147	DEFAULT-Default Commodity
148	UTILITY-Utilities: All

- CORPORATION OR PROFESSIONAL ASSOCIATION** – A corporation formed under the laws of any state within the United States.
- SMALL BUSINESS CONCERN** – The term “small business concern” shall mean a business as defined pursuant to Section 3 of the Small Business Act and relevant regulations issued pursuant thereto. Generally, this means a small business concern operated for profit, which is independently owned and operated, is not dominant in the field of operations and meets the size standards as prescribed in government regulations. Consult your regional of district SBA office if further clarification is needed.

3. **MINORITY BUSINESS CONCERN** – Minority business enterprise is a business concern which is (a) at least fifty-one percent (51%) unconditionally owned by one or more minority individuals; or, in the case of any publicly-owned business, at least 50 percent of the stock of which is owned by one or more minority individuals; and (b) whose management and daily business operations are controlled by one or more of such individuals. **CONTROL**, as used in this clause, means exercising the power to make policy decisions. **OPERATE**, as used in this clause, means being actively involved in the day-to-day management of the business.
- Business owners who certify that they are members of named groups (African Americans, Asian Americans, Hispanic Americans, and Native Americans) are to be considered minority, and other minorities found to be disadvantaged pursuant to Section 8(a) of the Small Business Act.
  - **Asian American** – A U.S. citizen whose origins are from Bangladesh, Cambodia, China, Guam, India, Japan, Korea, Laos, Pakistan, the Philippines, Samoa, Taiwan, the United States Trust Territories of the Pacific, Northern Mariana Islands or Viet Nam and who is regarded as such by the community of which the person claims to be a part.
  - **African American** – A U.S. citizen having origins in any of the black racial groups of Africa, and regarded as such by the community of which the person claims to be a part.
  - **Hispanic American** – A U.S. citizen of trueborn Spanish heritage (true-born meaning “authentically” or “genuinely” as per Webster) from any of the following: Central America, Cuba, Mexico, Puerto Rico, or South America. The Hispanic may not have European ancestors other than Spanish.
  - **Native American** – A person who is American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. Native Americans must be documented members of a North American Tribe, band or otherwise organized group of native people who are indigenous to the continental United States or who otherwise have a special relationship with the United States or a state through treaty, agreement or some other form of recognition. This includes an individual who claims to be an American Indian and who is regarded as such by the Indian community of which the person claims to be a part.
1. **WOMEN-OWNED BUSINESS CONCERN** – The term “women-owned business means small business concerns that are at least fifty-one percent (51%) owned by women who are United States citizens, and who also control and operate the business. **CONTROL**, as used in this clause, means exercising the power to make policy decisions. **OPERATE**, as used in this clause, means being actively involved in the day-to-day management of the business.
2. **NON-PROFIT BUSINESS CONCERN** – Section 501(3) Internal Revenue Code
3. **FOREIGN-OWNED BUSINESS CONCERN** – A foreign entity formed under the laws of a country other than the United States.
4. **GOVERNMENT ENTITY**
5. **PARTNERSHIP, JOINT VENTURE, ESTATE OR TRUST**
6. **INDIVIDUAL, SOLE PROPRIETOR, SELF-EMPLOYED**

Please return completed application to:

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For more information please go to MSJC Purchasing Department webpage at:

<http://www.msjc.edu/Purchasing/Pages/default.aspx>