

Rio Rancho Public Schools - Purchasing
500 Laser Rd.
Rio Rancho, NM 87124
505-896-0667 Ext. 160

Vendor Registration Application

1. Company Name and Address for Bids and Purchase Orders:

Note: Failure to return the completed form may result in the exclusion of your company from the Vendor List.

Please print the mailing address or any changes in the address in the spaces provided below:

Name _____
Address _____
City _____ State _____ Zip _____

2. Vendor Contact Information:

Please print the name and number of the contact person to reach for Bids and Purchase Orders:

Contact Person _____
Telephone Number () - _____ FAX Number () - _____

3. Taxpayer Identification Number (FEIN/SSN):

4. Organization Type (Check One):

Individual _____ (I) Partnership _____ (P) Non-Profit _____ (N)
Corporation _____ (C) Joint-Venture _____ (J) Other _____ (O)

5. Business Type (Check One):

Manufacturer _____ (M) Service _____ (S) Other _____ (N)
Distributor/Wholesaler _____ (D) Retail _____ (R) _____ (O)
Manufacturer's Representative _____ (F) Contractor _____ (C) _____

6. Minority Business:

A minority business is defined as an organization in which 51% of the ownership interest, stock, or otherwise, is owned by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment of minority persons. Place a checkmark by the appropriate space below:

Black _____ (B) Hispanic _____ (H) American Indian _____ (I)
American Oriental _____ (O) American Eskimo/Aluet _____ (E) Does not apply _____

7. Female Owned Business: _____ Yes _____ No

A female owned business is defined as an organization in which 51% of the ownership interest, stock or otherwise, is owned by a female.

8. New Mexico Firm: _____ Yes _____ No

A NM firm is defined as an organization which has and maintains within the State of New Mexico a regular place of business for the transaction of their business.

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 NM and the rules and regulations of RRPS now in effect and including any subsequent revisions thereof. Applicant acknowledges that it is his/her responsibility to keep the information current by notifying RRPS's Purchasing Department of any changes. The applicant also acknowledges that repeated failure to respond to Invitation to Bids may result in removal from the bid list.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION

TITLE

DATE

Instructions:

The Purchasing Department of RRPS operates under an automated procurement system. With this system there are several large databases, of which the vendor database and the Commodity/Service database are the most critical.

We are currently registering our vendors and the Commodities and/or Services they provide. This information will be useful in developing and maintaining current and accurate bid lists. To help accomplish this task, we request that you complete and return the Vendor Registration Application and the Commodity/Service List forms to the address provided at the top of the page.

To complete the Commodity/Service List form, place a checkmark by the Commodities and/or Services that your company supplies.

Reminder: Be sure to return both the Vendor Registration Application and the Commodity/Service List forms.

COMMODITY/SERVICE LIST

Please place a checkmark (✓) by the class(es) you are interest in supplying.

- Abrasives
- Acoustical Tile, Insulating Materials and Supplies
- Addressing, Copying, Mimeograph and Spirit Duplicating Machine Supplies Chemicals, Inks, Paper, etc.
- Agricultural Equipment, Implements and Accessories
- Agricultural Implement and Accessory Parts
- Air Compressors and Accessories
- Air Conditioning, Heating, and Ventilating: Equipment, Parts & Accessories
- Animals, Live: Bees, Dogs, Fish, Livestock and Poultry
- Appliances and Equipment, Household Type
- Art Equipment and Supplies
- Art Objects
- Automotive Accessories: Automobiles, Buses, Trucks etc.
- Automotive Maintenance Items & Repair/Replacement Parts
- Automotive Bodies, Accessories and Parts
- Automotive Vehicles and Related Transportation Equipment
- Automotive Shop Equipment and Supplies
- Badges, Emblems, Name Tags and Plates, Jewelry etc.
- Bags, Bagging, Ties and Erosion Control Equipment
- Bakery Equipment, Commercial
- Barber and Beauty Shop Equipment and Supplies
- Barrels, Drums, Kegs and Containers
- Bearings (Except Wheel Bearings and Seals)
- Belts & Belting: Conveyor, Elevator, Power Trans. & V-Belts
- Biochemical, Research
- Motors and Marine and Wildlife Supplies
- Bookbinding Supplies
- Bricks & Other Clay Prod., Refractory Mat. & Stone Prod.
- Broom, Brush, & Mop Manufacturing Machinery & Supplies
- Brushes (Not Classified Otherwise)
- Builder's Supplies
- Buildings and Structures: Fabricated and Prefabricated
- Butcher Shop and Meat Processing Equipment
- Cafeteria and Kitchen Equipment, Commercial
- Chemical Laboratory Equipment and Supplies
- Chemical Raw Materials (In large quantities, primarily for Manufacturing Janitorial and Laundry Products)
- Chemicals and Solvents. Commercial (In Bulk)
- Cleaning Compositions, Detergents, Solvents & Strippers-Prepackaged
- Clinical Laboratory Reagents & Tests (Blood Grouping, Diagnostic, Drug Monitoring etc.)
- Clocks, Timers, Watches & Jewelers & Watchmakers Tools & Equipment.
- Clothing, Apparel, Uniforms and Accessories
- Computers & Information Processing. Sys Hardware, Software, Peripherals, Accessories, Supplies, Related Material
- Concrete and Metal Culverts, Pplings, Pipe, Septic Tanks, Accessories and Supplies
- Controlling, indicating, Measuring, Monitoring and Recording Instruments and Supplies
- Coolers, Drinking Water
- Crafts, General
- Crafts, Specialized
- Cutlery Dishes, Flat & Glassware, Trays, Utensils & Supplies
- Dairy Equipment and Supplies
- Data Processing Cards and Paper
- Decals and Stamps
- Draperies, Curtains and Upholstery Material (Including Auto)
- Electrical Cables and Wires (Not Electrical)
- Electrical Equipment & Supplies (Except Cable & Wire)
- Electronic Components, Replacement Parts & Accessories: & Misc. Electronic Equipment (Not for Testing or Analyzing)
- Energy Collecting Equipment and Accessories: Solar & Wind
- Elevators, Building Type
- Embossing and Engraving
- Engineering & Surveying Equip., Drawing Instruments & Supplies
- Envelopes, Plain or Printed
- Epoxy Based Formulations for Adhesives, Coatings & Related Agents
- Fare Collection Equipment and Supplies
- Fastening, Packaging, Strapping, Tying Equipment & Supplies
- Feed, Bedding, Vitamins and Supplements for Animals
- Fencing
- Fertilizers and Soil Conditioners
- Fire Protection Equipment and Supplies
- First Aid & Safety Equip. & Supplies (Except Nuclear & Welding)
- Flags, Flag Poles, Banners and Accessories
- Floor Covering, Floor Covering Installation & Removal Equipment And Supplies
- Floor Maintenance Machines, Parts and Accessories
- Food Processing and Canning Equipment and Supplies
- Foods: Bakery Products (Fresh)
- Foods: Dairy Products (Fresh)
- Foods: Freeze-Dried, Frozen and Prepared Ready-to-eat
- Foods: Perishable
- Foods: Staple Grocery and Grocer's Miscellaneous Items
- Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms and Folders for Forms
- Foundry Castings, Equipment and Supplies
- Fuel, Oil, Grease and Lubricants
- Furniture: Health Care
- Furniture: Laboratory
- Furniture: Cafeteria, Household, Library, Lounge, School
- Furniture: Office
- Gases, Containers, Equipment: Laboratory, Medical & Welding
- Germicides, Cleaners & Related Sanitation Products for Health Care Personnel
- Glass and Glazing Supplies
- Hand Tools (Powered & on-Powered). Accessories & Supplies
- Hardware and Related Items
- Hose, Accessories & Supplies: Industrial, Commercial & Garden
- Hospital Equipment, Instruments & Supplies
- Hospital, Surgical & Related Medical Accessories & Sundry Items
- Janitorial Supplies, General Line
- Laboratory Equipment & Accessories (For General Analytical & Research Use) Nuclear, Optical and Physical
- Laboratory Equipment & Accessories: Biochemistry, Chemistry Environmental Science, etc.
- Laboratory & Field Equipment and Supplies: Biology, Botany Geology, Microbiology, Zoology, etc.
- Laundry & Dry Cleaning Equipment, Accessories, Parts & Supplies - Commercial
- Laundry & Dry Cleaning Compounds & Supplies
- Laundry Textiles and Supplies
- Lawn Maintenance Equipment, Accessories & Parts (Non-Agricultural Applications)
- Leather & Related Equipment, Products, Accessories And Supplies
- Library and Archival Equipment Machines & Supplies
- Luggage, Brief Cases, Purses & Related Items
- Lumber and Related Products
- Machinery and Hardware, Industrial
- Markers, Plaques, Signs and Traffic Control Devices
- Marking and Stenciling Devices
- Mass Transportation – School Bus
- Mass Transportation – School Bus Accessories & Parts
- Tanks (Metal, Wood and Synthetic Materials) Mobile, Portable And Stationary

Material Handling & Storage Equipment and Allied Items
 Mattress Manufacturing Machinery and Supplies
 Metals, Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing and Fabricated Items
 Microfiche and Microfilm Equipment, Accessories & Supplies
 Miscellaneous Products
 Musical Instruments, Accessories and Supplies
 Notions and Related Sewing Accessories and Supplies
 Nursery Stock, Equipment and Supplies
 Office Machines, Equipment and Accessories
 Office Mechanical Aids, Small Machines and Apparatuses
 Office Supplies: Carbon Paper and Ribbons, All Types
 Office Supplies, General
 Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc.
 Optical Equipment, Accessories and Supplies
 Paint, Protective Coatings, Varnish, Wallpaper & Related Prod.
 Painting Equipment and Accessories
 Paper and Plastic Products, Disposable
 Paper (For Office and Print Shop Use)
 Park, Playground and Swimming Pool Equipment
 Photographic Equipment & Supplies (Not Including Graphic Arts, Microfilm, and X-Ray)
 Plastics, Resins, Fiberglass Forming, Laminating and Molding Equipment, Accessories and Supplies
 Plumbing Equipment, Fixtures and Supplies
 Poisons: Agricultural and Industrial
 Police (Security) Equipment and Supplies
 Poultry Equipment and Supplies
 Printing Plant Equipment and Supplies (Except Papers)
 Printing Preparations: Etching, Photoengraving, Typesetting And Preparing Mats, Negatives and Plates
 Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, etc.
 Publications & Audiovisual Materials (Prepared Materials Only, Not Equipment, Supplies or Production)
 Pumping Equipment and Accessories
 Radio Communication, Telephone, and Telecommunication Equipment, Accessories and Supplies
 Radio Communication and Telecommunication Testing, Measuring & Analyzing Equipment, Accessories & Supplies
 Rags: Shop Towels and Wiping Cloths
 Refrigeration Equipment and Accessories
 Road and Parking Lot Materials (Asphaltic)
 Road and Parking Lot Materials (Not Asphaltic)
 Road and Parking Lot & Parts Asphalt & Concrete Handling and Processing
 Road & Parking Lot: Earth Handling, Grading, Moving, Packing
 Road and Parking Lot (Except Asphalt, Concrete, and Earth Handling Equipment)
 Roofing (Except Wood)
 Salt (Calcium Chloride)
 Scales & Weighing Apparatus
 School Equipment and Supplies
 Seed, Sod, Soil and Inoculants
 Sewing Room and Textile Machinery and Accessories
 Shoes and Boots
 Sound Systems, Components, & Accessories: Group Intercom, Music, Public Address, etc.
 Sporting and Athletic Goods
 Spraying Equipment (Except Household, Nursery Plant & Paint)
 Steam & Hot Water Fittings, Accessories and Supplies
 Steam Boilers, Steam Heating and Power Plant Equipment
 Stockman Equipment and Supplies

Tape (Not Data Processing, Measuring, Optical, Sewing, Sound Or Video)
 Television Equipment and Accessories
 Testing Apparatus & Instruments (Not for Electrical or Electronic Measurements)
 Textiles, Fibers, Household Linens and Piece Goods
 Theatrical Equipment and Supplies
 Tickets, Coupon Books, Sales Books, Script Books, etc.
 Tires and Tubes
 Twine
 Venetian Blinds, Awnings and Shades
 Veterinary Equipment and Supplies
 Visual Education Equip. & Supplies (Except Protection Lamps)
 Water Treating Chemicals
 Water Supply and Sewage Treatment Equipment (Not for Air Conditioning, Steam Boiler or Laboratory Reagent Water)
 Welding Equipment and Supplies

SERVICES

Architect-Engineer and Other Professional Design Services
 Bookbinding, Rebinding and Repairing
 Building Maintenance and Repair Services
 Communications and Media Related Services
 Data Processing Services and Software
 Educational Services
 Equipment Maintenance, Reconditioning and Repair Services - Agricultural, Auto, Heavy Industrial Equip. & Marine Equip.
 Equipment Maintenance, Reconditioning & Repair Services - Appliance, Athletic, Cafeteria, Furniture, Musical Instruments, And Sewing Equipment
 Equipment Maintenance, Reconditioning and Repair Services - Laundry, Lawn, Painting, Plumbing, and Spraying Equipment
 Equipment Maintenance, Reconditioning and Repair Services - General Equipment
 Equipment Maintenance, Reconditioning and Repair Services - Hospital, Laboratory and Testing Equipment
 Equipment Maintenance, Reconditioning and Repair Services - Office, Photographic and Radio – Television Equipment
 Financial Services
 Health Related Services (Not Including Human Services)
 Human Services
 Laundry and Dry Cleaning Services
 Library Services (Including Bookbinding, Rebinding & Repairing)
 Miscellaneous Professional Services
 Miscellaneous Services
 Personnel Temporary (Employment Agency Services)
 Printing, Publishing, Silk Screening Production and Typesetting
 Public Works, Construction and Related Services
 Real Property Rental or Lease
 Rental or Lease Services of Equipment – Agricultural, Automotive, Heavy Equipment
 Rental or Lease Services of Equip. – Appliances, Cafeteria, Film, Furniture, Hardware, Musical, Sewing & Window and Floor Coverings
 Rental or Lease Services of Equip. – Engineering, Hospital, Lab, Precision Instruments, Refrigeration, Scales & Testing Equip.
 Rental or Lease of Equipment – General Equipment
 Rental or Lease Services of Equipment – Janitorial, Laundry, Lawn, Painting, Spraying and Textile Equipment
 Rental or Lease Services of Equipment – Office, Photographic, Printing, Radio/Television/Telephone Equipment
 Roadside, Grounds and Park Area Services
 Security, Fire, Safety and Emergency Services