



To: All Prospective Columbia Association (CA) Bidders

CA encourages Minority Business Enterprises (MBEs), Women Owned Business Enterprises (WBEs) and Disabled Owned Business Enterprises (DBEs) to participate in all procurement activities at CA. An MBE is a business entity that is majority owned, operated, and controlled by members of one of the following groups: African Americans, Native American Indians, Asian Americans, and/or Hispanic Americans, A WBE is a business entity that is majority owned, operated, and controlled by Caucasian women. A DBE is an individual who has a physical or mental impairment that substantially limits one or more major life activities or has a record of such impairment.

This Bidders List Registration Form has been developed to provide CA purchasers with a database of vendors to solicit when requesting bids for products and services. When requesting bids for products or services, CA purchasers will access the database, look up the appropriate code, and be provided a list of vendors that have indicated that they sell that good or service. This system will benefit vendors by having that information readily available to those who request bids.

Please fill out the Bidder's Registration Form completely, obtain an authorized signature, and return to:

Columbia Association, Inc.
Purchasing Office
6310 Hillside Court
Columbia, Maryland 21046

An electronic submission of the form is acceptable. Please submit form via email to Ronda.Dematatis@ColumbiaAssociation.org. If you need assistance, please contact Ronda Dematatis at (410) 715-3130. All Invitation for Bids and Request for Proposals are advertised on the CA website: www.ColumbiaAssociation.org.



Bidders List Registration Form

Please complete this form in its entirety. Place a check mark or “X” in the box next to your selections.

Company Name: _____

Type (select one):

<input type="checkbox"/>	State Agency
<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Federal Agency
<input type="checkbox"/>	Local Government
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Sole Proprietorship

Taxpayer type (select one):

<input type="checkbox"/>	Federal Employer ID #
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Taxpayer ID number: _____ (must be consistent with company name)

Indicate if your company is MBE certified with any of the following jurisdictions:

<input type="checkbox"/>	Howard County Maryland
<input type="checkbox"/>	State of Maryland, Maryland Department of Transportation
<input type="checkbox"/>	City of Baltimore, MD
<input type="checkbox"/>	Any other Certifying Agency

Ownership status:

Describe percentage ownership by each group, if not 100% owned by one group

	Hispanic Owned
	African American Owned
	Asian Owned
	Disabled Owned
	Native American Owned
	Female Owned (non-minority)
	Government or Nonprofit
	Not Minority, Female or Disabled Owned

Order from Name and Address (Purchasing Contact):

Contact Name

Contact Title

Address:

City

State

Zip Code

Phone:

Fax:

Email address:

Remit Payment to Name and Address (Billing Address)

Contact Name

Contact Title

Address:

City

State

Zip Code

Phone:

Fax:

Email address:

NIGP Code Classification

In the chart below, please indicate the NIGP code(s) that classifies the goods or services that are provided by your firm. The NIGP Commodity/Services Code is an acronym for the National Institute of Governmental Purchasing's Commodity Services Code. You may provide as many NIGP codes as needed. Please place an "X" next to the applicable codes.

Commodities	
	010 Acoustical Tile, Insulating Materials & Supplies
	015 Addressing, Copying, Duplicating Machine Supplies: Chemicals, Ink, Paper
	020 Agricultural Equip., Implements & Accessories
	022 Agricultural Implement & Accessory Parts
	025 Air Compressors & Accessories
	031 Air Conditioning, Heating, & Ventilating: Equip., Parts & Accessories
	037 Amusement, Decorations, Entertainment, Toys, Etc.
	040 Animals, Birds, Marine Life & Poultry (Live)
	045 Appliances & Equipment, Household type
	050 Art Equipment & Supplies
	052 Art Objects
	055 Automotive Accessories for Automobiles, Buses & Trucks
	060 Automotive Main. Items & Repair Parts
	065 Automotive Bodies, Accessories & Parts
	070 Automotive Vehicles & related Transportation Equip.
	075 Automotive Shop Equip. & Supplies
	080 Badges, Emblems, Name Tags & Plates, Trophies, Awards
	085 Bags, Bagging, Ties & Erosion Control Equip.
	105 Bearings (Except wheel bearings & seals)
	110 Belts & Belting: Conveyor, Elevator, Power Transmission & V-Belts
	120 Boats, Motors, & Marine & Wildlife supplies
	125 Bookbinding Supplies
	135 Bricks & other Clay Products, Ceramic Tile, & Stone Products
	140 Broom, Brush & Mop supplies
	150 Builder's Supplies
	155 Buildings & Structures: Fabricated & Prefabricated (Park & Picnic Shelters)
	165 Cafeteria & Kitchen Equip., Commercial
	190 Chemicals & Solvents, Commercial
	192 Cleaning Compositions, Detergents, Solvents & Strippers
	195 Clocks, Timers, Watches & Jewelers Tools, Equip.
	200 Clothing, Apparel, Uniforms & Accessories
	204 Computer Hardware & Peripherals for Microcomputers
	206 Computer Hardware & Peripherals for Mini & Main Frame Computers
	207 Computer Accessories & Supplies

	208 Computer Software for Microcomputers (Preprogrammed)
	209 Computer Software for Mini & Mainframe Computers
	210 Concrete & Metal Culverts, Pilings, Septic Tanks, Accessories & Supplies
	220 Controlling, Indicating, Measuring, Monitoring & Recording Instruments & Supplies
	225 Coolers, Drinking Water (Water Fountains)
	232 Crafts, General
	232-20 Ceramic & Pottery Equip., & Supplies
	232-55 Kilns & Furnaces & Accessories
	240 Cutlery, Dishes, Flatware, Glassware, Trays & Utensils
	255 Decals & Stamps
	265 Draperies, Curtains & Upholstery Material (includes Automobile)
	285 Electrical Equip. & Supplies
	287 Electronic Components, Replacement Parts
	290 Energy Collecting Equip. Solar & Wind
	295 Elevators & Escalators, Building Type
	305 Engineering Equip., Surveying Equip. Drawing Instrument & Supplies
	310 Envelopes, Plain or Printed
	315 Epoxy based formulations for Adhesives, Coatings & Related Agents
	320 Fastening, Packaging, Strapping & Tying
	325 Feed, Bedding & Vitamins for Animals
	330 Fencing
	335 Fertilizers & Soil Conditioners (Mulch)
	340 Fire Protection Equip. & Supplies
	345 First Aid & Safety Equip. & Supplies
	350 Flags, Flag Poles, Banners & Accessories
	360 Floor Covering, Installation & Removal
	365 Floor Maint. Machines. Parts, Accessories
	375 Foods: All Products
	395 Forms, Continuous: Computer Paper, Labels
	400 Foundry Castings, Equip., & Supplies
	405 Fuel, Oil, Grease & Lubricants
	420 Furniture: Cafeteria, School, Lounge, Library
	425 Furniture, Office
	430 Gases, Containers, Equip., Lab & Welding
	440 Glass & Glazing Supplies
	445 Hand Tools (Powered & Non-Powered)
	450 Hardware & Related Items
	460 Hose, Garden, Commercial & Industrial
	470 Hospital & Handicap Equipment & Supplies
	485 Janitorial Supplies, General Line
	495 Laboratory & Field Equip. & Supplies
	515 Lawn Maintenance & Parts
	520 Leather & Related Products & Supplies
	525 Library & Archival Equip., Machines
	530 Luggage, Briefcases, Purses

540 Lumber & Related Products
545 Machinery & Hardware, Industrial
550 Markers, Plaques & Traffic Control Devices
555 Marking & Stenciling Devices
560 Material Handling & Storage Equip.
570 Metals: Bars, Plates, Rods, Sheets, Strips, Shapes, Tubing & Fabricated Items
575 Microfiche & Microfilm Equip. & Supplies
578 Miscellaneous Products
580 Musical Instruments & Supplies
595 Nursery Stock, Equip. & Supplies (Wood Chips)
600 Office Machines, Copiers, Fax, Calculators Cash Registers & Typewriters
615 Office Supplies, General
625 Optical Equip. Accessories & Supplies
630 Paint, Wallpaper & Related Products
635 Painting Equip. & Accessories
640 Paper & Plastic Products, Disposable
645 Paper (For Office & Print Shop Use)
650 Park, Playground & Swimming Pool Equip. (Bleachers)
652 Personal Hygiene & Grooming Equip. & Supplies
655 Photographic Equip. & Supplies
658 Pipe & Tubing
660 Pipes, Tobaccos, Smoking Accessories & Supplies
665 Plastics, Resins & Fiberglass
670 Plumbing Equip., Fixtures & Supplies
675 Poisons: Agricultural & Industrial (Insecticides)
715 Publications (prepared materials only)
720 Pumping Equip. & Accessories
725 Radio Communication, Telephone Equipment & Supplies
735 Rags, Shop Towels & Wiping Cloths
740 Refrigeration Equip. & Accessories
745 Road & Highway building materials (Asphalt)
750 Road & Highway building materials (Non-Asphalt)
755 Road & Highway Equipment & parts, concrete
760 Road & Highway Equip. Grading, Earth Handling, Moving
770 Roofing
755 Salt (Sodium Chloride) See 393 for Table Salt
780 Scales & Weighing Apparatus
785 School Equipment & Supplies
790 Seed, Sod, Soil & Inoculants
795 Sewing Room & Textile Machinery
800 Shoes & Boots
801 Signs, Sign Materials & Supplies
803 Sound Systems, Group Intercom, Music, Public Address
805 Sporting Goods, Athletic Equipment & Ball field Marking
810 Spraying Equipment

	820 Steam & Hot Water Boilers
	830 Tanks (Meta, Wood) Portable & Underground
	832 Tape (Not Data Processing, Sound or Video)
	838 Telecommunication Equipment, Accessories & Supplies
	839 Telephone Equipment, Accessories & Supplies
	840 Television Equipment & Accessories
	845 Testing Apparatus & Instruments
	850 Textiles, Fibers, Household Linens
	855 Theatrical Equipment & Supplies
	860 Tickets, Coupon Books & Sales Books
	863 Tires & Tubes
	870 Venetian Blinds, Awnings & Shades
	880 Visual Education Equip. & Supplies
	883 Voice Response Systems
	885 Water Treating Chemicals (Swimming Pool Chemicals)
	890 Water Supply, Groundwater & Sewage Treatment Equipment
	895 Welding Equipment & Supplies
Services	
	906 Architectural Services, Professional
	906-07 Architect Services
	906-10 Buildings-Architectural Design
	906-27 Energy Management – Architectural
	906-29 Environmental-Architectural
	906-38 General Construction - Architectural
	906-44 Heating, Ventilating, Air Conditioning- Architectural Services
	906-48 Historic Preservation
	906-52 Interior Design, Space Planning, Exhibits
	906-56 Landscape Architecture
	906-57 Land Development & Planning Archit.
	906-64 Planning, Urban (Local, State)
	906-66 Planning, Site (Installation & Project)
	906-72 Recreation Facilities (Parks, Marinas)
	907 Architectural & Engineering Services
	907-38 Drafting Services
	907-79 Surveying Services
	909 Building Construction Services, New
	909-16 Athletic Facility Construction
	909-22 Building Construction, Non-residential
	909-76 Site Work
	910 Building Maintenance & Repair Services
	910-03 Building Cleaning, Exterior
	910-13 Elevator Installation, Maint., & Repair
	910-16 Energy Conservation Services
	910-27 Garbage/Trash Removal & Disposal

	910-30 Glass Replacement, Maint. & Repair
	910-36 Heating, Ventilation & Air Conditioning Maint. & Repair Services
	910-38 Insulation & Asbestos Installation, Repair & Removal Services
	910-39 Janitorial / Custodial Services
	910-48 Locksmith Services
	910-54 Painting Maint. & Repair Services
	910-59 Pest Control (Termite Inspection)
	910-60 Plumbing Maint. & Repair (Toilet)
	910-66 Roofing, Gutters & Downspouts
	910-68 Septic Tank Services
	910-72 Tinting Services, Windows
	910-74 Wallpapering Services
	910-77 Water Purification/Softening Services
	910-81 Window Washing Services
	910-83 Sandblasting Buildings
	912 Construction Services, General
	912-16 Boring, Drilling, Testing
	912-23 Road Grading, Digging, Ditching
	912-23-070 General Contractor
	912-23-190 Restoration & Historical Preservation
	912-25 Construction, Golf Course
	912-27 Construction, Irrigation System
	912-33 Construction, Swimming Pool
	912-35 Construction, Tennis/Sports Court
	912-40 Demolition Services
	912-44 Excavation Services
	912-50 Maint. & Repair Golf Course
	912-63 Maint. & Repair Swimming Pool
	912-65 Maint. & Repair Tennis / Sport Court
	912-68 Management Construction
	912-76 Striping Streets, Parking (Paint)
	913 Construction Services, Heavy
	913-13 Construction, Bridge
	913-36 Construction, Parking Lot
	913-47 Construction, Sidewalk & Driveway
	913-94 Paving/Resurfacing, Parking Lot
	914 Construction Services, Trades (New Construction)
	914-27 Carpentry
	914-30 Concrete
	914-38 Electrical
	914-40 HVAC
	914-55 Masonry
	914-61 Painting
	914-68 Plumbing
	914-73 Roofing

	915 Communications & Media Related Services
	915-01 Advertising Agency Services
	915-05 Answering / Paging Services
	915-09 Audio / Video Production Services
	915-14 Broadcasting Services, Radio
	915-24 Cable Television Services
	915-48 Graphic Art Services
	915-51 Information Highway Electronic Services (Internet, Website Services)
	915-58 Mailing Services
	915-59 Mail Services, Express
	915-71 Newspaper & Publication Advertising
	915-72 Photography
	915-75 Telephone Services, Cellular
	915-76 Telephone Services, Maintenance & Repair
	915-77 Telephone Services, Long Distance & Local
	915-80 Typing & Word Processing
	915-93 Voice Mail Services
	918 Consulting Services
	918-04 Accounting, Auditing / Budget Consulting
	918-07 Advertising Consulting
	918-13 Asbestos Consulting Services
	918-14 Appraisals Consulting
	915-15 Architectural Consulting
	918-16 Archeological Consulting
	918-19 Buildings, Structures and Components Consulting
	918-26 Communications: Public Relations Consulting
	918-28 Computer Hardware Consulting
	918-29 Computer Software Consulting
	918-38 Education and Training Consulting
	918-40 Employee Benefits Consulting, Insurance
	918-41 Energy Conservation Consulting
	918-42 Engineering Consulting
	918-43 Environmental Consulting
	918-46 Feasibility Studies Consulting
	918-69 Insurance Consulting
	918-73 Landscaping Consulting
	918-74 Legal Consulting
	918-75 Management Consulting
	918-76 Marketing Consulting
	918-85 Personnel / Employment Consulting
	918-94 Traffic Consulting
	918-98 Urban Planning Consulting
	920 Data Processing Services & Software
	920-07 Applications Software for Microcomputer Systems
	920-18 Computer Aided Design Services

	920-19 Computer Management
	920-20 Computer Output to Microfilm Services
	920-21 Data Entry Services
	920-31 Installation of Computers & Peripherals
	920-33 Mapping Services, Digitized
	920-37 Networking Services
	920-43 Recharging Laser Printer Cartridges
	920-45 Software Maint. & Support
	924 Educational Services
	924-60 Classes, Seminars, Workshops
	924-60-010 Arts & Crafts
	924-60-020 Athletic Instructors (Golf, Tennis)
	924-60-040 Computer Training, Software
	924-60-060 Cosmetics (Make-up)
	924-60-070 Dance Lessons (Tap, Ballet, Jazz)
	924-60-080 Exercise Instructors
	924-60-100 Horseback Riding Lessons
	924-60-110 Ice Skating Instructors
	924-60-120 Image / Self-Confidence Building
	924-60-130 Jiu-Jitsu Instructors
	924-60-140 Karate Instructors
	924-60-170 Modeling & Grooming Instructors
	924-60-180 Quilting, Knitting, Stitchery
	924-60-190 Science/Interactive Child Programs
	924-60-200 Sign Language Instructors
	924-60-210 Tai-Chi Instructors
	925 Engineering Services, Professional
	925-07 HVAC, Engineering
	925-17 Civil Engineering
	925-31 Electrical Engineering
	925-34 Energy Management Engineering
	925-35 Environmental Engineering Services
	925-44 Construction Cost Estimating & Scheduling
	925-55 Inspecting, General Engineering Services
	925-67 Mechanical Engineering Services
	925-88 Structural Engineering Services
	925-93 Transportation Engineering Services
	926 Environmental & Ecological Services
	926-15 Air Quality Monitoring Services
	926-45 Hazardous Material & Waste Services
	926-58 Lead & Asbestos Inspection Services
	926-77 Recycling Services
	926-91 Tank Testing Services
	926-93 Testing & Monitoring Services Air, Gas
	926-96 Wetland Delineations

	926-97 Wildlife Management
	928 Equipment Reconditioning & Repair Services for Automobile, Trucks, Trailers etc.
	928-10 Alignment & Wheel Balancing
	928-19 Body & Frame Work
	928-29 Conversion of Gasoline Fuel Systems to Alternative Fuel Systems
	928-46 Auto Glass Replacement
	928-47 General Vehicle Repair
	928-57 Painting, Vehicle
	928-67 Road Services, Vehicle
	928-93 Washing, Waxing, Steam Cleaning
	929 Equipment Reconditioning & Repair Services for Agricultural, Heavy Equip., Marine
	929-04 Agricultural Implements, Parts & Repair
	929-14 Asphalt Pavers Repair
	929-17 Automotive Shop Equipment Repair
	929-35 Earth Handling, Grading, Moving Repair
	929-41 Engines & Motor Industrial Repair
	929-62 Motorcycles, Bicycles, Golf Cart Repair
	929-66 Refuse/Garbage Truck Repair
	929-85 Tractors, Bulldozers Repair
	931 Equipment Reconditioning & Repair Services for Appliance, Athletic & Furniture Equip.
	931-11 Athletic & Sporting Goods Repair
	931-46 Furniture, Office Repair
	931-65 Park, Playground & Swimming Pool Repair
	931-75 Skating Rink, Roller & Ice Repair
	936 Equipment Reconditioning & Repair Services for General Equipment
	936-09 Alarm Equip. Maint. & Repair (Fire)
	936-34 Fire Extinguisher Repair (Recharge)
	939 Equipment Reconditioning & Repair Services for Office, Photographic, Radio/TV
	939-21 Computer Repair
	939-27 Copy Machine Repair
	939-52 Mailing Machine Repair
	939-72 Radio/TV & Fax Machine Repair
	939-87 Typewriter Machine Repair
	945 Fishing, Hunting & Related Services
	946 Financial Services
	946-10 Accounting, Billing & Payroll Services
	946-12 Actuarial Services & Retirement Planning
	946-15 Appraisal Services, Real Estate
	946-20 Auditing
	946-25 Banking Services
	946-35 Credit Card, Charge Card Services
	946-36 Credit Investigations & Reporting
	946-48 Financial Advisor
	946-54 Lease/Purchase Financing
	947 Forestry Services

	948 Health Related Services
	948-12 Ambulance Services, Non-emergency
	948-28 Dental
	948-42 Health Care Management
	948-76 Psychologists/Psychological Services
	952 Human Services
	952-07 Alcohol & Drug Testing Services
	952-25 Day Care (Preschool)
	952-38 Employee Assistance Programs
	953 Insurance, All Types
	954 Laundry & Dry Cleaning Services
	956 Library Services
	956-40 Magazine Subscriptions
	956-50 Newspaper Subscriptions
	956-60 Professional Journal Subscriptions
	959 Marine Construction Services
	961 Miscellaneous Services
	961-04 Artists
	961-05 Arbitration Services
	961-15 Concessions, Catering & Vending
	961-21 Cost Estimating
	961-29 Economic Impact Studies
	961-30 Employment Agency & Search Firm
	961-32 Environmental Impact Studies
	961-41 Fuel Management Services
	961-49 Legal Services – Attorneys
	961-53 Marketing Services
	961-67 Sign Language Services
	961-69 Testing & Monitoring Services
	961-72 Transcription Services: Legal & Medical
	961-73 Theatrical Services
	961-78 Travel Agency Services
	961-85 Utility Services (Electric, Gas, Water)
	961-86 Veterinary Services
	961-91 Wild Game Processing
	961-94 Zoning, Land Use Studies
	962 Miscellaneous Services
	962-05 Amusement & Entertainment Services
	962-05-010 Clowns
	962-05-020 Dancers
	962-05-030 Disc Jockey Services
	962-05-050 Massage Therapy
	962-05-060 Musicians
	962-05-070 Puppet Shows
	962-05-080 Singers

	962-05-090 Storytelling
	962-09 Auctioneering Services
	962-14 Blue Printing Services
	962-17 Bus, Taxi & Limousine Services
	962-24 Courier/Delivery Services
	962-33 Engraving Services
	962-35 Framing Services, Pictures
	962-39 Hauling Services
	962-47 Insurance and Risk Management
	962-56 Moving Services
	962-69 Records Management & Disposal
	962-72 Restoration / Preservation Services
	962-94 Water Services, Bottled
	962-96 Well Services
	964 Personnel, Temporary (Employment Agency)
	964-78 Secretarial, Clerical & Court Reporters
	964-80 Security Guards
	964-90 Umpires, Referees, Sports Officials
	966 Printing and Related Services
	968 Public Works & Related Services
	968-72 Snow & Ice Removal Services
	968-90 Vehicle Towing & Storage
	971 Real Property Rental or Lease
	971-01 Property Management Services
	975 Rental or Lease of Equipment
	975-14 Automobiles
	975-24 Construction Equipment
	975-26 Crane Rental
	975-86 Truck & Van Rental
	977-42 Furniture, Office, Rental
	977-73 Toilets, Portable, Rental
	977-85 Vending Machine Rental
	981-11 Air Compressor Rental
	981-14 Amusement Park Ride Rental
	981-16 Athletic Equipment Rental
	981-72 Tent Rental
	981-83 Pressure Washer Rental
	983-22 Clothing Rental
	983-86 Uniform Rental
	984 Computer Rental
	985-26 Copy Machine Rental or Lease
	985-28 Drinking Water Rental or Lease
	988 Roadside, Grounds, Recreational & Park Services
	988-03 Athletic Field Maintenance
	988-15 Fence Installation & Repair

	988-31 Golf Course Maintenance & Operation
	988-36 Grounds Maintenance, Mowing, Trimming
	988-46 Landfill Services
	988-52 Landscaping Services
	988-56 Lighting Services for Parks, Athletic Fields
	988-63 Park Area Construction / Renovation
	988-64 Parks System Administrative Services
	988-65 Parks System Technical Services
	988-72 Pest Control (Other than Buildings)
	988-77 Skating Rink Maintenance & Repair
	988-83 Swimming Pool Management & Operation
	988-88 Tree Trimming & Pruning Services
	988-89 Weed & Vegetation Control
	989 Sampling & Sample Testing
	990 Security, Fire, Safety & Emergency Services
	990-05 Alarm Services
	990-10 Armored Car Services
	990-41 Fingerprinting Services
	990-70 Polygraph Testing Services
	990-77 Safety Training & Awareness Services
	992 Testing & Calibration Services
	998 Sale of Surplus & Obsolete Items

Commodities or Services Not Listed Above	

Failure to respond to three consecutive solicitations shall be interpreted as a lack of interest, and the supplier will no longer be solicited for bids on that specific item. However, a written “no bid” response indicating inability to bid on a particular transaction will serve to retain the firm on the active bidder’s list.

Knowingly misrepresenting a firm’s status as a minority, female, or disabled owned business enterprise may be grounds for debarment from Columbia Association procurement.

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person in any connection with this application as a principal or officer, so far as I know, is now debarred or otherwise ineligible from bidding or furnishing materials, supplies to any public agency.

By submitting this application, I certify that this vendor/individual is properly licensed for providing the goods/services specified.

Name of person submitting application:

Title:

Date:
