



Quality Learning and Superior Performance for All

### Procurement Services

441 Canton Hwy., Cumming, GA 30040  
Phone: 770-781-6603 / Fax: 770-888-0222  
[www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us)

## VENDOR APPLICATION FORM

[Please submit completed form and W-9 to shenderson@forsyth.k12.ga.us](mailto:shenderson@forsyth.k12.ga.us)

Company name and mailing address for bidding forms & purchase orders

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Phone \_\_\_\_\_  
Company Email \_\_\_\_\_  
Federal ID or SSN # \_\_\_\_\_

Mailing address for payments, if different

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fax Number \_\_\_\_\_  
Website \_\_\_\_\_

Designated Company Contact

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Persons authorized to sign bids, offers & contracts

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_

Type of service or product (use the commodity code on the attached list)

1 _____	2 _____	3 _____
4 _____	5 _____	6 _____
7 _____	8 _____	9 _____

Additional products or services provided

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that FCS purchases are made via purchase order only. FCS payment terms are Net 30 from the full completion date of the product or service being provided and receipt of the vendor's invoice.

Yes \_\_\_\_\_ No \_\_\_\_\_

I understand I am required to provide a copy of my W-9 form prior to FCS entering this information in their database.

Yes \_\_\_\_\_ No \_\_\_\_\_

By submission of this application, I certify that my organization is not currently on the State of Georgia's debarment list and/or the Federal Debarment list as detailed in 2 CFR 200.213, Executive Orders 12549 and 12689, and CFR part 180. I also certify that I will immediately inform FCS should this status change at anytime.

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a DUNS #?

Yes \_\_\_\_\_ No \_\_\_\_\_ DUNS #, if applicable \_\_\_\_\_

I hereby certify that the above information supplied is correct.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

\*PLEASE NOTE: Entry into the FCS Vendor Database does not constitute an open approval for FCS Schools and Departments to purchase from your organization. All new entries will be tagged inactive until you are awarded a contract through competitive solicitation and/or until a school or user department request activation based upon satisfaction of competitive thresholds as set forth by FCS Board of Education Purchasing Policy and FCS Purchasing Regulations.

## COMMODITY CODE LIST

AUTOMOTIVE		EDUCATION & INSTRUCTION	
101	Buses	501	Art & Craft Supplies
102	Parts & Accessories for Buses	502	Books & Agendas
103	Vehicles: Cars, Trucks, SUV's & Vans	503	Classroom Instructional Supplies
104	Parts and Accessories for Vehicles	504	Curriculum, Teaching Aids & Equipment
105	Fuel (Gas & Diesel)	505	Drawing, Drafting Supplies & Equipment
106	Tires & Service	506	Graphic Art Supplies
107	Automotive Miscellaneous	507	Media Center Supplies
108	ATVs, UTVs, Tractors	508	Recycling Surplus Textbooks
109	Trailers & Accessories	509	Science Supplies & Equipment
110	Automotive Liquids/ Lubricants	510	Test Scoring Machines & Forms
111	Bus Repairs (Body, Mechanics)	511	Education & Instruction Miscellaneous
112	Instructional Automotive	512	Software (Curriculum & Instruction)
		513	Consulting Service (C & I)
AUDIO VISUAL		FOOD & NUTRITION	
201	Audio Visual Equipment & Supplies	601	Food Items
202	Audio Visual Repairs	602	Beverages
203	Electronic Whiteboards	603	Kitchen & Cafeteria Equipment - Small
204	Media Equipment, Lighting, & Sound	604	Kitchen & Cafeteria Equipment - Large
205	Radio Communications & Equipment	605	Uniforms
206	Audio Visual Miscellaneous	606	Food & Nutrition Miscellaneous
		607	Kitchen Smallwares
		608	Chemicals (Food & Nutrition)
		609	Point of Sale (Food & Nutrition)
		610	Software (Food & Nutrition)
BAND & MUSIC			
301	Band & Orchestra Instruments & Equipment		
302	Choral Music & Equipment		
303	Band & Choral Music		
304	Piano Tuning		
305	Band & Music Service & Repairs	701	Auditorium Seating
306	Band & Music Miscellaneous	702	Cafeteria
		703	Classroom
		704	Lockers
CONSTRUCTION		705	Filing and Storage Systems
401	Concrete & Asphalt	706	Media Center / Library
402	Engineering & Architecture	707	Music
403	New Building	708	Science
404	Playground	709	Furniture Miscellaneous
405	Portables	710	Art
406	Renovations	711	Shelving
407	Construction & Building Supplies/Materials		
408	Structures - Bleachers		
409	Construction Miscellaneous		
410	Out-buildings, Greenhouses, Gazebos		

	GROUNDS		SERVICES
801	Fencing	1101	Carpeting
802	Fertilizers	1102	Carpentry
803	Heavy Equipment	1103	Class Room Trailer Moving
804	Landscape: Installation & Service	1104	CPR Training
805	Landscape Materials: Straw, Mulch, etc.	1105	Demolition
806	Lawn Care Equipment	1106	Electrical
807	Pest Control	1107	Elevators
808	Grounds Miscellaneous	1108	Environmental Consulting
		1109	Environmental Remediation
	MAINTENANCE	1110	Fencing
901	Batteries	1111	Financial & Insurance
902	Custodial Equipment & Supplies	1112	Fire Alarm
903	Doors & Locks	1113	Fire Extinguishers
904	Electrical Equipment & Supplies	1114	Generator
905	Electrical Service & Repairs	1115	Ground Maintenance
906	Floor Covering & Installation	1116	Health Care Therapy
907	Gases, Containers, & Equipment	1117	HVAC
908	Glass & Acrylics	1118	Insurance
909	HVAC Equipment & Supplies	1119	Janitorial
910	HVAC Service & Repair	1120	Lighting
911	Lighting Equipment & Supplies	1121	Moving
912	Lumber / Wood Equipment	1122	Office Equipment Repair
913	Machinery	1123	Painting
914	Material Handling & Storage Supplies	1124	Pest Control
915	Painting Equipment & Supplies	1125	Photography
916	Pipe & Conduit	1126	Plumbing
917	Plumbing Equipment & Supplies	1127	Printing
918	Plumbing Service & Repair	1128	Roofing
919	Road Maintenance Equipment	1129	Septic Pump
920	Tools (Powered & Non-Powered)	1130	Signs
921	Window Equipment & Supplies	1131	Sprinkler Systems
922	Maintenance Miscellaneous	1132	Video Production
923	Appliances, household	1133	Welding
924	Ceiling Systems	1134	Recycling Surplus Textbooks
925	Chemicals/ Cleaning Agents	1135	Salvage
926	Foodservice Kitchen Equipment / Parts	1136	Uniform Leasing
		1137	Utilities
	OFFICE	1138	Waste / Sanitation
1001	Computers & Equipment / Hardware	1139	Services Miscellaneous
1002	Computer Software	1140	Vending Services
1003	General Office Supplies	1141	Travel Services/ Charter Bus Rental
1004	Packaging, Boxes & Supplies	1142	Air Filter Service
1005	Printer/Copier Supplies: OEM	1143	Dry Ice Blasting
1006	Printer/Copier Supplies: Non-OEM	1144	Refinishing or Resurfacing
1007	Office Furniture	1145	Laminator Service / Repair
1008	Office Machines & Equipment	1146	Tool & Machine Rental
1009	Office Equipment Service	1147	General Contracting
1010	Office Miscellaneous	1148	Advertising / Marketing
1011	Copy Paper		

	SPORTS / P.E.		CTAE (CAREER, TECHNICAL & AGRICULTURAL EDUCATION)
1201	Athletic Sporting Equipment	1501	Aeronautics
1202	Athletic Lockers	1502	Agricultural Science
1203	Athletic Uniforms	1503	Cosmetology Equipment & Supplies
1204	Fitness / Weight Training Equipment	1504	Fashion Design
1205	Physical Education Equipment & Supplies	1505	Fire, Safety, Emergency Services
1206	Sport Floors	1506	Horticulture & Nursery Supplies
1207	Playground / Parks & Recreation Equipment	1507	Vet, Farm, Pet Supplies
1208	Sports & P.E. Miscellaneous	1508	Woodworking Equipment & Supplies
		1509	STEM Technology
TECHNOLOGY			
1301	Cabling		
1302	Cell Phone / Pagers		
1303	Computer Hardware		
1304	Computer Software		
1305	Computer Peripherals		
1306	Printers		
1307	Radios & Accessories		
1308	Technology Parts & Accessories		
1309	Voice / Data Equipment		
1310	Website Design & Software		
1311	Technology Miscellaneous		
1312	Surplus Technology Equipment		
1313	GPS (Global Positioning System)		
MISCELLANEOUS			
1401	Consulting		
1402	Diplomas & Graduation Materials		
1403	Window Treatments /Blinds/ Tint		
1404	Health & Wellness		
1405	Magazine Subscriptions		
1406	Professional Photography		
1407	Promotional Items		
1408	Security & Surveillance		
1409	Warehouse Equipment & Supplies		
1410	Training		
1411	Other Miscellaneous		
1412	Flags & Accessories		
1413	Shredding/ Document Destruction		
1414	Amusement / Entertainment		
1415	Alcohol & Drug Prevention		
1416	Law Enforcement Services		
1417	Legal Services		
1418	Public Speaking		
1419	Medical Supplies		
1420	Gifts		
1421	Performing Arts		