



**CITY OF FORT WALTON BEACH,  
FLORIDA**  
**VENDOR APPLICATION**

COMPANY NAME \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone No. \_\_\_\_\_

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

E-MAIL \_\_\_\_\_

**Address (for bids, quotes, orders):**

Street or PO Box \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

**APPLICANT INFORMATION (\*See Note-Pg 3)**

**Individual - Only if Applicant Does Not have a Federal ID#**

Social Security No\*. \_\_\_\_\_

**Sole Proprietorship -Only if No Federal Employer ID# (FEIN)**

Owner's Name \_\_\_\_\_

Social Security No\*. \_\_\_\_\_

**Partnership/Corporation**

Federal Employer ID No. \_\_\_\_\_

**Non-Profit/Tax Exempt Organization**

Federal Employer ID No. \_\_\_\_\_

**Governmental**

Federal Employer ID No. \_\_\_\_\_

**Other (Specify)**

Federal Employer ID No. \_\_\_\_\_

VENDOR NUMBER: _____	FOR STAFF USE
LOADED: _____	

Updated 01-25-2016

City of Fort Walton Beach  
107 Miracle Strip Pkwy, SW  
Fort Walton Beach, FL 32548  
Phone: (850) 833-9524  
Fax: (850) 833-9643

**Remittance Address (Accounting Dept - if different from bid/quote/order address):**

Street or PO Box \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone No. \_\_\_\_\_

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

Accts Payable Email: \_\_\_\_\_

**LIST COMMODITY CODES YOU DESIRE TO BID OR QUOTE ON (see attached page(s))**

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

Do you desire to bid on (Check one only):

Contract for Annual Requirements (definite price and period: indefinite quantity; period is usually one year).

Scheduled Periodic Requirements (definite quantity and price with specific delivery date, also known as spot purchase may be bid or quote)

Both of the above.

TERMS (I.E. NET 30) \_\_\_\_\_

**NOTE: The City of Fort Walton Beach requires issuance of an authorized Purchase Order to your company PRIOR to providing any services or products.**

**CERTIFICATION:** I certify that the information on this application is a full, true, and complete statement of facts, and the company will provide proof of insurance - WC, GL, Auto, etc. when providing services or goods to the City of Fort Walton Beach.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed/Printed Name

\_\_\_\_\_  
Date

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COMMODITY CODES		
005	ABRASIVE	225 COOLER, DRINKING WATER
010	ACOUSTICAL TILE INSULATION, INSULATION MATERIALS	092 COPIER
020	AGRICULTURE EQUIPMENT	015 COPYING MACHINE SUPPLIES
025	AIR COMPRESSORS & ACCESSORIES	232 CRAFTS, GENERAL
031	AIR CONDITIONING & HEATING	233 CRAFTS, SPECIALIZED
035	AIRCRAFT EQUIPMENT	240 CUTLERY, DISHES, ETC
905	AIRCRAFT OPERATIONS	115 DATA PROCESSING MAINTENANCE
040	ANIMALS LIVE	920 DP PROCESSING AND SOFTWARE
045	APPLIANCES	265 DRAPES, CURTAINS & UPHOLSTERY
050	ART EQUIPMENT & SUPPLIES	270 DRUGS, PHARMAC & BIOLOGY
052	ART OBJECTS	924 EDUCATIONAL SERVICES
055	AUTO & TRUCK ACCESSORIES	280 ELECTRICAL CABLES/WIRE NE
060	AUTO & TRUCK MAINTENANCE ITEMS	285 ELECTRICAL EQUIPMENT & SUPPLIES
065	AUTO BODIES & ACCESSORIES	287 ELECTRONIC COMPONENTS
070	AUTO MAJOR TRANSPORTATION	295 ELEVATORS
075	AUTO SHOP EQUIPMENT & SUPPLIES	300 EMBOSsing/ENGRAVING
080	BADGES & OTHER ID EQUIPMENT	290 ENERGY COLLECTING EQUIPMENT
085	BAGS, BAGGING, TIES & EROSION	305 ENGINEERING EQUIPMENT
090	BAKERY EQUIPMENT	310 ENVELOPES, PLAIN, PRINTED
095	BARBER & BEAUTY EQUIPMENT	315 EPOXY BASED FORMUALS
100	BARRELS, DRUMS, KEGS, CONTAINERS	925 EQUIPMENT MAINTENANCE & REPAIR
105	BEARINGS (EXCEPT WHEEL)	930 EQUIPMENT RENTAL
110	BELTS & BELTING:	320 FASTENERS, FASTENING DEVICES
120	BOATS, MOTORS & MARINE SUPPLY	330 FENCING
125	BOOKBINDING & BOOK SUPPLY	335 FERTILIZERS & SOIL CONDTN
130	BRICKS & CLAY PRODUCTS	932 FINANCIAL SERVICES
140	BROOM, BRUSH & MOP SUPPLIES	340 FIRE PROTECTION EQUIPMENT & SUPPLIES
145	BRUSHES	345 FIRST AID & SAFETY EQUIPMENT
150	BUILDER'S SUPPLIES	350 FLAGS, POLES, BANNERS, & ACCESSORIES
910	BUILDING MAINTENANCE/REPAIR	360 FLOOR COVERING, INSTALL ET
155	BUILDING, FABRICATED	365 FLOOR MAINTENANCE MACHINE, PARTS
165	CAFETERIA & KITCHEN EQUIPMENT	370 FOOD PROC & CAN EQUIPMENT
685	CANINE	375 FOODS: FRESH BAKERY
175	CHEMICAL LAB EQUIPMENT & SUPPLIES	380 FOODS: FRESH DAIRY
180	CHEMICAL RAW MATERIALS	385 FOODS: FROZEN
190	CHEMICAL, COMM, BULK	390 FOODS: PERISHABLE
192	CLEANING COMPOSITION/SOLVENT	618 FORMS, APPLICATION FOR EMPLOYMENT
193	CLINICAL LAB TEST	395 FORMS, CONTINUOUS, COMPUTER
195	CLOCKS	400 FOUNDRY CASTINGS, EQUIPMENT
200	CLOTHING & APPAREL	405 FUEL, OIL, GREASE & LUBRICANTS
915	COMMUNICATIONS/MEDIA SERVICES	410 FURNITURE, HEALTH CARE
205	COMPUTERS, DP & WORD PROCESSING	415 FURNITURE, LAB, SPECIAL
210	CONCRETE & CORRUGATE MATERIAL	420 FURNITURE, NON OFFICE
220	CONTROL, INDICA, RECORD INST	425 FURNITURE, OFFICE

435	GERMICIDES/PERSONAL PROD	958	REAL PROPERTY RENTAL & LEASES	
440	GLASS & GLAZING SUPPLY	740	REFRIGERATION EQUIPMENT	
960	GROUNDS & PARK SERVICES	743	REFUSE CONTAINERS	
450	HARDWARE, AND ALLIED ITEMS	745	ROAD AND HIGHWAY MATERIAL	
935	HEALTH RELATED SERVICES	750	ROAD AND HIGHWAY MATERIAL	
460	HOSE, ALL KINDS	765	ROAD/HWY HEAVY EQUIPMENT	
952	HUMAN SERVICES	770	ROOFING MATERIALS	
485	JANITORIAL SUPPLIES	775	SALT	
490	LABORATORY EQUIPMENT/ACCESSORIES	785	SCHOOL AND HIGHER EDUCATION	
515	LAWN EQUIPMENT	965	SECURITY, FIRE & SAFETY SERVICES	
525	LIBRARY MACHINES/SUPPLIES	790	SEED, SOD, SOIL & INOCULANT	
945	LIBRARY SERVICES	970	SHIPPING, HANDLING & DELIVERY FEES	
530	LUGGAGE, BRIEF CASES	800	SHOES & BOOTS	
540	LUMBER, WOODS, SIDING ETC	803	SOUND SYSTEMS & ACCESSORIES	
545	MACHINERY & HEAVY HARDWARE	805	SPORTING AND ATHLETIC EQUIPMENT	
550	MARKERS, PLAQUES, SIGN, TRAFFIC	830	TANKS	
555	MARKING DEVICES	832	TAPE	
560	MATERIAL HANDLING EQUIPMENT	730	TELEVISION EQUIPMENT	
103	MECHANICAL LIFT SYSTEMS	850	TEXTILES FIBERS HOUSEHOLD	
570	METALS; BARS, PLATES, RODS	855	THEATRICAL EQUIPMENT	
575	MICROFICHE, MICROFILM	863	TIRES AND TUBES	
947	MISC SERVICES	445	TOOLS, HAND, (NOT CLASSED)	
595	NURSERY STOCK & SUPPLIES	806	TROPHIES/AWARDS	
600	OFFICE MACHINES & ACCESSORIES	870	VENETIAN BLINDS, ETC	
605	OFFICE MECH AIDS, SMALL	880	VISUAL EDUCATION EQUIPMENT	
615	OFFICE SUPPLIES	890	WATER SEWAGE TREATMENT EQUIPMENT	
610	OFFICE SUPPLIES, PAPER & RIBBONS	885	WATER TREATING CHEMICALS	
620	OFFICE SUPPLY; INKS & LEADS	430	WELDING EQUIPMENT	
630	PAINT, COATINGS, WALLPAPER	895	WELDING EQUIPMENT/SUPPLIES	
635	PAINTING EQUIPMENT & ACCESSORIES	PLEASE LIST TYPE OF OTHER SERVICES OR PRODUCTS YOUR COMPANY CAN PROVIDE.		
645	PAPER	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
640	PAPER & PLASTIC DISPOSABLE			
650	PARK, PLAYGROUND, SWIMMING			
964	PERSONNEL TEMPORARY			
655	PHOTOGRAPHIC EQUIPMENT			
673	PIPE FITTINGS & VALVES			
665	PLASTICS			
670	PLUMBING EQUIPMENT			
675	POISONS: AGRIC AND INDUSTRIAL			
680	POLICE EQUIPMENT & SUPPLIES			
695	PRINTING & SILK SCREEN			
955	PUBLIC WORKS & RELATED SERVICES			
715	PUBLICATIONS/AUDIOVISUAL			
720	PUMPS AND ACCESSORIES			
725	RADIO AND TELECOMMUNICATIONS			
735	RAGS, SHOP TOWELS, WIPING			

\* Note: In compliance with Florida Statute 119.071(5), the City of Fort Walton Beach Resolution 08-06 authorizes the collection of social security numbers from individuals for the purposes of classification of accounts, identification and verification, data collection, reconciliation, tracking, securing a comprehensive background check (including financial) as part of the hiring process, benefit processing, tax reporting and as a unique numeric identifier that may be used for search purposes. Purchasing Department collects social security numbers on Vendor Application Forms only if the applicant does not have a federal identification number.