

Department of Administrative Services **Guidance Document**

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

State Purchasing Bureau Vendor Application Instructions

The State Purchasing Bureau of Administrative Services (AS) Materiel Division has statutory responsibility for all purchases by State Agencies. In carrying out this responsibility, the State Purchasing Bureau is committed to a procurement program that will:

1. Encourage maximum competition on a basis of fair and equal opportunity to those qualified and interested in selling to the State of Nebraska; and
2. Ensure equity to the vendor and value to the taxpayer.

Any firm or individual wishing to bid on a State of Nebraska Invitation to Bid does not need to be registered as a vendor with the AS Materiel Division. Bids may be obtained by visiting the website below; however, any firm or individual may request placement on the State Purchasing Bureau's bidders list by submitting an "Application for Inclusion on Bid List" form. Application forms may be obtained from the State Purchasing Bureau website or the State Purchasing Bureau at the address listed below.

A vendor who has been placed on a bid list may receive periodic notices for "Invitations to Bid" on the items which they have specified on their applications. The State Purchasing Bureau will use the National Institute of Government Purchasing (NIGP) Commodity Code as the method of registering vendors under different categories. The State Purchasing Bureau may use a random selection method to determine who receives the Invitations to Bid announcement letter. The State Purchasing Bureau will not be responsible or ensure that all vendors receive Invitations to Bid announcement letters on all commodities/services for which they have registered.

Any vendor to be awarded a contract must be registered with the Secretary of State. <http://www.sos.state.ne.us/>

The requirement of a Drug Free Work Place Policy has been a term and condition of bidding since 1989 and requires any vendor doing business with the State of Nebraska to provide assurance that they operate a drug free work place. The State Purchasing Bureau Invitation To Bid form indicates: "By signing this Invitation To Bid, the bidder agrees to the "Standard Conditions and Terms of Bid Solicitation and Offer" and is committed to provide a drug free work place environment." A valid bid requires that the Invitation To Bid form be signed in ink by an authorized individual.

The State Purchasing Bureau website address is:
<http://das.nebraska.gov/materiel/purchasing.html>

You may view and/or print current bid opportunities from this website.

Your interest in doing business with the State of Nebraska is greatly appreciated. If you have any questions regarding the application process, please contact our secretary at 402-471-6500.

Application Process for Inclusion on the State of Nebraska Bidder's List

Completion of Application: The application form must be completed to be placed on the State of Nebraska Bidders' List. This application includes classes of NIGP codes that are used to select vendors for bid solicitation by a computerized system. Please review the NIGP Codes list and indicate **only** the commodities/services on which you intend to bid. A vendor application will be considered incomplete if NIGP codes have not been selected and will be returned to the vendor. Completion of the Federal W9 form is required to be placed on the State of Nebraska Bidders' List. The signed Federal W9 form may be faxed to the State Purchasing Bureau or scanned and submitted via e-mail.

http://das.nebraska.gov/accounting/forms/ACH_W9_Fillable.pdf

Changes in Vendor Information: It is the responsibility of the vendor to provide updated information to the State Purchasing Bureau, including but not limited to any commodity changes (addition/deletions) and address changes. If a mailing is returned to the State Purchasing Bureau due to an incorrect mailing address, the vendor will automatically be removed from the Bidders' List.

Inquires Should be Directed to:

State Purchasing Bureau
1526 K Street Suite 130
Lincoln, NE 68508
Phone: 402-471-6500
Fax: 402-471-2089
E-Mail: as.materielpurchasing@nebraska.gov

**Application for Inclusion on the State of Nebraska Bidders' List
Vendors Must Complete the Following Information
(use the TAB key to move through the fields)**

Company Information	
Company Name	
Address Line 1	
Address Line 2	
City	
State	
Zip+4	
Contact Person	
Phone Number	
Fax Number	
E-Mail Address	
Federal Tax Id Number	
Type of Organization (Check One of the Following)	
<input type="checkbox"/>	Individual/Sole Proprietor
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Other (please specify)

**** Please remember to fill out the Federal W-9 form. The federal W-9 form must be completed or the application will be considered invalid. The W-9 form does not need a physical signature.** If the Minority, Women, Disabled Owned Designation Form does not apply to your business, it does not need to be completed.

Minority, Women, Disabled Owned Designation Form	
Company Name (if different from above)	
Address Line 1	
Address Line 2	
City	
State	
Zip	
Name & Title of Representative Completing M/W/D Form	
Phone Number	
Fax Number	
E-Mail Address	
By completing this Minority, Women, Disabled Owned Designation Form, I am hereby verifying that the Company represented on this form is complying with CFR 26.61 through 26.69 of the Federal requirements, meeting the following designation:	
<input type="checkbox"/>	MBE - Minority Owned Business
<input type="checkbox"/>	WBE - Women Owned Business
<input type="checkbox"/>	DBE - Disabled Owned Business

NIGP CODES

Please indicate which products and services your company can supply.

Step One: Click on the plus sign to the left of the NIGP number.

Step Two: Type an X in the appropriate box(es).

If NIGP codes have not been selected, the application will be considered incomplete.

Register	NIGP Code 1	NIGP Code 2	Description
	005		Abrasives
	010		Acoustical Tile, Insulating Materials, and Supplies
	015		Addressing, Copying, Mimeograph, and Spirit Duplicating Machine Supplies: Chemicals, Inks, Paper, Etc.
	019		Agricultural Crops and Grains Including Fruits, Melons, Nuts, and Vegetables
	020		Agricultural Equipment, Implements, and Accessories (See Class 022 For Parts)
	022		Agricultural Implement and Accessory Parts
	025		Air Compressors and Accessories
	031		Air Conditioning, Heating, and Ventilating: Equipment, Parts and Accessories (See Related Items In Class 740)
	035		Aircraft and Airport, Equipment, Parts, and Supplies
	037		Amusement, Decorations, Entertainment, Toys, Etc.
	040		Animals, Birds, Marine Life, and Poultry, Including Accessory Items (Live)
	045		Appliances and Equipment, Household Type
	050		Art Equipment and Supplies
	052		Art Objects
	055		Automotive Accessories For Automobiles, Buses, Trucks, Etc.
	060		Automotive Maintenance Items and Repair/Replacement Parts
	065		Automotive Bodies, Accessories, and Parts
	070		Automotive Vehicles and Related Transportation Equipment
	075		Automotive Shop Equipment and Supplies
	080		Badges, Emblems, Name Tags and Plates, Jewelry, Etc.
	085		Bags, Bagging, Ties, and Erosion Control Equipment
	090		Bakery Equipment, Commercial
	095		Barber and Beauty Shop Equipment and Supplies
	100		Barrels, Drums, Kegs, and Containers
	105		Bearings (Except Wheel Bearings and Seals -See Class 060)
	110		Belts and Belting: Conveyor, Elevator, Power Transmission, and V-Belts
	115		Biochemicals, Research
	120		Boats, Motors, and Marine and Wildlife Supplies
	125		Bookbinding Supplies
	135		Bookbinding Supplies
	140		Broom, Brush, and Mop Manufacturing Machinery and Supplies
	145		Brushes (Not Otherwise Classified)
	150		Builder's Supplies
	155		Buildings and Structures: Fabricated and Prefabricated
	160		Butcher Shop and Meat Processing Equipment
	165		Cafeteria and Kitchen Equipment, Commercial
	175		Chemical Laboratory Equipment and Supplies
	180		Chemical Raw Materials (In Large Quantities Primarily For Manufacturing Janitorial and Laundry Products)
	190		Chemicals and Solvents, Commercial (In Bulk)
	192		Cleaning Compositions, Detergents, Solvents, and Strippers - Prepackaged
	193		Clinical Laboratory Reagents and Tests (Blood Grouping, Diagnostic, Drug Monitoring, Etc.)

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Register	NIGP Code 1	NIGP Code 2	Description
	195		Clocks, Timers, Watches, and Jewelers' and Watchmakers' Tools and Equipment
	200		Clothing, Athletic, Casual, Dress, Uniform, Weather Related, Work
	201		Clothing Accessories (See Class 800 For Shoes and Boots)
	204		Computer Hardware and Peripherals For Microcomputers
	206		Computer Hardware and Peripherals For Mini and Main Frame Computers
	207		Computer Accessories and Supplies
	208		Computer Software For Microcomputers (Preprogrammed)
	209		Computer Software For Mini and Mainframe Computers (Preprogrammed)
	210		Concrete and Metal Culverts, Pilings, Septic Tanks, Accessories and Supplies
	220		Controlling, Indicating, Measuring, Monitoring, and Recording Instruments and Supplies
	225		Coolers, Drinking Water (Water Fountains)
	232		Crafts, General
	233		Crafts, Specialized
	240		Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, and Supplies
	245		Dairy Equipment and Supplies
	250		Data Processing Cards and Paper
	255		Decals and Stamps
	260		Dental Equipment and Supplies
	265		Draperies, Curtains, and Upholstery Material (Including Automobile)
	269		Drugs and Pharmaceuticals
	271		Drugs, Pharmaceuticals, and Sets (For Large-Volume Parenteral Administration, Infusion, Irrigation, and Tube Feeding)
	280		Electrical Cables and Wires (Not Electronic)
	285		Electrical Equipment and Supplies (Except Cable and Wire)
	287		Electronic Components, Replacement Parts, and Accessories: and Miscellaneous Electronic Equipment (Not For Testing Or Analyzing -See 730)
	290		Energy Collecting Equipment and Accessories: Solar and Wind
	295		Elevators and Escalators, Building Type
	305		Engineering Equipment, Surveying Equipment, Drawing Instruments, and Supplies
	310		Envelopes, Plain Or Printed
	315		Epoxy Based Formulations For Adhesives, Coatings, and Related Agents
	318		Fare Collection Equipment and Supplies
	320		Fastening, Packaging, Strapping, Tying Equipment and Supplies
	325		Feed, Bedding, Vitamins and Supplements For Animals (See Class 875 For Drugs and Pharmaceuticals For Animals)
	330		Fencing
	335		Fertilizers and Soil Conditioners
	340		Fire Protection Equipment and Supplies
	345		First Aid and Safety Equipment and Supplies (Except Nuclear and Welding)
	350		Flags, Flag Poles, Banners, and Accessories
	360		Floor Covering, Floor Covering Installation and Removal Equipment, and Supplies

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Register	NIGP Code 1	NIGP Code 2	Description
	365		Floor Maintenance Machines, Parts, and Accessories
	370		Food Processing and Canning Equipment and Supplies
	375		Foods: Bakery Products (Fresh)
	380		Foods: Dairy Products (Fresh)
	385		Foods, Frozen
	390		Foods: Perishable
	393		Foods: Staple Grocery and Grocer's Miscellaneous Items
	395		Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms, and Folders For Forms
	400		Foundry Castings, Equipment, and Supplies
	405		Fuel, Oil, Grease and Lubricants
	410		Furniture: Health Care and Hospital Facility
	415		Furniture: Laboratory
	420		Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School
	425		Furniture: Office
	430		Gases, Containers, Equipment: Laboratory, Medical, and Welding
	435		Germicides, Cleaners, and Related Sanitation Products For Health Care Personnel
	440		Glass and Glazing Supplies
	445		Hand Tools (Powered and Non-Powered), Accessories and Supplies
	450		Hardware and Related Items
	460		Hose, Accessories, and Supplies: Industrial, Commercial, and Garden
	465		Hospital and Surgical Equipment, Instruments, and Supplies
	470		Hospital Handicap and Related Specilized Equipment and Supplies: Mobility, Speech Impaired, and Restraint Items
	475		Hospital, Surgical, and Related Medical Accessories and Sundry Items
	485		Janitorial Supplies, General Line
	490		Laboratory Equipment and Accessories (For General Analytical and Research Use): Nuclear, Optical, and Physical
	493		Laboratory Equipment and Accessories: Biochemistry, Chemistry, Environmental Science, Etc.
	495		Laboratory and Field Equipment and Supplies: Biology, Botany, Geology, Microbiology, Zoology, Etc.
	500		Laundry and Dry Cleaning Equipment, Accessories, Parts and Supplies - Commercial
	505		Laundry and Dry Cleaning Compounds and Supplies
	510		Laundry Textiles and Supplies
	515		Lawn Maintenance Equipment, Accessories, and Parts (Non-Agricultural Applications)
	520		Leather and Related Equipment, Products, Accessories, and Supplies
	525		Library and Archival Equipment, Machines, and Supplies
	530		Luggage, Brief Cases, Purses and Related Items
	540		Lumber and Related Products
	545		Machinery and Hardware, Industrial
	550		Markers, Plaques and Traffic Control Devices
	555		Marking and Stenciling Devices
	556		Mass Transportation - Transit Bus

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	557		Mass Transportation - Transit Bus Accessories and Parts
	558		Mass Transportation - Rail Vehicles and Systems
	559		Mass Transportation - Rail Vehicle Parts and Accessories
	560		Material Handling and Storage Equipment and Allied Items
	565		Mattress Manufacturing Machinery and Supplies
	570		Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing, and Fabricated Items
	575		Microfiche and Microfilm Equipment, Accessories, and Supplies
	578		Miscellaneous Products
	580		Musical Instruments, Accessories, and Supplies
	590		Notions and Related Sewing Accessories and Supplies
	595		Nursery Stock, Equipment, and Supplies
	600		Office Machines, Equipment, and Accessories
	605		Office Mechanical Aids, Small Machines, and Apparatuses
	610		Office Supplies: Carbon Paper and Ribbons, All Types
	615		Office Supplies, General
	620		Office Supplies: Erasers, Inks, Leads, Pens, Pencils, Etc.
	625		Optical Equipment, Accessories, and Supplies
	630		Paint, Protective Coatings, Varnish, Wallpaper, and Related Products
	635		Painting Equipment and Accessories
	640		Paper and Plastic Products, Disposable
	645		Paper (For Office and Print Shop Use)
	650		Park, Playground, Recreational Area and Swimming Pool Equipment
	652		Personal Hygiene and Grooming Equipment and Supplies
	655		Photographic Equipment and Supplies (Not Including Graphic Arts, Microfilm, and X-Ray)
	658		Pipe and Tubing
	659		Pipe and Tubing Fittings
	660		Pipes, Tobaccos, Smoking Accessories; Alcoholic Beverages
	665		Plastics, Resins, Fiberglass: Construction, Forming, Laminating, and Molding Equipment, Accessories, and Supplies
	670		Plumbing Equipment, Fixtures, and Supplies
	675		Poisons: Agricultural and Industrial
	680		Police Equipment and Supplies
	685		Poultry Equipment and Supplies
	690		Power Generation Equipment, Accessories, and Supplies
	691		Power Transmission Equipment - Electrical, Mechanical, Air and Hydraulic
	700		Printing Plant Equipment and Supplies (Except Papers)
	710		Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, Etc.
	715		Publications and Audiovisual Materials (Prepared Materials Only, Not Equipment, Supplies, Or Production)(See Class 785 For Instructional Aids)
	720		Pumping Equipment and Accessories
	725		Radio Communication, Telephone, and Telecommunication Equipment, Accessories, and Supplies
	730		Radio Communication and Telecommunication Testing, Measuring, and Analyzing Equipment, Accessories and Supplies
	735		Rags, Shop Towels, and Wiping Cloths

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Register	NIGP Code 1	NIGP Code 2	Description
	740		Refrigeration Equipment and Accessories
	745		Road and Highway Building Materials (Asphaltic)
	750		Road and Highway Building Materials (Not Asphaltic)
	751		Road Material; Gravel For Nebraska Counties
	752		Road Material; Rock For Nebraska Counties
	755		Road and Highway Equipment and Parts: Asphalt and Concrete Handling and Processing
	760		Road and Highway Equipment: Earth Handling, Grading, Moving, Packing, Etc.
	765		Road and Highway Equipment (Except Asphalt, Concrete, and Earth Handling Equipment In Classes 755 and 760)
	770		Roofing
	775		Salt (Sodium Chloride) (See Class 393 For Table Salt)
	780		Scales and Weighing Apparatus (See 175-08 For Laboratory Balances)
	785		School Equipment and Supplies
	790		Seed, Sod, Soil, and Inoculants
	795		Sewing Room and Textile Machinery, and Accessories
	800		Shoes and Boots
	801		Signs, Sign Materials, Sign Making Equipment, and Related Supplies
	803		Sound Systems, Components, and Accessories: Group Intercom, Music, Public Address, Etc.
	805		Sporting Goods, Athletic Equipment and Athletic Facility Equipment
	810		Spraying Equipment (Except Household, Nursery Plant, and Paint)
	815		Steam and Hot Water Fittings, Accessories, and Supplies
	820		Steam and Hot Water Boilers and Steam Heating Equipment
	825		Stockman Equipment and Supplies
	830		Tanks (Metal, Wood, and Synthetic Materials): Mobile, Portable, Stationary, and Underground Types
	832		Tape (Not Data Processing, Measuring, Optical, Sewing, Sound, Or Video)
	840		Television Equipment and Accessories
	845		Testing Apparatus and Instruments (Not For Electrical Or Electronic Measurements)
	850		Textiles, Fibers, Household Linens, and Piece Goods
	855		Theatrical Equipment and Supplies
	860		Tickets, Coupon Books, Sales Books, Strip Books, Etc.
	863		Tires and Tubes
	864		Train Controls, Electronic
	865		Twine
	870		Venetian Blinds, Awnings, and Shades
	875		Veterinary Equipment and Supplies (See Class 325 For Vitamins and Supplements For Animals)
	880		Visual Education Equipment and Supplies (Except Projection Lamps -See Class 285)
	883		Voice Response Systems
	885		Water and Wastewater Treating Chemicals
	890		Water Supply, Groundwater, Sewage Treatment, and Related Equipment (Not For Air Conditioning, Steam Boiler, Or Laboratory Reagent Water)
	895		Welding Equipment and Supplies

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Register	NIGP Code 1	NIGP Code 2	Description
	898		X-Ray and Other Radiological Equipment and Supplies (Medical)
	905		Aircraft Operations Services
	906		Architectural Services, Professional
	907		Architectural and Engineering Services, Non-Professional
	908		Bookbinding, Rebinding, and Repairing
	909		Building Construction Services, New
	910		Building Maintenance and Repair Services
	912		Construction Services, General
	913		Construction Services, Heavy
	914		Construction Services, Trade (New Construction)
	915		Communications and Media Related Services
	918		Consulting Services
	920		Data Processing Services and Software
	924		Educational Services
	925		Engineering Services, Professional
	926		Environmental and Ecological Services
	928		Equipment Maintenance, Reconditioning and Repair Services For Automobiles, Trucks, Trailers, Transit Buses and Other Vehicles
	929		Equipment Maintenance, Reconditioning, and Repair Services - Agricultural, Heavy Industrial Equipment, and Marine Equipment
	931		Equipment Maintenance, Reconditioning, and Repair Services - Appliance, Athletic, Cafeteria, Furniture, Musical Instruments, and Sewing Equipment
	934		Equipment Maintenance, Reconditioning, and Repair Services - Laundry, Lawn, Painting, Plumbing, and Spraying Equipment
	936		Equipment Maintenance, Reconditioning, and Repair Services - General Equipment
	938		Equipment Maintenance, Reconditioning, and Repair Services - Hospital, Laboratory, and Testing Equipment
	939		Equipment Maintenance, Reconditioning, and Repair Services - Office, Photographic, and Radio/Television Equipment
	940		Equipment Maintenance, Repair, Construction, and Related Services - Railroad
	941		Equipment Maintenance, Reconditioning, Repair, and Related Services - Power Generation
	945		Fishing, Hunting, Trapping, Game Propagation, and Related Services
	946		Financial Services
	947		Forestry Services
	948		Health Related Services (For Human Services See Class 952)
	952		Human Services
	953		Insurance, All Types
	954		Laundry and Dry Cleaning Services
	956		Library Services (See Class 908 For Bookbinding, Rebinding, and Repairing)
	958		Management Services
	959		Marine Construction Services; Marine Equipment Maintenance and Repair; Related Marine Services
	961		Miscellaneous Professional Services
	962		Miscellaneous Services

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Register	NIGP Code 1	NIGP Code 2	Description
	965		Printing Preparations: Etching, Photoengraving, and Preparation Of Mats, Negatives and Plates
	966		Printing and Related Services
	968		Public Works and Related Services
	971		Real Property Rental Or Lease
	975		Rental Or Lease Services Of Equipment - Agricultural, Aircraft, Automotive, Heavy Equipment, and Marine Equipment
	977		Rental Or Lease Services Of Equipment - Appliances, Cafeteria, Film, Furniture, Hardware, Musical, Sewing, and Window and Floor Coverings
	979		Rental Or Lease Services Of Equipment - Engineering, Hospital, Laboratory, Precision Instruments, Refrigeration, Scales, and Testing Equipment
	981		Rental Or Lease Of Equipment - General Equipment
	983		Rental Or Lease Services Of Equipment - Clothing, Janitorial, Laundry, Lawn, Painting, Spraying, and Textile Equipment
	984		Rental Or Lease Services Of Computers, Data Processing, and Word Processing Equipment
	985		Rental Or Lease Services Of Equipment - Office, Photographic, Printing, Radio/Television/Telephone Equipment
	988		Roadside, Grounds, Recreational and Park Area Services
	989		Sampling and Sample Preparation Services (For Testing)
	990		Security, Fire, Safety, and Emergency Services
	992		Testing and Calibration Services
	998		Sale Of Surplus & Obsolete Items