

STATE OF WEST VIRGINIA  
PURCHASING DIVISION

VENDOR REGISTRATION AND DISCLOSURE STATEMENT

Dear Vendor:

Before a vendor is eligible to sell goods and/or services to the State of West Virginia, the **West Virginia Code** (§5A-3-12) requires all vendors to have on file with the West Virginia Purchasing Division a completed Vendor Registration and Disclosure Statement.

All vendors wishing to participate in the competitive bid process and receive purchase orders from the State of West Virginia exceeding one thousand dollars (\$1,000) are required to complete the Vendor Registration and Disclosure Statement (WV-1 form) and pay a **\$125.00** annual fee. Payment of the annual fee includes access to the **West Virginia Purchasing Bulletin**, in which purchases expected to exceed twenty-five thousand dollars (\$25,000) are advertised.

Please complete this form in its **ENTIRETY** and return it with a check or money order made payable to the **STATE OF WEST VIRGINIA** in the amount of **\$125.00**. Incomplete forms will not be processed and will be returned to the vendor. Please send completed form and payment to:

Purchasing Division  
Vendor Registration  
2019 Washington Street East  
P.O. Box 50130  
Charleston, WV 25305-0130

Pages 1 and 2 which consist of information related to vendor organizational structure must be completed. Whenever a change occurs in the information submitted as required, such change shall be reported immediately in the same manner as required in the original disclosure affidavit (**WV Code §5A-3-12**). If you have any questions concerning the Vendor Registration and Disclosure Statement, please call the Purchasing Division at (304) 558-2311.

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION  
*To Be Completed by the Vendor and Returned to the West Virginia Purchasing Division*

1. Legal Name of Company/Individual \_\_\_\_\_  
Bidding Address \_\_\_\_\_  
\_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

2. Vendor Classified As:

<input type="checkbox"/> Individual/ Sole Proprietor	<input type="checkbox"/> Partnership Limited Liability Company (LLC)
<input type="checkbox"/> Non-Profit Organization	[Enter tax classification: <b>D</b> =Disregarded Entity; <b>C</b> =Corporation; <b>P</b> =Partnership] _____
<input type="checkbox"/> Corporation	<input type="checkbox"/> Other (Explain) _____
<input type="checkbox"/> Governmental Entity	_____
<input type="checkbox"/> Estate/Trust	_____

3. If you have a Federal Employer's Identification Number enter it. All partnerships, corporations, or companies with employees must have an FEIN.

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For individuals with no FEIN, enter Social Security Number.

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4. By providing the following information, I represent that this enterprise is a small business as defined by the **Code of Federal Regulations**, Title 13, Part 121, as appended - which contains detailed industry definitions and related procedures - and/or the characteristics of the enterprise's control, operation and/or ownership are accurately reflected in the information provided. *Check all that apply.*

☐ Disabled Small Business Ownership [1]  
☐ Minority Small Business Ownership [2]  
☐ Small Business Ownership [3]

☐ Veteran Small Business Ownership [4]  
☐ Woman Small Business Ownership [5]

*The information gathered in question 4 is for data collection efforts **only**.*

# VENDOR REGISTRATION AND DISCLOSURE STATEMENT

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION

5. Are you registering as a new vendor with the Purchasing Division? \_\_\_\_\_ **No** \_\_\_\_\_ **Yes**

6. Are you updating the information previously submitted? \_\_\_\_\_ **No** \_\_\_\_\_ **Yes**

7. Are you completing this form to register a branch/division/subsidiary?  
If yes, please list the parent company's name, address, and FEIN. \_\_\_\_\_ **No** \_\_\_\_\_ **Yes**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**FEIN:** \_\_\_\_\_

8. Has the vendor done business under another name? If so, list the name and address under which the business was conducted.

**Name**

**Street Address, City and State**

9. List the name, title, city and state of residence for all officers. Attach an additional sheet if space is needed.

**Name**

**Position**

**City and State of Residence**

If the vendor is classified as a Limited Liability Company (LLC) with only one officer, list officer above and initial here: \_\_\_\_\_

10. List the name and telephone number of one or more banking institutions to serve as reference for the vendor.

11. What is the latest Dun & Bradstreet number and rating on the vendor (if available)?

12. Is the vendor acting as an agent for some other individual, firm or corporation? If yes, attach statement of the principal authorizing such representation.

\_\_\_\_\_ **No**

\_\_\_\_\_ **Yes**

13. List the three digit commodity code number(s) from the list on pages 3 and 4 which best describe the product(s)/service(s) furnished by your company. (Attach additional page, if necessary)

As authorized agent of the vendor named herein, I do solemnly swear that the above information is true and complete.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## PURCHASING DIVISION USE ONLY

Vendor ID: \_\_\_\_\_ \*

Check No.: \_\_\_\_\_

Memo No.: \_\_\_\_\_

Date: \_\_\_\_\_

Entered by: \_\_\_\_\_

# Commodity Code Listing

CLASS	DESCRIPTION	CLASS	DESCRIPTION
005	ABRASIVES	233	CRAFTS, SPECIALIZED
010	ACOUSTICAL TILE, INSULATING MATERIALS, & SUPPLIES	240	CUTLERY, DISHES, FLATWARE, GLASSWARE, TRAYS, SUPPLIES
015	ADDRESSING, COPYING, MIMEOGRAPH MACHINES	245	DAIRY EQUIPMENT & SUPPLIES
020	AGRICULTURAL EQUIPMENT	250	DATA PROCESSING CARDS & PAPER
022	AGRICULTURAL, PARTS	920	DATA PROCESSING SERVICES & SOFTWARE
025	AIR COMPRESSORS & ACCESSORIES	255	DECALS & STAMPS
031	AIR CONDITIONING, HEATING, & VENTILATING EQUIPMENT	260	DENTAL EQUIPMENT & SUPPLIES
035	AIRCRAFT & AIRPORT, EQUIPMENT, PARTS & SUPPLIES	265	DRAPERIES, CURTAINS, UPHOLST. MATERIALS (& AUTO)
905	AIRCRAFT OPERATIONS SERVICES	271	DRUGS, PHARMACEUTICAL, & SETS
040	ANIMALS	924	EDUCATIONAL SERVICES
045	APPLIANCES & EQUIPMENT, HOUSEHOLD TYPE	280	ELECTRICAL CABLES & WIRES (NOT ELECTRONIC)
906	ARCHITECT-ENGINEER & PROF. DESIGN SERVICES	285	ELECTRICAL EQUIP. & SUPPLIES (EXCEPT CABLE & WIRE)
050	ARTEQUIPMENT	287	ELECTRONIC COMPONENTS, REPLACE. PARTS, & ACCESS.
052	ART OBJECTS	295	ELEVATORS, BUILDING TYPE
715	AUDIOVISUAL MATERIALS (PREPARED)	300	EMBOSSING & ENGRAVING
055	AUTOMOTIVE ACCESSORIES	290	ENERGY COLLECTING EQUIPMENT: SOLAR & WIND
065	AUTOMOTIVE BODIES, PARTS	305	ENGINEERING EQUIP., SURVEYING EQUIP., DRAWING
060	AUTOMOTIVE PARTS	310	ENVELOPES, PLAIN OR PRINTED
075	AUTOMOTIVE SHOP EQUIPMENT	315	EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS
070	AUTOMOTIVE VEHICLES & TRANSPORTATION EQUIPMENT	929	EQUIPMENT MAINTENANCE, ETC., AG, AUTO, INDUSTRIAL
080	BADGES, EMBLEMS, NAME TAGS & PLATES, JEWELRY, ETC.	931	EQUIPMENT MAINTENANCE, ETC., APPLIANCE, FURNITURE
085	BAGS, BAGGING, TIES, & EROSION CONTROL EQUIPMENT	934	EQUIPMENT MAINTENANCE, ETC., GENERAL
090	BAKERY EQUIPMENT	938	EQUIP. MAINTENANCE, ETC., LAUNDRY, LAWN, PLUMBING
375	BAKERY PRODUCTS	936	EQUIPMENT MAINTENANCE, ETC., MEDICAL
095	BARBER & BEAUTY SHOP EQUIPMENT & SUPPLIES	939	EQUIPMENT MAINTENANCE, ETC., OFFICE, PHOTO, TV
100	BARRELS, DRUMS, KEGS, & CONTAINERS	318	FARE COLLECTION EQUIPMENT & SUPPLIES
105	BEARINGS (WHEEL BEARINGS & SEALS - SEE CLASS 060)	320	FASTENING EQUIPMENT
110	BELTS & BELTING: CONVEYOR, ELEVATOR, POWER TRANS.	325	FEED, BEDDING, VITAMINS & SUPPLEMENTS FOR ANIMALS
115	BIOCHEMICALS, RESEARCH	330	FENCING
270	BIOLOGICALS FOR HUMAN USAGE	335	FERTILIZERS & SOIL CONDITIONERS
120	BOATS, MOTORS, & MARINE & WILDLIFE SUPPLIES	946	FINANCIAL SERVICES
125	BOOKBINDING SUPPLIES	340	FIRE PROTECTION EQUIPMENT & SUPPLIES
908	BOOKBINDING, REBINDING, & REPAIRING	345	FIRST AID & SAFETY EQUIP. (NOT NUCLEAR OR WELDING)
135	BRICKS & OTHER CLAY PRODUCTS, REFRACTORY MATERIALS	350	FLAGS, FLAG POLES, BANNERS, & ACCESSORIES
140	BROOM, BRUSH, & MOP MFC MACHINERY & SUPPLIES	360	FLOOR COVERING, INSTALLATION, REMOVAL & SUPPLIES
145	BRUSHES (NOT OTHERWISE CLASSIFIED)	365	FLOOR MAINTENANCE MACHINES
150	BUILDER'S SUPPLIES	370	FOOD PROCESSING & CANNING EQUIPMENT & SUPPLIES
910	BUILDING MAINTENANCE & REPAIR SERVICES	380	FOODS: DAIRY PRODUCTS
155	BUILDINGS & STRUCTURES: FABRICATED & PREFABRICATED	385	FOODS: FREEZE-DRIED, FROZEN, READY-TO-EAT
160	BUTCHER SHOP & MEAT PROCESSING EQUIPMENT	390	FOODS: PERISHABLES
165	CAFETERIA & KITCHEN EQUIPMENT, COMMERCIAL	393	FOODS: STAPLES
175	CHEMICAL LABORATORY EQUIPMENT & SUPPLIES	395	FORMS, CONTINUOUS: COMP. PAPER, LABELS & FOLDERS
180	CHEMICAL RAW MATERIALS	400	FOUNDRY CASTINGS, EQUIPMENTS, AND SUPPLIES
190	CHEMICALS & SOLVENTS, COMMERCIAL (IN BULK)	405	FUEL, OIL, GREASE & LUBRICANTS
192	CLEANING COMPOSITIONS, DETERGENTS (PREPACKAGED)	415	FURNITURE, LABORATORY
193	CLINICAL LABORATORY REAGENTS & TESTS	425	FURNITURE, OFFICE
195	CLOCKS, TIMERS, WATCHES, & EQUIPMENT	420	FURNITURE: CAFE., CHAPEL, DORM., HOUSE, SCHOOL
200	CLOTHING, APPAREL, UNIFORMS, & ACCESSORIES	410	FURNITURE: HEALTH CARE & HOSPITAL FACILITY
915	COMMUNICATIONS & MEDIA SERVICES	430	GASES, CONTAINERS, EQUIPMENT: LAB., MED., WELDING
205	COMPUTER SYSTEMS: HARDWARE, SOFTWARE, & SUPPLIES	435	GERMICIDES, HEALTH CARE
210	CONCRETE & METAL CULVERTS, PILINGS, PIPE, SUPPLIES	440	GLASS & GLAZING SUPPLIES
220	CONTROLLING, INDICATING, MEASURING, SUPPLIES	450	HARDWARE & RELATED ITEMS
225	COOLERS, DRINKING WATER (WATER FOUNTAINS)	948	HEALTH RELATED SERVICES (HUMAN SER. SEE CLASS 952)
232	CRAFTS, GENERAL	745	HIGHWAY BUILDING MATERIALS, ASPHALT

# Commodity Code Listing

CLASS	DESCRIPTION	CLASS	DESCRIPTION
475	HOSPITAL, SURGICAL & MEDICAL ACCESSORIES	966	PRINTING, PUBLISHING, SILK SCREENING, TYPESETTING
952	HUMAN SERVICES	961	PROFESSIONAL SERVICES
545	INDUSTRIAL MACHINERY & HARDWARE	710	PROSTHETIC DEVICES: HEARING AIDS, AUDITORY, ETC.
485	JANITORIAL SUPPLIES, GENERAL LINE	968	PUBLIC WORKS, CONSTRUCTION SERVICES
495	LABORATORY & FIELD EQUIPMENT: BIO., BOT., ETC.	720	PUMPING EQUIPMENT & ACCESSORIES
493	LABORATORY EQUIPMENT: BIOCHEM., CHEM., ENV. SCI.	730	RADIO COMM. & TELECOMMUNICATION TESTING, EQUIP.
490	LABORATORY EQUIPMENT: NUCLEAR, OPTICAL, PHYSICAL	725	RADIO COMMUNICATION, TELEPHONE, & TELECOMM.
505	LAUNDRY & DRY CLEANING COMPOUNDS AND SUPPLIES	735	RAGS, SHOP TOWELS, & WIPING CLOTHS
500	LAUNDRY & DRY CLEANING EQUIPMENT	971	REAL PROPERTY RENTAL OR LEASE
954	LAUNDRY & DRY CLEANING SERVICES	740	REFRIGERATION EQUIPMENT & ACCESSORIES
510	LAUNDRY TEXTILES & SUPPLIES	975	RENTAL, LEASE OF EQUIP. - AG., AIR., AUTO.
515	LAWN MAINTENANCE EQUIPMENT, ACCESSORIES (NON-AG)	977	RENTAL, LEASE OF EQUIP. - APPLIANCES, FILM, FURN.
520	LEATHER & RELATED EQUIPMENT, PRODUCTS, ACCESS.	985	RENTAL, LEASE OF EQUIP. - OFFICE, PHOTO, PRINT, TV
525	LIBRARY & ARCHIVAL EQUIPMENT, & SUPPLIES	979	RENTAL, LEASE OF EQUIP. - ENG. LAB., REFRIG.
956	LIBRARY SERVICES	981	RENTAL, LEASE OF EQUIP. - GENERAL EQUIPMENT
530	LUGGAGE, BRIEF CASES, PURSES & RELATED ITEMS	983	RENTAL, LEASE OF EQUIP. - JANITORIAL, LAUNDRY
540	LUMBER & RELATED PRODUCTS	765	ROAD & HIGHWAY EQUIP. (EXCEPT ASPHALT, CONCRETE)
550	MARKERS, PLAQUES, SIGNS, & TRAFFIC CONTROL DEVICES	755	ROAD & HIGHWAY EQUIP., ASPHALT AND CONCRETE
555	MARKING & STENCILING DEVICES	760	ROAD & HIGHWAY EQUIPMENT, EARTH HANDLING
557	MASS TRANSIT, BUS ACCESSORIES	988	ROADSIDE, GROUNDS, & PARK AREA SERVICES
556	MASS TRANSIT, BUSES	770	ROOFING (EXCEPT WOOD - SEE CLASS 540)
559	MASS TRANSIT, RAIL VEHICLE ACCESSORIES & PARTS	775	SALT (SODIUM CHLORIDE) (SEE CLASS 393 FOR TABLE SALT)
558	MASS TRANSIT, RAIL VEHICLES	780	SCALES & WEIGHING APPARATUS (175-08 LAB. BALANCE)
560	MATERIAL HANDLING EQUIPMENT	785	SCHOOL EQUIPMENT & SUPPLIES
565	MATTRESS MANUFACTURING MACHINERY & SUPPLIES	990	SECURITY, FIRE, SAFETY, & EMERGENCY SERVICES
570	METALS: BARS, PLATES, RODS, SHEETS, STRIPS, ETC.,	790	SEED, SOD, SOIL, & INOCULANTS
575	MICROFICHE & MICROFILMEQUIP., ACC., & SUPPLIES	795	SEWING ROOM & TEXTILE MACHINERY, & ACCESSORIES
578	MISCELLANEOUS PRODUCTS	800	SHOES & BOOTS
962	MISCELLANEOUS SERVICES	803	SOUND SYSTEMS, COMPONENTS, ACCESSORIES: I-COM, PA
580	MUSICAL INSTRUMENTS, ACCESSORIES, & SUPPLIES	805	SPORTING & ATHLETIC GOODS
590	NOTIONS, SEWING ACCESSORIES & SUPPLIES	810	SPRAYING EQUIP. (EXCEPT HOUSEHOLD, NURSERY, PAINT)
595	NURSERY STOCK, EQUIPMENT, & SUPPLIES	815	STEAM & HOT WATER FITTINGS, ACCESSORIES, & SUPPLIES
600	OFFICE MACHINES	820	STEAM BOILERS, STEAM HEATING, & POWER PLANT EQUIP.
605	OFFICE MECHANICAL AIDS & SMALL MACHINES	825	STOCKMEN EQUIPMENT & SUPPLIES
615	OFFICE SUPPLIES, GENERAL	998	SURPLUS SALES
610	OFFICE SUPPLIES: CARBON PAPER & RIBBONS, ALL TYPES	830	TANKS: MOBILE, PORTABLE, STATIONARY
620	OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS	832	TAPE (NOT DP, MEASURING, OPTICAL, SEWING, SOUND)
625	OPTICAL EQUIPMENT, ACCESSORIES, & SUPPLIES	840	TELEVISION EQUIPMENT & ACCESSORIES
630	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, ETC.	845	TESTING APPARATUS & INSTRUMENTS (NOT ELECT.)
635	PAINTING EQUIPMENT & ACCESSORIES	850	TEXTILES, FIBERS, HOUSEHOLD LINENS, & PIECE GOODS
645	PAPER (FOR OFFICE & PRINT SHOP USE)	855	THEATRICAL EQUIPMENT & SUPPLIES
640	PAPER & PLASTIC PRODUCTS, DISPOSABLE	860	TICKETS, COUPON BOOKS, SALES BOOKS, SCRIPT BOOKS
650	PARK, PLAYGROUND, & SWIMMING POOL EQUIPMENT	893	TIRES & TUBES
964	PERSONNEL, TEMP. (EMPLOYMENT AGENCY SERVICES)	445	TOOLS, HAND (POWERED & NON-POWERED)
655	PHOTO. EQUIP. (NO GRAPH. ARTS, MICRO, X-RAY)	864	TRAIN CONTROLS, ELECTRONIC
660	PIPES, TOBACCOS, & SMOKING ACCESSORIES	865	TWINE
665	PLASTICS, RESINS, FIBERGLASS	870	VENETIAN BLINDS, AWNINGS, & SHADES
670	PLUMBING EQUIPMENT, FIXTURES, & SUPPLIES	875	VETERINARY EQUIPMENT & SUPPLIES
675	POISONS, AGRICULTURAL & INDUSTRIAL	880	VISUAL EDUCATION EQUIPMENT
680	POLICE EQUIPMENT & SUPPLIES	890	WATER SUPPLY & SEWAGE EQUIP. (NOT AC, LAB.)
685	POULTRY EQUIPMENT & SUPPLIES	885	WATER TREATING CHEMICALS
700	PRINTING PLANT EQUIPMENT & SUPPLIES (EXCEPT PAPERS)	895	WELDING EQUIPMENT & SUPPLIES
705	PRINTING PREPARATIONS: ETCHING, MATS, NEGS., PLATES	898	X-RAY & OTHER RADIOLOGICAL EQUIP. & SUPPLIES